

Agenda

Community Committee Meeting

Date: Tuesday, 31 October 2023

Time 7.00 pm

Venue: Council Chamber, Swale House, East Street, Sittingbourne, ME10 3HT*

Membership:

Councillors Shelley Cheesman, Elliott Jayes (Vice-Chair), Mark Last, Peter Macdonald, Claire Martin, Lee-Anne Moore, Pete Neal, Tara Noe, Tom Nundy, Richard Palmer (Chair), Hannah Perkin, Ashley Shiel, Terry Thompson, Mark Tucker and Tony Winckless.

Quorum = 5

Pages

Information about this meeting

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 - (d) Anyone unable to use the stairs should make themselves known during this agenda item.
2. Apologies for Absence
3. Minutes

To approve the [Minutes](#) of the meeting held on 6 September 2023 (Minute Nos. 262 – 269) as a correct record.

4. Declarations of Interest

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves, their families or friends.

The Chair will ask Members if they have any disclosable pecuniary interests (DPIs) or disclosable non-pecuniary interests (DNPis) to declare in respect of items on the agenda. Members with a DPI in an item must leave the room for that item and may not participate in the debate or vote.

Aside from disclosable interests, where a fair-minded and informed observer would think there was a real possibility that a Member might be biased or predetermined on an item, the Member should declare this and leave the room while that item is considered.

Members who are in any doubt about interests, bias or predetermination should contact the monitoring officer for advice prior to the meeting.

Part B reports for the Community Committee to decide

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| 5. | Playing Pitch Strategy (PPS) | 5 - 14 |
| 6. | Built Facility Strategy (BFS) | 15 - 24 |
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| 9. | Forward Decisions Plan | 65 - 66 |

Issued on Monday, 23 October 2023

The reports included in Part I of this agenda can be made available in alternative formats. For further information about this service, or to arrange for special facilities to be provided at the meeting, please contact democraticservices@swale.gov.uk. To find out more about the work of this meeting, please visit www.swale.gov.uk

**Chief Executive, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**

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Community Committee	
Meeting Date	31 October 2023
Report Title	Playing Pitch Strategy (PPS)
EMT Lead	Emma Wiggins, Director of Regeneration and Neighbourhoods
Head of Service	Martyn Cassell, Head of Environment and Leisure
Lead Officer	Jay Jenkins, Leisure & Technical Services Manager
Classification	Open
Recommendations	1. Members to discuss the content of the report and agree the draft recommendations in Appendix 1 and 2

1 Purpose of Report and Executive Summary

- 1.1 This report seeks Committee approval for the draft recommendations of the new Playing Pitch Strategy (PPS) for a period in line with the Local Plan.
- 1.2 The Strategy was undertaken by independent consultants (Strategic Leisure) and uses the research, consultation, site assessments, data analysis and mapping that underpins the study to set direction and determine priorities for future provision. The Strategy provides an assessment of the current supply and demand of playing pitches within the Borough.
- 1.3 The strategy analyses the Borough's sports pitches in terms of quantity, quality, and accessibility. The Strategy considers pitches that are available for public use provided by the Council and other organisations. It also sets out the Council's intended approach with partners, and the priorities for ensuring there is sufficient provision to meet current and future demand.
- 1.4 The Strategy follows Sport England guidance and is supported by National Governing Bodies of Sport. This helps to provide robust evidence for supporting the Swale Local Plan process.
- 1.5 The document recognises the balance needed between setting priorities for action and the pressure on budgets in the public sector. It therefore identifies the need for a partnership approach with Sport England, National Governing Bodies of Sport, schools, local clubs, and private facility operators, to enable delivery of the action plan as resources allow.
- 1.6 The findings are based on a technical assessment which pulled together the baseline data that the recommendations are informed by. This included physical visits to sites, consultation with site owners, and consultation with users.

2 Background

- 2.1 The existing Swale PPS expires in 2023. The new strategy will cover the period in line with the Local Plan. We have received an initial draft and an overview of the report but as yet have not agreed a final version.
- 2.2 In order to ensure there are sufficient pitches and ancillary facilities such as changing rooms and social facilities, the Council has worked with external consultants to analyse the currently available provision and develop a series of recommendations to ensure unmet and future demand can be met cost effectively.
- 2.3 Following the review process the final document will inform the Borough's Local Plan (a requirement of the Local Plan process is to provide robust evidence base for decisions) and will help to ensure that appropriate contributions are made by developers, and suggested levels of provision are maintained.
- 2.4 Whilst the Council have undertaken this work, it recognises that we are not the sole provider of sports facilities, and so the Strategy suggests a partnership approach, making sure wider organisations understand the role they can play. Stakeholder meetings with the relevant operators and governing bodies will be held to help deliver the actions.
- 2.5 It was also important to note the tough budgetary position of public sector organisations. The document therefore regularly refers to the need to look at all options for investment, balancing out Swale BC expenditure with external income from grants and developer contributions.
- 2.6 The recommendations set out which sites/sports are a priority and provides guidance for how improvements could be made should the resources become available.
- 2.7 It is important that Sport England sign-off the document as this will ensure the sports sections in the Local Plan are supported in the Local Plan approval process. It will also ensure that the Strategy can be used for decisions in planning applications and developer contribution negotiations.

