

WAVERLEY BOROUGH COUNCIL

EXECUTIVE – 29 NOVEMBER 2016

Title:

SCHOOL PARKING PERMITS

**[Portfolio Holder: Cllr James Edwards]
[Wards Affected: All]**

Summary and purpose:

The purpose of this report is to seek approval for revised proposals for the administration of School Parking Permits.

How this report relates to the Corporate Priorities:

Customer Service / Community Well-being: Continuing to offer these parking permits for parents at these schools will enable them to drop off and collect their children more safely and provide a valuable service for them.

Environment: These arrangements will assist in reducing congestion and pollution immediately outside of schools where it can cause most harm to children.

Financial Implications

The 2016/17 budget includes estimated additional income of £20,000 from sales of permits. Continuing to offer free school parking permits will result in a potential shortfall against this budget. The potential shortfall was identified in the Budget Management Monitoring Report to the Executive on 1 November.

The cost of producing and issuing the permits will not exceed £1,000 and the schools involved will administer the issue of the permits to parents in accordance with the approved policy.

Risk Management Implications

Continuing to offer a free permit scheme to those schools who have historically received the permits will minimise any adverse publicity and reputational risk to the Council.

Other schools may come forward to request permits which could add further to the potential loss of income for the Council.

Background

1. Members will recall that during the budget setting process in February 2016 it was acknowledged that offering free parking permits to parents to enable parents to park in Waverley car parks whilst dropping off and collecting their children from school was resulting in a potential loss of income for the Council. It was agreed

that charges would be introduced for permits issued to parents for parking in Waverley car parks to drop off and collect children at school.

2. The proposal was not given widespread support by the schools involved. It was recognised that the provision of these permits assisted in reducing congestion outside of schools and the associated pollution and accident risks and officers were requested to revisit the proposal with the schools on the basis that the charges would not be introduced. The consequential shortfall in anticipated income was reported in the Budget Management Report to the Executive on 1 November 2016.
3. The number of permits historically issued to each school, which expire on 31 December 2016, is shown in Table 1 at Annexe 1 to this report.
4. Schools have been consulted on future arrangements for these permits and as a consequence, the policy as set out in Annexe 1 is proposed to take effect from 1 January 2017. Table 2 in the policy also details the number of permits it is proposed to issue to each school in future if the policy is agreed.

Recommendation

It is recommended that the proposed policy for school parking permits at Annexe 1, and the proposed numbers of permits set out in the table, be approved.

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Proposed policy for issuing School Parking Permits

The School Parking Permit Scheme is intended to enable parents to drop off and collect children from nearby schools in a safe environment by allowing them to park in nearby Waverley Borough Council car parks (for a brief period of up to 20 minutes) at the start and at the end of each school day, (between the hours of 8.00am and 9.00am in the mornings and 3.00pm and 4.00pm in the afternoons).

Eligible Schools

School parking permits will be provided to the schools listed below which have historically received the permits on an annual basis. There is no proposal to extend this scheme to other schools.

Number of permits issued to each school

The number of permits issued to each school will be that shown below, as agreed with the school on the basis of the number issued historically, adjusted in accordance with the criteria below. This number of permits may be varied at any time after consultation between the school and the Head of Environmental Services.

Eligibility for permits

The participating School may issue one permit per family to those parents who live more than 10 minutes walk from the school their children attend.

The participating School may also issue permits to parents living less than 10 minutes walk from the school if there are extenuating circumstances such as disability of the child, parent or guardian.

Conditions attached to permits

The permit must be displayed prominently in the bottom left corner of the windscreen of the vehicle whenever the vehicle is parked in a Waverley car park for the purposes described above.

The permit is only valid for use in the car park nearest to the school which the children of the vehicle user attend.

The permit is only valid for a period of up to 20 minutes each time between the hours of 8.00am and 9.00pm in the morning and between the hours of 3.00pm and 4.00pm in the afternoon.

Each permit will bear a unique serial number so that it is traceable to the parents it has been issued to in the event of any discrepancy or abuse.

Persons using the permit contrary to these conditions may be subject to a Penalty Charge Notice. The permit may also be cancelled in the event of persistent abuse.

Table 1 Current Permits issued

School	Car Park	Day of Week	AM Start Time	AM End Time	PM Start Time	PM End Time	No of Permits cuurrently Issued
Blossom Nursery	Stocklund Square	Mon - Fri	09:10	09:25	12:25	12:40	10
Blossom Nursery	Stocklund Square	Mon - Fri	09:10	09:25	01:25	01:40	5
Blossom Nursery	Stocklund Square	Mon - Fri	09:10	09:25	02:25	02:40	10
Moss Lane	Crown Court	Mon - Fri	08:50	09:05	03:10	03:25	180
Potters Gate	Upper Hart	Mon - Fri	08:40	09:00	03:05	03:25	60
Potters Gate	Upper Hart	Mon - Fri	08:40	09:00	03:15	03:35	330
St Andrews	Waggon Yard	Mon - Fri	08:35	08:55	02:55	03:15	220

Total 815

Table 2 Proposed Permit Issue

School	Car Park	Day of Week	AM Start Time	AM End Time	PM Start Time	PM End Time	No of Permits Proposed
Blossom Nursery	Stocklund Square	Mon - Fri	09:10	09:25	12:25	12:40	10
Blossom Nursery	Stocklund Square	Mon - Fri	09:10	09:25	01:25	01:40	
Blossom Nursery	Stocklund Square	Mon - Fri	09:10	09:25	02:25	02:40	
Moss Lane	Crown Court	Mon - Fri	08:50	09:05	03:10	03:25	130
Potters Gate	Upper Hart	Mon - Fri	08:40	09:00	03:05	03:25	50
Potters Gate	Upper Hart	Mon - Fri	08:40	09:00	03:15	03:35	200
St Andrews	Waggon Yard	Mon - Fri	08:35	08:55	02:55	03:15	115

Total 505