



Officer Decision Record

1. Subject and details of the matter (to include reasons for the decision)

Background Information

In March 2020, high streets across the UK were impacted by the Prime Ministers instruction of a full national lockdown. This saw all non-essential businesses closed for a period of 12 weeks. To support high streets across the UK reopening in a safe manner, Government issued a number of instructions to all UK Local Authorities, these included: -

- Reallocation of Road space (Concrete barrier project)
- Business Tables & Chairs Licence Application

These initiatives aim to: -

- Ensure businesses can operate safely, in accordance with social distance guidance
- Provide a safe environment for customers
- Support businesses with continue commercial viability

Current Status

On 2nd December 2020, non-essential business across UK will be permitted to reopen following the second UK lockdown in 2020. To acknowledge and support the challenges to businesses in 2020, members have asked Highways and Transportation to prepare an options paper for periods of free parking across December 2020 and

January 2021. The initiative aims to promote high street shopping over the traditionally busy festive period.

2. Is it a Key Decision as defined in the Constitution?

No.

3. Details of Decision

Approval is sought to proceed with implementation of free car parking, from 1pm Daily at Abbey Walk and High Street car parks. Portfolio Holder approval would cover period 11th December to 31st December 2020 only. Subsequent approval would be sought for January 2021 period.

Different options for free parking were reviewed, with risks and benefits considered for all options. A meeting was concluded with Leader, Cllr Phillip Jackson, instructing officers to undertake a review of an additional option on 4 December.

Option 6 suggested by the Leader – Free Parking From 1pm Daily (Limited to Two Car Parks)

Detail and forecast revenue loss are as follows: -

- Free parking to be introduced from 1pm daily at two car parks only
 - Car Park 1 - Abbey Walk Car Park, Grimsby
 - Car Park 2 - High Street, Cleethorpes
- Cabinet agreed that approval for the whole 11/12/20 to 31/01/21 period, requires two approvals from Cllr Swinburn, the approvals would cover the following dates: -
 - Approval 1 - 11th December to 31st December 2020
 - Approval 2 - 1st January to 31st January 2021
- Actual 2019/20 ticket sales, and forecast 2020/21 revenue for Abbey Walk & High Street Car Parks, for time period 1pm to 6pm daily are as follows: -

Abbey Walk Car Park, Grimsby (Revenue figures covering period 1pm to 6pm Daily)

2019 Revenue, 11th Dec to 31st Dec	£ 754.50
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2020 Revenue, 1st Jan to 31st Jan	£ 946.25
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Total Revenue	£1,700.75
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2020 Forecast Revenue, 11th Dec to 31st Dec	£ 528.15
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2021 Forecast Revenue, 1st Jan to 31st Jan	£ 662.38
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Total Forecast Revenue	£1,190.53
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High Street Car Park, Cleethorpes (Revenue figures covering period 1pm to 6pm Daily)

2019 Revenue, 11th Dec to 31st Dec	£2,445.65
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2020 Revenue, 1st Jan to 31st Jan	£2,903.60
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Total Revenue	£5,349.25
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2020 Forecast Revenue, 11th Dec to 31st Dec	£1,711.96
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2021 Forecast Revenue, 1st Jan to 31st Jan	£2,032.52
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Total Forecast Revenue	£3,744.48
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All revenue implications from lost car park ticket sales, are based on December 2019 and January 2020 NELC income. Additional estimated figures have been added in red, allowing for a potential 30% reduction in sales due to the current situation with COVID-19. These figures are estimated only and are subject to change.

4. Is it an Urgent Decision? If yes, specify the reasons for urgency Urgent decisions will require sign off by the relevant scrutiny chair(s) as not subject to call in.

No.

5. Anticipated outcome(s)

Local businesses and customers are supported with an element of free parking.

6. Details of any alternative options considered and rejected by the officer when making the decision

Option 1 - Free All-Day Parking (December 20 and January 2021, 8 weeks total)

NELC Revenue impact £130,000* **£91,000***

*Does not include Staff permits and Season Tickets circa £24,000

Option 2 - Free Parking After 2pm Daily (December Only)

NELC Revenue impact £13,000 (£23,000 for December and January)

£9,100 and £16,100 respectively

Option 3 - Free Parking After 3pm Daily (December Only)

NELC Revenue impact £6,000 (£12,000 for December and January)

£4,200 and £8,400 respectively

Option 4 - 2 Hour Free Parking – Anytime (60% of total ticket sales, December Only)

NELC Revenue impact £45,000 (£79,000 for December and January)

£31,500 and £55,300 respectively

Option 5 – Free All-Day Parking at Abbey Walk & Grant Street Only (December Only)

NELC Revenue impact £6,000* (£12,000* for December and January)

£4,200* and £8,400* respectively

7. Background documents considered

None.

8. Does the taking of the decision include consideration of Exempt information? If yes, specify the relevant paragraph of Schedule 12A and the reasons

No.