3 Proposals

Members to discuss the content of the report and agree that the draft recommendations are sent forward for review by key stakeholders as the next stage of the Sport England process.

4 Alternative Options Considered and Rejected

- 4.1 Failure to adopt a Playing Pitch Strategy would severely limit the ability of the Council to gain developer contributions and national funding to support the

development and delivery of playing pitch provision in the Borough, and so is not recommended.

5 Consultation Undertaken or Proposed

- 5.1 Targeted consultation as part of the audit was undertaken with facility providers, clubs, schools, appropriate National Governing Bodies of Sport, Sport England,

6 Implications

Issue	Implications
Corporate Plan	The new Corporate Plan is currently being developed.
Financial, Resource and Property	<p>This Strategy will ensure that the Council and its partners are providing cost-effective services and are making best use of the appropriate resources and property.</p> <p>By adopting a robust Playing Pitch Strategy, the authority will stand a better chance of being successful with external grants and developer contributions to assist in delivery of the action plan.</p> <p>At this stage, no additional costs to the Council have been identified. However, there may be requests for contributory funding for individual projects as they are developed.</p> <p>Any future reviews of the Grounds Maintenance Contract will need to consider the best value that the new contract can provide for pitches.</p>
Legal, Statutory and Procurement	The Strategy will underpin key sections of the Local Plan relating to Open Space. This is a required element of the Local Plan process, providing a robust evidence base for decisions. It will therefore assist in the Planning Inspectorate process.
Crime and Disorder	The provision and good management of a broad range of playing pitches and changing rooms can make a positive contribution to managing issues of crime and disorder by providing diversionary activities and encouraging community cohesion.
Environment and Climate/Ecological Emergency	Where possible, environmentally friendly maintenance regimes will be considered and adopted.
Health and Wellbeing	By providing and supporting a broad range of quality facilities across Swale, there will be greater opportunities for people to participate in healthy activities.
Safeguarding of Children, Young People and Vulnerable Adults	None identified.

Risk Management and Health and Safety	Without a strategy that is endorsed by Sport England, the Borough will be at risk of not having the Local Plan agreed, missing funding opportunities, losing challenges to planning applications by developers, and not providing high quality facilities for its residents. By maintaining its own pitches to agreed standards, the Council will ensure their facilities are safe and fit for purpose.
Equality and Diversity	Issues of equal opportunity will be addressed through applications for any changes to existing or new developments, ensuring that such facilities are compliant and fit for purpose.
Privacy and Data Protection	None identified.

7 Appendices

7.1 Summary of Recommendations

7.2 Summary of 3G Pitch Findings/Recommendations

8 Background Papers

9.1 None

Football to follow.

The key issues for **Rugby union** and recommendations are:

Number	Recommendations
1	Protect all current rugby union sites and facilities in the Local Plan unless provision is made for new improved quality facilities that are accessible and provided before original facilities are closed
2	Future population demand to 2040 projects a requirement from developer contributions to provide a minimum of The Playing Pitch calculator identifies that population increases between 2023 and 2040 generates match play MES of 1.65 per week and training MES under floodlights 1.86 per week
3	Sport England Playing Pitch Calculator should be used to identify developer contributions from each new housing development in Swale Borough. The Playing Pitch Calculator and PPS should be used to help determine the likely impact of a new development on demand and the capacity of existing sites in the area, and whether there is a need for improvements to increase capacity of existing provision or if new provision is required. Where a development is located within access of existing high-quality provision, this does not necessarily mean that there is no need for further provision or improvement to existing provision, as additional demand arising from the development is likely to result in increased usage (which can result in overplay or quality deterioration)
4	There is a need to develop the Wises Lane rugby facility for use by Sittingbourne Rugby Club with the appropriate community use agreements in place between the club and Swale Borough Council and the club and the school for use of the school pitches. All building and pitch construction should meet Sport England and RFU design and pitch guidance
5	There is a need to support Faversham Rugby Club with its aspirations to provide a new facility in the Faversham sub area providing as a minimum 2 floodlit senior rugby pitches and clubhouse

