

PORTFOLIO HOLDER – ENVIRONMENT & TRANSPORT

DATE	3rd April 2023
REPORT OF	Councillor Stewart Swinburn, Portfolio Holder for Environment and Transport
RESPONSIBLE OFFICER	Carolina Borgstrom, Director for Environment, Economy and Infrastructure
SUBJECT	The North East Lincolnshire Borough Council Concessionary Parking Procedures Review
STATUS	Open
FORWARD PLAN REF NO.	PHET 02/23/04

CONTRIBUTION TO OUR AIMS

A borough wide Parking Strategy directly supports both the Council’s priorities of a “stronger local economy” and “stronger communities” by ensuring that there is an effective and equitable approach to both on and off-street parking.

The Council has clear ambitions for the economic growth of North East Lincolnshire as set out in its Economic Strategy and Local Plan. Sustainable transport is integral to this, and the use of private vehicles is one option, included in the mode of transportation mix.

This report and the appended document present an approach to the procedure for dealing with requests for concessionary parking.

Concessionary parking permits are free or reduced cost parking, granted to support registered charity, businesses, pre-existing historical displacement arrangements and free parking for events.

EXECUTIVE SUMMARY

The purpose of this report is to seek approval for the review of the Concessionary Parking Procedures document which was created in 2018. This contains a framework of information for the management of the conditions relating to requests for new and existing concessionary parking permits, pre-existing historical concessionary parking arrangements and free parking requests. The document is reviewed annually. This report presents the review carried out in 2023.

The reviewed procedures document is in the Appendices.

Appendix 1 - Concessionary Parking Procedures document.

RECOMMENDATIONS

It is recommended that the Portfolio Holder

1. Approves the review of The North East Lincolnshire Borough Council Concessionary Parking Procedures.
2. Amends the review date from annually to a point when consideration of material changes are required.

REASONS FOR DECISION

The Concessionary Parking Procedures document exists as a framework for the service, with the management of the conditions relating to requests for new and existing concessionary parking permits, pre-existing historical concessionary arrangements and free parking.

1. BACKGROUND AND ISSUES

- 1.1 Historically concessions have been provided for a variety of reasons, such as displacement due to the pre-existing parking provision being removed to enable development, assisting charities and enabling temporary events. For example, due to the removal of Newbridge Terrace car park in 2008 parking provision was no longer available to members of staff at the Grimsby Minster. As such it was agreed that concessionary permits be issued to Minster staff to park in Cartergate car park free of charge.
- 1.2 In addition, Market Hall concessionary permits have been issued to specified businesses in the Bull Ring area of Grimsby Town Centre. A maximum of 12 concessionary permits can be issued in total. This was agreed as a concession for the existing businesses at the time of pedestrianisation.
- 1.3 Concessionary permits are valid for a period of 12 months to commence on 1st April and are renewed on an annual basis.
- 1.4 Concessionary permits will only be issued upon receipt of a £15.00 administration fee (per permit).
- 1.5 Concessionary permits can only be used on specified car parks. Details of the car parks will be made available when applications for concessionary permits are made.
- 1.6 Charities - Parking Services have responsibility for approving any new requests received from Charities for concessionary parking permits, however, should a request create a significant risk to the council financially or politically the decision would be deferred to a Council senior officer.
- 1.7 Event Parking – The procedure document aims to establish how we will manage requests for temporary concessions and free parking in support of events, should a request create a significant risk to the council financially or politically the decision would be deferred to a Council senior officer.
- 1.8 Displacement - Whilst the document specifies the conditions under which we may consider a request, any decision to provide a new concession may represent a potential loss of parking revenue for the Council. As such the

service area will initially screen these requests and disseminate the relevant information to the Council senior officer for their approval.

- 1.9 There are currently twenty seven concessionary permits issued to five registered charities.
- 1.10 At this time there are also seven concessionary permits issued to Bull Ring businesses.
- 1.11 At present there are nineteen concessionary permits issued to the Minster for parking in Cartergate car park.

