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on 8 April 2021

Hythe Town Council

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Report number F&GP/40/21

To Hythe Town Council
Date 29 March 2021
Status **Non-Exempt**
Responsible officer Responsible Financial Officer

Subject **EURO CARPARKS REPORT F&GP/40/21**

SUMMARY: This report provides a proposal for Automatic Number Plate Recognition for Oaklands Car Park and recommends the Committee review in accordance with good practice.

REASON FOR RECOMMENDATION:

The Committee is asked to agree the recommendations set out below because; -

- a) The Council is committed to work in compliance with the Governance and Accountability for smaller authorities in England.
- b) The Council is committed to manage its financial affairs under the Financial Regulations Act.

RECOMMENDATIONS:

1. **To receive and note the report F&GP/40/21**
2. **To accept the proposal and instruct the Town Clerk to commence with the installation of an Automatic Number Plate Recognition Management System for Oaklands Car Park.**

INTRODUCTION

This document contains a suggestion for the use of Automatic Number Plate Recognition (ANPR) technology along with associated costs to help with any decisions regarding the proposed management system.

ANPR is often used in association with a Maximum Stay parking management system to streamline enforcement and reduce personnel costs.

Stade Street is situated in the centre of Hythe and houses, the Town Council Offices as well as Hythe Library. Alongside being in the centre of the town, it also sits around 500m from the beach and will likely attract vehicles in the summer months.

There is no current parking management on site, and reports that vehicles that are not related to employees or visitors of Hythe Town Council or the Library are parking at the site for long periods of time and thus preventing Hythe Town Council and Library, employees, and visitors from parking.

The Car park is intended as a short stay car park that is free for users up to 1 hour.

As it is so popular this system is often abused. With visitors parking their vehicles and walking off to the High Street to do their shopping and returning hours later. Along with other users parking their vehicle all day until they too have finished work. Furthermore, users have also been constantly parking in the grid lines that should be left free for emergency vehicles and Grounds Maintenance to access the park.

The approach would be to have a Dual Maximum Stay on the site for 1 hour for members of the public in the daytime during working hours (Appendix A and B attached).

A restriction could also be added outside of working hours to deter anti-social gatherings in the evenings.

Alongside this, we will allow for Hythe Town Council and Library staff, and councillors to exempt themselves from the restrictions using a portal system, where vehicle registrations can be added to an exemption list. Visitors wishing to stay for longer than one hour will have to register their vehicle with the Council Staff.

In terms of PCN notices, a £70 Parking Charge Notice (PCN) will be issued to any vehicle not on the approved vehicles list or not parked in the correct bays, this will be reduced to £40 if paid within 14 days of issue so it will be important that all tenants operate and park in their respective areas.

Taking the above into account below is the management recommendation.

Site Operation

- Maximum Stay for 1 hour between the hours of 07:00 to 21:00. A possible Maximum stay of 10 minutes for times outside of these times if required.
- Grace Time of 10 minutes
- Site would operate 24/7, 7 days a week (168 hours per week)
- Council and Library staff, Councillors and Contractors would be eligible to go onto an exemption list that would allow them to park at the site without restriction. This would be managed by the client, who could add and remove vehicles to fit their requirements. This would be managed via a web portal.
- Console to be provided for day visitors to exempt their vehicles.
- Only authorised vehicles would be eligible to park on the site.

PCN Cancellations

No PCN will be cancelled unless authorized by the client or any other person assigned responsibility, so it is important that staff are aware that they need to keep vehicle records up to date. For example, if they change their vehicle or they are using a different vehicle ECP will need to be made aware.

Contract

ECP would propose a 36-month contract with the client with a 12-week termination clause which must be provided to ECP in writing if the client decided to terminate during this period.

Financials

The system set up CAPEX costs (including signage, equipment, installation, ANPR Camera & Installation) would be:

£6,608.54

- Signage & installation **to be paid for out of PCN revenue**
- Charge of £5.75 for each PCN to issued
- Prior to cap being paid off ECP will keep 100% of income at the lower PCN rate to offset the costs associated with POPLA, the independent appeals service.

A little bit about ECP

Since 1976, Euro Car Parks has provided outstanding car parking services and has thereby retained clients for many years. We are very proud of our reputation and the loyalty of our clients who value the services we provide. The loyalty and length of our working relationships highlight our commitment to excellent customer service, as well as the strength of our in-house team who ensure all our clients are confident in our operation of their sites and extremely satisfied with our service. We ensure a professional, value-for-money, bespoke service to suit our client's requirements, regardless of the size or nature of the operation. With over 46 years of car parking experience, the company has a wealth of knowledge which is shared with our clients.

Euro Car Parks provides on and off-street parking management in both the public and private sector. From 1 to 5000+ parking spaces, we manage and operate car parks for local and public authorities, airports, railway stations, retail and leisure parks, supermarkets, shopping centres, hotels, hospitals, multi-storey car

parks, basement, surface, and rooftop structures, as well as our own leased and owned sites.

Some of our clients are: Sainsburys, Morrisons, Marks and Spencer, Aldi, Mitchells & Butler, London, and Cambridge, Wetherspoons, Matalan, CBRE, Cushman and Wakefield, JLL, NHS Trusts, Shell, BP, Kent County Parks, Mid counties Co-op.

SUMMARY

To install an Automatic Number Plate Recognition technology into the Oaklands Car Park, this would reduce the number of users misusing the car park for long stays during working hours. The Council would not profit from this system financially as should any income be generated from notices this would cover the running costs of the scheme.

Office Staff would have access through a portal to manage vehicle registrations. This would allow the car park to continue to be used for free but with the one-hour

restriction that is already in place but not currently managed. This would only be used during working hours to ease the flow of visitors to the Council Offices and Library and enable Staff, Councillors and Contractors to park without notice.

RISK MANAGEMENT

A summary of the perceived risk follows.

| Perceived Risk | Seriousness | Likelihood | Preventative Action |
|---|--------------------|-------------------|---|
| The Council does not install a parking management system and users continue to park for long periods of time. | Low | Low | The Council install an Automatic Number Plate Registration system to enable a flow of parking for users of the car park during working hours. |

CONTACT OFFICER

If you have any queries about this report, please contact The Town Clerk.

Tel: 01303 266152 or email Clerk@hythe-tc.gov.uk prior to the meeting.