6	All rugby club sites to undertake a Pitch Power assessment of pitches to identify what improvements need to be undertaken to improve pitch maintenance and pitch quality with a view to increase capacity for match and training match equivalent sessions
7	FA Football Foundation, Rugby Football Union, Swale Borough Council and Sittingbourne Rugby Club to consider working in partnership to provide a joint World Rugby Regulation 22 AGP and 3G AGP for both rugby and football use in the Sittingbourne sub area. This will alleviate the shortfall of weekly training MES currently and in the future

The key issues for **Cricket** and recommendations are:

Number	Recommendations
1	Protect all current cricket sites and facilities in the Local Plan unless provision is made for new improved quality facilities that are accessible and provided before original facilities are closed
2	Future population demand to 2040 projects a requirement from developer contributions to provide a minimum of 3 x 8 wicket squares with non turf pitches and 3 x pavilion provision to meet 128 MES per season
3	Sport England Playing Pitch Calculator should be used to identify developer contributions from each new housing development in Swale Borough. The Playing Pitch Calculator and PPS should be used to help determine the likely impact of a new development on demand and the capacity of existing sites in the area, and whether there is a need for improvements to increase capacity of existing provision or if new provision is required. Where a development is located within access of existing high-quality provision, this does not necessarily mean that there is no need for further provision or improvement to existing provision, as additional demand arising from the development is likely to result in increased usage (which can result in overplay or quality deterioration)
4	Any development of a housing site close to a cricket pitch can raise issues of risk of ball strike from balls leaving the field of play. Indeed, any site within 80 metres of a cricket wicket is at risk from ball strike and ball strike must be considered as part of the planning process. Any mitigation package that a

	ball strike risk assessment advised should be built into the scheme by the developer; and be constructed and maintained in perpetuity at the developer's expense. It is good practice for the requirement for mitigation to be built into any policy for a site in this position
5	Secure long-term leases/licenses for clubs where they can apply for funding to improve facilities and provide security of tenure. The clubs requiring new leases are: <ul style="list-style-type: none"> • Rodmersham Cricket Club – club to negotiate with landowner • Borden Cricket Club – club to negotiate with Parish Council
6	Need to improve the quality of pavilions at the following sites: <ul style="list-style-type: none"> • Faversham Cricket Club • Davington Priory Cricket Club • Bredgar Cricket Club

The key issues for **Hockey** and recommendations are:

Number	Recommendations
1	As part of the Local Plan and ongoing planning policy, protect all sites designated as hockey playing fields
2	Westlands AGP and Borden Grammar School AGPs require floodlight replacements to LED
3	England Hockey, Swale Borough Council, Gore Court Hockey Club and Sittingbourne Hockey Club to work in partnership to provide a 3 rd Sand Based AGP by 2040 to meet projected demand for hockey. It would be preferable if a 2 x AGPs hub were provided on one site with changing and club house facilities for sustainability reasons

4	If either Westlands School AGP or Borden Grammar School AGP became redundant in the future, due to provision of a 2 x AGP pitch site with changing and club house facilities being provided in conjunction with either Westlands or Borden Grammar School AGP. Discussions should be held with the FA Football Foundation and RFU to identify if either AGP could be reconfigured as a 3G AGP and World Rugby Regulation 22 compliant for at least rugby union training
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Swale Borough Council
 Playing Pitch Strategy 2023
 3G Pitch Summary

No	Findings/Recommendations
1	There is an insufficient supply of full size 3G pitches to meet current and anticipated future demand for football in Swale. Particularly in the Sittingbourne Sub Area
2	There are currently 5.5 full size 3G pitches across Swale (Includes Faversham Town FC). All are available for community use and are currently FA Registered
3	There is an existing need for 8 (7.8 rounded up) 3G pitches and a current shortfall of 3 (2.2 rounded up) 3G pitches
4	Considering future need for 2040. Demand modelling predicts a need for a further 2 x 3G AGPs in addition to the current shortfall of 3 x 3G AGPs. The future requirement 2040 minus current supply is predicted to be 5 (4.2 rounded up)
5	Consider a 3G AGP that can be utilised as a World Rugby Regulation 22 compliant AGP as well as football in the Sittingbourne Sub Area particularly provide for rugby training mid-week
6	Consider reconfiguration of either Westlands School or Borden Grammar School AGP to a 3G AGP if a 2 x AGP facility is built for hockey in the future. This would still leave 3x AGPs for Hockey demand

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Community Committee	
Meeting Date	31 October 2023
Report Title	Built Facilities Strategy (BFS)
EMT Lead	Emma Wiggins, Director of Regeneration and Neighbourhoods
Head of Service	Martyn Cassell, Head of Environment and Leisure
Lead Officer	Jay Jenkins, Leisure & Technical Services Manager
Classification	Open
Recommendations	1. Members to discuss the content of the report and agree the draft recommendations in Appendix 1.