2. RISKS AND OPPORTUNITIES

- 2.1 Should the council car parking capacity be reduced there is a risk of not being able to provide adequate space for concessionary parking permits.
- 2.2 The council's strategic leads for Tourism and Regeneration have been consulted on the review of the procedures document.

3. OTHER OPTIONS CONSIDERED

Do nothing – this would mean that the approach to parking becomes detached from current priorities and strategy.

4. REPUTATION AND COMMUNICATIONS CONSIDERATIONS

Publish the reviewed Concessionary Parking Procedures on the council web page.

5. FINANCIAL CONSIDERATIONS

No impact on budgets.

6. CHILDREN AND YOUNG PEOPLE IMPLICATIONS

The proposals have no implications for children and young people.

7. CLIMATE CHANGE AND ENVIRONMENTAL IMPLICATIONS

The proposals are not expected to impact on climate change.

8. CONSULTATION WITH SCRUTINY

No consultation with Scrutiny has taken place.

9. FINANCIAL IMPLICATIONS

- 9.1. There are no quantifiable financial implications directly arising from this report.
- 9.2. The concessionary parking procedure states that the financial implications of each request must be ascertained and considered prior to approval being granted.

10. LEGAL IMPLICATIONS

The existence of a concessionary procedure allows there to be openness and transparency as to when the Council will look to provide concessions to parking provisions. Ultimately enabling those that may qualify to be aware of the ability to apply for a stipulated concession.

11. HUMAN RESOURCES IMPLICATIONS

There are no direct HR implications.

12. WARD IMPLICATIONS

The proposals affect all Wards within the Borough.

13. BACKGROUND PAPERS

N/A

14. CONTACT OFFICER(S)

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COUNCILLOR STEWART SWINBURN

PORTFOLIO HOLDER FOR ENVIRONMENT AND TRANSPORT

Appendix 1

Internal Ref:	NELC. Concessionary Parking Procedures
Review date	March 2024
Version No.	V2.0



Working in partnership

North East Lincolnshire Council

Concessionary Parking Procedures

Guidance on the management of, conditions relating to and processing of requests for Concessionary Parking Permits and requests for temporary free or concessionary parking arrangements.

North East Lincolnshire Council work in partnership with Equans, any reference to Equans is with the authority of North East Lincolnshire Council.

Document History

Date	Amendments made	By Whom (name/job title)	Stakeholders Approval (Name, Job title / Organisation)
2018	Procedures Document created and approved by Cabinet.	Lynne Owen, Parking Manager	
2023	The addition of any wider impacts/benefits to the borough as a factor when considering a free parking request or a temporary concession.	Lynne Bromley, Parking Manager	

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1. Background

Historically concessions for parking have been provided for a variety of reasons including.

- displacement due to pre-existing parking provision being removed to enable development
- assisting charities
- enabling temporary events

The issue of a parking concession supports the council's priorities of a stronger economy and stronger community by supporting charities and businesses at the heart of the community.

2. Aim

This document outlines the procedures relating to any requests for the renewal of existing concessionary parking permits and also for any new requests which may be received, as well as outlining some of the conditions surrounding the concession. These procedures aim meet a number of the high level outcomes that the council and its partners aspire to achieve to ensure prosperity and wellbeing for the residents of North East Lincolnshire:

- Enjoy and benefit from a strong economy
- Feel safe and are safe
- Enjoy good health and wellbeing
- Benefit from sustainable communities

3. Displacement – Existing Arrangements

In instances where individuals or businesses have already been given access to a concession due to the restriction of access to or the removal of parking provision the council through its partner Equans will on the decision to issue the yearly permit invoke the following conditions.