9. Details of any conflict of interest declared by any Cabinet Member who was consulted by the officer which relates to the decision (in respect of any declared conflict of interest, please provide a note of dispensation granted by the Council's Chief Executive)

None.

10. Monitoring Officer Comments (Monitoring Officer or Deputy Monitoring Officer)

The Council is able to exercise its discretion in the collection of car park income. The concession is clear in that it is designed to support local businesses in the aftermath of the COVID-19 pandemic and the impact that restrictions have had on the local economy.

11. Section 151 Officer Comments (Deputy S151 Officer or nominee)

The decision would result in an estimated loss of income of £5k from existing expectations. A policy decision will also negate the opportunity to claim covid loss of income grant for this period which results in a further estimated £1.5k loss of grant.

12. Human Resource Comments (Strategic Workforce Lead or nominee)

There are no direct HR implications.

13. Risk Assessment (in accordance with the Report Writing Guide)

The current government guidance surrounding the COVID-19 pandemic to stay at home, except for specific purposes, reducing the risk of a localised outbreak of the virus, and containing any cases in our area, encouraging residents into the town centres could be irresponsible at this time.

Local authorities cannot reclaim lost car parking revenue from central Government because of voluntary charges to tariff charges. The Restarting High Street Fund can also not be used.

The software for the parking ticket machines is not programmed to dispense a ticket for free periods; this would cost circa £3,500 to implement and take approximately six weeks. Any agreed periods of free parking would be simply advertised with "Free Car Parking" signs.

To permit enforcement of any limited free periods of free parking, the legal off-street parking places order requires remaking, as this element would need adding. Therefore, any car parks with temporary free periods will not be able to be enforced during this period for non-display of pay and display ticket or overstays. The Civil Enforcement Officers still have a duty to patrol the car parks for blue badge misuse.

Independent data analysis confirms free town centre parking does not drive additional footfall.

The operational costs of the car parks will remain despite any free periods of parking, business rates, electricity, cash machine collection, ticket machine operation costs and maintenance, grounds maintenance and cleansing.

14. Decision Maker(s):

Name: Mark Nearney

Title: Assistant Director of Housing and Interim Assistant Director of Highways, Transport and Planning.

Signed: Approved via email

Dated: 14th December 2020

15. Consultation carried out with Portfolio Holder(s):

Name: Councillor Stewart Swinburn

Title: Portfolio Holder for Environment and Transport

Signed: Approved via email

Dated: 14th December 2020

16. If the decision is urgent then consultation should be carried out with the relevant Scrutiny Chair/Mayor/Deputy Mayor

Name: N/A

Title: N/A

Signed: N/A

Dated: N/A

APPENDIX 1 – EMAIL APPROVAL

From: Cllr Stewart Swinburn (NELC) <Stewart.Swinburn@nelincs.gov.uk>
Sent: 14 December 2020 14:40
To: Lynne Owen (Engie) <Lynne.Owen@nelincs.gov.uk>; Mark Nearney (NELC) <Mark.Nearney@nelincs.gov.uk>
Cc: Luke Greaves (Engie) <luke.greaves@nelincs.gov.uk>
Subject: Re: Officer Decision Notice - Christmas Free Parking

Approved.

Cllr Swinburn

From: Mark Nearney (NELC) <Mark.Nearney@nelincs.gov.uk>
Sent: 14 December 2020 13:39
To: Lynne Owen (Engie) <Lynne.Owen@nelincs.gov.uk>; Cllr Stewart Swinburn (NELC) <Stewart.Swinburn@nelincs.gov.uk>
Cc: Luke Greaves (Engie) <luke.greaves@nelincs.gov.uk>
Subject: RE: Officer Decision Notice - Christmas Free Parking

Approved, thanks.

Mark Nearney, Assistant Director of Housing, Highways and Planning
North East Lincolnshire Council
Municipal Offices , Town Hall Square, Grimsby, DN31 1HU
Tel: 01472 324122 Mobile: 07826 344556
Email: Mark.Nearney@nelincs.gov.uk /www.nelincs.gov.uk

Stay alert. Control the virus. Save lives.

From: Lynne Owen (Engie) <Lynne.Owen@nelincs.gov.uk>
Sent: 14 December 2020 12:16
To: Mark Nearney (NELC) <Mark.Nearney@nelincs.gov.uk>; Cllr Stewart Swinburn (NELC) <Stewart.Swinburn@nelincs.gov.uk>
Cc: Luke Greaves (Engie) <luke.greaves@nelincs.gov.uk>
Subject: Officer Decision Notice - Christmas Free Parking

Good afternoon Cllr Swinburn and Mark,

Please find attached the Officer Decision Notice for free Christmas parking. Please can you sign/give your approval. Democratic Services need the completed ODR and sight of the emails giving consent, for publication.

Kind regards

Lynne

Lynne Owen
Parking Manager
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