1 Purpose of Report and Executive Summary

- 1.1 This report seeks Committee approval for the draft recommendations of the new Built Facilities Strategy (BFS) for a period in line with the Local Plan. This Strategy focuses on the built sports infrastructure and is complemented by a separate Playing Pitch Strategy.
- 1.2 The Strategy provides an assessment of the current supply of built sports provision in terms of quality, quantity, accessibility, location and management. The Strategy was undertaken by independent consultants (Strategic Leisure) and uses the research, consultation, site assessments, data analysis and mapping that underpins the study to set direction and determine priorities for future provision.

2 Background

- 2.1 The existing Swale BFS expires in 2023. The new strategy will cover a period in line with the Local Plan. We have received an initial overview of the report but as yet have not agreed a final version.
- 2.2 The Strategy provides guidance to assist with determining what provision of built facilities is required to respond to large scale infrastructure requirements for new community housing developments and also provides an evidence-based strategy that maximises the opportunity to take advantage of external funding opportunities.
- 2.3 The Strategy provides an evidence base that will allow Swale to plan, prioritise and schedule future-built facility improvement projects. The Strategy is primarily to aid the Local Plan process to enable SBC to advise and direct potential developers to ensure they deliver the right leisure facilities for the borough.

2.4 The Strategy follows Sport England guidance and is supported by National Governing Bodies of Sport. This helps to provide robust evidence for supporting the Swale Local Plan process.

2.5 It is important to stress that this BFS study focusses on facility provision in the context of health and wellbeing. Facility investment priorities will reflect locally identified needs to deliver opportunities for the local community to be more active.

2.6 The recent quality audit and assessments have identified that the priorities for the future provision within the borough are:

- Sports Halls - Retain provision of existing levels as a minimum. Whilst there is an existing over-supply of 2 badminton courts, there are 14 sports halls unavailable for community use - the majority of these are on education sites. A number of courts in the borough are in poor quality. There is a potential to increase community access to the 14 'community' use courts on educational sites.
- Swimming Pools - Retain provision of existing levels of community accessible and affordable swimming facilities as a minimum. Seek to redevelop and extend water provision at Sheppey Pool from 6 lanes to 8 lanes. Consideration should also be given to reviewing the current pool programmes at the public pay and play pool facilities in Swale to ensure that the highest number of hours are given to the most popular activities.
- Health & Fitness - Look at opportunities to expand this level of provision on site as part of any future redevelopment. Consider small increase in fitness stations as part of any re-developments (21 stations), and/or facilitate additional private sector fitness provision, ensuring it does not impact negatively on the sustainability of public sector provision.
- Squash - Retain, or increase, existing levels of squash court provision within the borough (all provided squash clubs i.e. The third-party sector).
- Indoor Bowls - Retain provision of existing indoor bowling rinks at Milton Recreation Ground. Explore feasibility of increasing indoor bowls provision.
- Gymnastics and Trampolining – Potential to explore dedicated gymnastics facilities.
- Community Centres – Develop use of community centres for informal sports and physical activity.
- General Provision - Overall, and specifically through the housing growth agenda, provision of more active environments, reflecting active travel, safe cycle routes to school, the need to link existing and new communities with walking/cycling/jogging routes.

- 2.7 Other future facility provision, linked particularly to long term population growth and housing development, is the development of new and improved walking, jogging and cycling routes, to encourage active travel, and provide an environment in which physical activity can be easily integrated into daily life.
- 2.8 It is clear from the strategy analysis that there is a need for some capital investment in Swale to address future needs. Whilst some of this investment relates to additional facility provision (more water space by 2038), there is also a need to start planning now for the refurbishment of Swallows Leisure Centre, Sheppey Pool (the sports hall and fitness provision at Sheppey Leisure Complex is being refurbished as part of a Levelling Up Funded project) and Faversham Pools. Investment is also required in some of the voluntary sector and education facilities.
- 2.9 The supply and demand analysis and priority for future provision within the borough clearly identifies 3 key needs:
- Redevelop and extend water provision at Sheppey Pool from 6 lanes to 8 lanes.
 - Retaining existing levels of community accessible (including pay and play) sports halls, swimming pools, and fitness stations as a minimum; and
 - Consider how best to facilitate enhanced and dedicated gymnastics facilities and explore feasibility of increasing indoor bowls provision.
- 2.10 Retaining and improving the quality of provision is important in Swale to ensure that participation levels are retained and wherever possible increased. Active Lives (Source: April 2023, data November 21/22) highlights that 28% of the Swale community is not active enough to have any health benefit.
- 2.11 It is important that Sport England sign-off the document as this will ensure the sports sections in the Local Plan are supported in the Local Plan approval process. It will also ensure that the Strategy can be used for decisions in planning applications and developer contribution negotiations.