- Concessionary permits will be valid for a period of 12 months commencing on 1st April of that year and expiring on 31st March the following year.
- Applications must be made to Parking Services for the concession on an annual basis by way of an application form and payment.
- An administration fee of £15.00 per permit will be required in order for Parking Services to process the application.
- As part of this application process the applicant may be contacted by an Officer of the local Transport Team in order to create a Personal Travel Plan. This will help to introduce the applicant to other sustainable travel options in keeping with those outlined in the Local Transport Plan (LTP) and in turn may reduce the requirement for a concessionary permit moving forward.
- Equans Parking Services will be responsible for processing any applications received and issuing the concessionary permits. The number

of concessionary permits allocated and the location where these are valid for use will be determined by the Parking Services pending review of any application submitted.

- Concessionary permits are non-transferrable and cannot be reallocated to another applicant.
- Concessionary permits will be issued electronically by way of an E-permit. This will be assigned to the applicant's vehicle registration mark specified upon application. Therefore, should the applicant change their vehicle they must notify Parking Services allowing at least two working days (Monday to Friday excluding Bank Holidays) for the E-permit to be amended.

4. Displacement – New Requests

For any new requests made for concessionary parking arrangements caused by the restriction of access to or the removal or parking provision, the council and its partner Equans will consider the following.

- Was the loss of parking provision a direct result of the actions of the council?
- Does the request originate from someone who was entitled to park there in the first place?
- What are the financial implications of providing a concession?
- What are the alternative transport methods in that location?
- How many individuals have been affected?
- How many parking spaces have been lost?
- Where is the nearest alternative provision?

Once a concession has been approved, the location of the concession, any payment required, and any limit imposed on the number of applicants will be communicated to the applicant and an application pack will be sent out. Upon receipt of the application, the council and its partner Equans will invoke similar conditions to those used for existing displacement.

5. Concessionary Permits – Charities

Both existing and future applications for concessionary parking permits received from charities will be subject to the same conditions as those applying due to displacement with the following additional condition:

- Concessionary permits will only be issued to organisations who can demonstrate they are a registered charity.

6. Temporary Concession / Free Parking Requests - Events

Occasionally requests are made to the Service Area or the Council to temporarily waive or reduce the parking charges in one or more of the council's Pay and Display car parks in support of an event (for example, the provision of free parking for volunteers at a charity fundraising event). Requests may be received from a variety of sources including community groups, charities, social enterprises and businesses. A request could be to waive or reduce charges for, specified vehicles,

a specified number of bays or section of a car park, a whole car park or multiple car parks.

Before approving a request, the following must be considered:

- What are the financial implications?
- What is the impact on parking availability for other car park users?
- Will it have a negative impact on adjacent businesses?
- Will it have a negative impact on the Council's reputation?
- Will this bring wider impacts/benefit to the borough?

Each request will be considered on a case by case basis, and no decisions made will set a precedent for any requests received thereafter. The council reserves the right to refuse a request.

As these requests are received by Equans, where a request does not pose any foreseeable risk to the council, Equans may approve and administer a request.

Where a request has not been identified through the Event Safety Advisory Group (ESAG) process, event organisers should, as an alternative, forward their request to carparkingissues@nelincs.gov.uk typically allowing 30 working days prior to the date of the event. Should a request be for a large volume of vehicles/bays, involve an entire car park or multiple car parks the request may then be referred to the council for approval and thus this may take in excess of the 30 working days to process. Requests of this nature are for larger events planned over a longer period of time, so organisers are urged to make their request at the earliest opportunity to avoid disappointment.

Parking Services do not have the facility to temporarily reserve bays and therefore cannot guarantee a parking space. As such, the majority of requests received will be managed by way of temporary concessionary permits. Depending on the circumstances of the request these may be issued electronically to predefined vehicles or in a hard copy format to be circulated by an event organiser. Applicants will therefore be advised that whilst concessionary permits have been issued the use of the car park is on a first come, first serve basis and guidance may be given on peak times in order to minimise the probability of disappointment.

For events where there is a requirement to reserve bays or a section of a car park and it is imperative that this happens to enable the event to proceed, Parking Services will refer the request to Equans Highways operations department in order for them to facilitate this. The hiring and placement of cones may carry a charge which will be relayed to the event organiser.