3 Proposals - Findings

- 3.1 Members to discuss the content of the report and agree that the draft recommendations are sent forward for review by key stakeholders as the next stage of the Sport England process.

4 Alternative Options Considered and Rejected

- 4.1 Failure to adopt a Built Facilities Strategy would severely limit the ability of the Council to gain developer contributions and national funding to support the development and delivery of new built facilities, and so is not recommended.

5 Consultation Undertaken or Proposed

- 5.1 Consultation has been undertaken with key stakeholders, leisure operators, Sport England, town and parish councils and health organisations.

6 Implications

Issue	Implications
Corporate Plan	The new Corporate Plan is currently being developed. The existing Corporate Plan identifies the importance of health and wellbeing on our communities. Under Priority 3 objective 5 states 'Promote wellbeing and enjoyment of life by signposting and encouraging a wide range of sporting, cultural and other leisure activities appropriate and accessible to each age group.'
Financial, Resource and Property	It is clear from the draft strategy analysis that there is a need for some capital investment in Swale to address future needs. Whilst some of this investment relates to additional facility provision (more water space by 2038), there is also a need to start planning now for the refurbishment of Swallows Leisure Centre, Sheppey Pool (the sports hall and fitness provision at Sheppey Leisure Complex is being refurbished as part of a Levelling Up Funded project) and Faversham Pools. This strategy will help to secure external investment to support these needs. Investment is also required in some of the voluntary sector and education facilities.
Legal, Statutory and Procurement	None identified.
Crime and Disorder	None identified.
Environment and Climate/Ecological Emergency	None identified.
Health and Wellbeing	By providing and supporting a broad range of quality facilities across Swale, there will be greater opportunities for people to participate in healthy activities. Where possible, partnerships will be sought with appropriate health partners to encourage participation and maximise funding opportunities.
Safeguarding of Children, Young People and Vulnerable Adults	None identified.
Risk Management and Health and Safety	None identified.

Equality and Diversity	None identified.
Privacy and Data Protection	None identified.

7 Appendices

7.1 Summary of Recommendations

8 Background Papers

9.1 None

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Swale Borough Council – Built Facilities Strategy 2023

Summary of Recommendations

Number	Recommendation
1 (Protect)	The existing levels of community accessible (including pay and play) sports hall, swimming pool and fitness provision in the Borough are retained as a minimum, but these need not necessarily be the same facilities as at present
2 (Provide)	Discuss the options for all leisure facilities i.e., new build or refurbishment and explore the options for location of future community accessible (including pay and play) sports hall, swimming pool and fitness provision
3 (Provide and enhance)	Accessibility to be considered and factored in to ensure all facilities are as inclusive as possible
4 (Provide)	Explore the potential for integrated operational leisure management across both Sheppey Leisure Complex and Swallows Leisure Centre and Faversham Pools to identify economies of scale
5 (Provide)	Re-furbish the Sheppey sports hall and remodel to include activities more conducive to getting more of this specific community more active throughout their lives.
6 (Provide)	Swale Borough Council (through Planning policy) seek to develop appropriate formal access arrangements i.e. Community Use Arrangements (CUA) with any new education sports halls to align with the new Kent and Medway Sports Strategy. Any planning applications for new sports halls on education sites should be considered by SBC Planning Services for formal Community Use Agreements (CUA).
7 (Protect and provide)	Open dialogue with all education sites where there is access for clubs/groups but not the wider community on a pay and play basis to try and increase access to physical activity facilities.
8 (Provide and enhance)	Work with partners to replace/refurbish ageing sports halls in the borough, particularly those on education sites where there is potential to develop a formal Community Use Arrangement (CUA).
9 (Provide and enhance)	Explore the options available to Swale Borough Council to address the supply of water space in the Borough to meet the future need. Swale Borough Council to work with funding and delivery partners to identify medium to longer term investment opportunities for additional swimming pool provision.
10 (Provide and enhance)	Prioritise the replacement of Sheppey Pool and if possible, extend the scale of water provision to reduce the borough's overall under-supply. Replacement of this facility could be linked to the redevelopment of the Sheppey dryside facilities.

11 (Provide and enhance)	Continue to invest in/refurbish the swimming pool at Swallows Leisure Centre to retain its quality as the facility continues to age.
12 (Provide and enhance)	Continue to invest in/refurbish the facilities at Faversham Pools to retain its quality as the facility continues to age
13 (Provide)	Working in partnership, consider the potential for investment in new fitness facilities at Faversham Pools to broaden the offer for the county.
14 (Provide and enhance)	Establish dialogue with England Hockey to the work with partners to identify an indoor sports hall space that could be adapted for use by hockey for indoor training.
15 (Provide and enhance)	Dialogue is established with England Gymnastics, Faversham Gymnastics Club and Bourne Gymnastics & Trampoline Club to further explore the potential of facilitating club-led development of additional gymnastics facilities i.e. new additional provision.
16 (Provide and enhance)	Dialogue is established with England Indoor Bowls Association and local clubs to monitor the need for increased provision of indoor bowling rinks in the borough.
17 (Provide and enhance)	Dialogue is established with Schools and England Badminton to review whether the schools want to sub-lease their sports hall facilities directly to the badminton clubs to enhance the provision of badminton courts in the borough.
18 (Provide and enhance)	Invest in the development of additional/replacement facilities to address identified gaps in consultation with Active Kent and Medway. Developer contributions/funding as set out in national planning policy guidance (National Infrastructure Levy – NIL), towards the development of new/improved facilities should be collected on an ongoing basis wherever possible, to contribute to capital investment for physical activity and leisure.
19 (Provide and protect)	Where appropriate, Swale Borough Council and its partners seek to secure developer contributions from strategic developments that could contribute towards the development/refurbishment of strategic facilities, additional and safe walking, running, and cycling routes, and where possible to open up other informal, multipurpose places and spaces where people can be active.
20 (Provide)	Swale Borough Council and all its partners identify the level of capital funding required to address the identified investment needs for sports facilities, and investigate all available sources for capital funding, on a partnership basis. To support this process, it is recommended to involve Active Kent and Medway (Kent Sports Partnership).
21 (Provide and enhance)	Swale Borough Council and its partners prioritise investment in the development of high-quality community sports facilities/spaces, with local partners. Increasing available capacity and therefore

	opportunities to take part in regular physical activity, in the local community, will contribute to improved health and wellbeing, increased participation and better community cohesion.
22 (Protect)	There should be on-going monitoring of this Strategy through its implementation, but as a minimum, progress should be reviewed and refreshed every five years. On-going monitoring should include partnership working with neighbouring local authorities to keep aware of facility changes and developments

Sport England Definitions

- **Protect:**
 - Existing provision should be protected unless an assessment has demonstrated there is an excess of the provision and the specific buildings or land are surplus to requirements, or equivalent or better provision will be provided as replacement;
- **Enhance:**
 - The use of existing provision should be optimised, for example through quality, access and management improvements supported by appropriate ancillary facilities; and
- **Provide:**
 - Appropriate new provision that meets needs and encourages people to play sport and be active should be provided by adapting existing places and through new development.

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Community Committee	
Meeting Date	31 October 2023
Report Title	Leisure Options Working group
EMT Lead	Emma Wiggins, Director of Regeneration and Neighbourhoods
Head of Service	Martyn Cassell, Head of Environment and Leisure
Lead Officer	Jay Jenkins, Leisure & Technical Services Manager
Classification	Open
Recommendations	<ol style="list-style-type: none"> 1. Members are asked to note the contents of the report. 2. Members agree the 'Leisure Options Working Group' Terms of Reference. Appendix 1.

1 Purpose of Report and Executive Summary

- 1.1 This report is to update the Community Committee on the future Leisure Options work that has been undertaken to date and agree a draft Terms of Reference for the Members' Working Group.

2 Background

- 2.1 The existing leisure contract (covering Swallows & Sheppey sites) is due to expire on 31 March 2025. Faversham Pools Trust has a long-term lease which is linked to an annual grant agreement.
- 2.2 The initial fifteen-year Leisure Centre management contract with Swale Community Leisure (SCL) & Serco Leisure was due to end in September 2019, but due to uncertainty in the leisure market and further investigations needed on facility investments, the contract was subsequently extended by 5 years and 5 months (to bring it in line with SBC's financial year). The pandemic created massive disruption to the leisure market and has only just started to recover. Therefore, now is the time to restart the work to look at future options.
- 2.3 We have been working with the leisure consultants 'Strategic Leisure' on a new Built Facilities Strategy (BFS), which looks at the current supply and demand of leisure facilities and predicts future requirements. The strategy covers a period in line with the Swale's developing Local Plan.
- 2.4 A decision is required on which option(s) should be worked up by officers, with support of the consultants. The aim of the working group is to consider the benefits and disadvantages of a range of options that can then be brought to Community Committee for final decision.

- 2.5 The group will need to look at all options from the least palatable ‘cease the leisure centre service’ to ‘large scale investment’ in the facilities and a number of options in between. They will also need to consider the operating model that will ensure the service brings value for money and helps to meet the financial challenges in the medium-term financial strategy.
- 2.6 In order to frame the discussions at the working group, a number of strategic outcomes need to be considered. These will also ensure we can respond to recent Government and Sport England policy changes.

3 Proposals

- 3.1 Members are asked to note the contents of the report.
- 3.2 Recommend that the Members’ Leisure Options Working Group Terms of Reference be agreed.

4 Alternative Options Considered and Rejected

- 4.1 To not continue with a Leisure Options working group or to not adopt the terms of reference. This is not recommended as it is a key service for the community and there needs to be time to work through the options before the contract expiry date.

5 Consultation Undertaken or Proposed

- 5.1 Consultation has taken place with a range of key leisure stakeholders, including Swale Community Leisure, Serco Leisure Ltd & Faversham Leisure Trust.
- 5.2 In addition, Strategic Leisure has undertaken a soft market testing consultation with the main operators in the industry to help inform current thinking about any future opportunities in Swale.

6 Implications

Issue	Implications
Corporate Plan	The new Corporate Plan is currently being developed. The existing Corporate Plan identifies the importance of health and wellbeing on our communities. Under Priority 3 objective 5 states ‘Promote wellbeing and enjoyment of life by signposting and encouraging a wide range of sporting, cultural and other leisure activities appropriate and accessible to each age group.’
Financial, Resource and Property	The leisure service is a considerable cost to overall Council budget (circa £580,000 in 2022-23). The working group need to consider which options can contribute to reducing the cost of the service. The estimated cost for the current financial year is £630,672.

	As well as annual running costs, the future investment requirements are a key consideration as the buildings are all circa 30 years old. In additional consideration of the costs of providing this service in terms of the medium-term financial strategy.
Legal, Statutory and Procurement	The route to deliver the Leisure Service is dependent upon the decisions of the working group but will require procurement/legal intervention throughout 2024.
Crime and Disorder	None identified.
Environment and Climate/Ecological Emergency	Any investment in the buildings need to consider reducing the carbon footprint of the service, due to their high energy usage.
Health and Wellbeing	Healthy & Wellbeing is a key output of any Leisure contract. Social impact outcomes are directly linked to the Borough's ability to offer a suitable and easily assessable leisure offering
Safeguarding of Children, Young People and Vulnerable Adults	None identified.
Risk Management and Health and Safety	None identified.
Equality and Diversity	Links with disability and mental health provision in the borough and a community impact assessment
Privacy and Data Protection	None identified.

7 Appendices

7.1 Leisure Options Working Group Terms of Reference

8 Background Papers

9.1 None

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Leisure Options Future Service Provision

Working Group Terms of Reference

Key groups

- Member working group – review of options and confirmation of recommendations to Community Committee
- Executive management team – project oversight
- Community Committee – review of working groups discussions and recommendations.
- Strategic Leisure – consultant overview and engagement with all working groups

Chairperson	Cllr Ricard Palmer, Chair of Community Committee
Vice Chair	Cllr Elliott Jayes - Vice Chair of Community Committee
Lead Officers	Emma Wiggins, Director of Regeneration and Neighbourhoods Martyn Cassell, Head of Environment and Leisure Jay Jenkins, Leisure & Technical Services Manager
Support Officers	As required reps from comms/finance/legal

Membership

Name	Title, Organisation
Core	
Cllr R Palmer	Community Committee Member (Chair), SBC
Cllr E Jayes	Community Committee Member (Vice Chair), SBC
Cllr A Harrison	Labour party rep
Cllr M Bonney	Swale Independents Alliance rep
Cllr R Lehmann	Swale Green Party rep
Cllr Hunt	Conservative party rep
Cllr Perkins	Liberal Democrats rep

Purpose	To review leisure contract options for new leisure contract from April 2025. Members to consider the options and propose timely and affordable recommendations when appropriate.
Aims	To review the various options ahead of recommending the future direction for leisure services in the Borough. To

	<p>ensure that the service is ready to start on time and within the available budget.</p> <p>To keep other Members of their groups updated on progress.</p>
Roles and Responsibilities	<p>To make recommendations (if required) to ensure the contract starts on time and within budget.</p> <p>To explore the options and make timely recommendations to IAM, Executive Management Team and Community Committee where required.</p> <p>Commitment and attendance at meetings by the Working Group Members. To share discussions and outcomes with their wider group members.</p>
Accountability	<p>Council Officers will report through written and/or verbal means to Executive Management Team and the relevant Member meeting as per constitution.</p>
Frequency	<p>As required, but monthly at all other times.</p>
Standing Agenda	<ol style="list-style-type: none"> 1. Welcome, introductions, apologies and confirmation of substitutes. 2. Declarations of interest 3. Minutes of last meeting/review actions 4. Service Options update 5. Communications 6. Items to report to EMT/Committees 7. Summary of actions 8. Any other business

Community Committee Meeting	
Meeting Date	31 October 2023
Report Title	Parking Policy Consultation Report
EMT Lead	Emma Wiggins – Director of Regeneration & Neighbourhoods
Head of Service	Martyn Cassell – Head of Leisure & Environment Philip Sutcliffe – Communications & Policy Manager
Lead Officer	Janet Dart – Policy & Engagement Officer
Classification	Open
Recommendations	1. Discuss and approve the Draft Parking Policy to go out to public consultation.

1 Purpose of Report and Executive Summary

- 1.1 This report presents the draft Parking Policy (Appendix I) for discussion, amendment and agreement to go out to public consultation.
- 1.2 The policy includes the recommendations following the Parking Policy Member Working Group (PPMWG) review that was carried out at the request of the Community Committee.

2 Background

- 2.1 At the Community Committee meeting on 27 June 2023, the Committee agreed that a Parking Policy Member Working Group be set up. The PPMWG discussed and agreed the proposed scope of the Parking Policy and worked with officers to carry out a review of parking with a view to develop a draft policy to go out to public consultation.
- 2.2 The Community Committee agreed that the membership of the Working Group should be drawn from the Community Committee with one representative from each political group, plus the Chair. Following nominations from group leaders, the Working Group is made up of the following Members:
 - Councillor Richard Palmer - Chair
 - Councillor Elliott Jayes
 - Councillor Pete Neal
 - Councillor Hannah Perkin
 - Councillor Terry Thompson
 - Councillor Tony Winckless

- 2.3 The Parking Policy Working Group met to agree the scope of the review and officers took a report to Community Committee on 6 September 2023 when the following scope was agreed:
- Review of our existing tariff compared to others in Kent;
 - Consider differential town centre and out of town centre parking charges;
 - Consider if we should we be charging in all car parks;
 - Review evening parking – different models and tariffs;
 - Consider if we should we be charging for motorcycle parking;
 - Consider if we should increase the times of Controlled Parking Zones (CPZ) to protect residential areas;
 - Set policy for use of range of payment types – cash/card/telephone/Apps;
 - Set out the principles we will follow for Enforcement and;
 - Consider links to climate emergency (cleaner vehicles/active travel).
- 2.4 The PPMWG met to consider the following data to assist with reviewing the parking service with a view to making recommendations for the draft policy:
- Income from evening charges;
 - the usage of all Swale Borough Council (SBC) car parks;
 - a list of all free and chargeable car parks in Swale;
 - benchmarking of non-SBC car parks in Swale; and
 - the charging times and charges of car parks in other Kent districts.
- 2.5 The Chair of the PPMWG attended each of the four Area Committee meetings in September 2023 and presented the scope of the review and asked if the scope was right and if anything was missing. Appendix II provides a summary of feedback from each Area Committee. The PPMWG met to review the feedback before making their recommendations for the draft Parking Policy.
- 2.6 Members of the Working Group met with their political groups to seek their feedback on options for evening charges, motorcycle charging, differential charging and links to the climate emergency.
- 2.7 The PPMWG met on 2 October 2023 to review all feedback and make final decisions for recommendations to be included in the draft Parking Policy.
- 2.8 Further to the parking review carried out by the PPMWG, the following proposals will be referred for consideration at the annual fees and charges review:
- To move to a system where there are hourly charges up to 7 pm and then a set fee of £3 until the following morning at 7 am.
 - To introduce charging for motorcycles.
 - To consider charging at some free car parks either on a seasonal basis or at differential fees and hours of operation. This will be reviewed where car parks are well used at certain times of the year.
 - To review free car parks to consider introducing charging when user habits change.

- To investigate the feasibility of charging for motorhomes and campervans in certain locations.
- To monitor government guidance with the aim to provide more dynamic charging systems where appropriate.

3 Proposals

- 3.1 Members are asked to discuss the principles set out within the policy and agree for it to go out to public consultation.

4 Alternative Options Considered and Rejected

- 4.1 No alternative options were considered other than the 'do nothing' option. This was rejected because currently there is no Parking Policy and Members have requested that a review takes place, within the agreed scope, and a Policy agreed to give residents the reassurance that Swale Borough Council operate a fair parking service.

5 Consultation Undertaken or Proposed

- 5.1 SBC Members, Town and Parish Councillors and Members of the public were consulted at the September 2023 round of Area Committee meetings to seek feedback on what should be looked at as part of the Parking Policy review.
- 5.2 The PPMWG consulted with their political groups to seek their views on the options that were being considered.
- 5.3 An 8-week public consultation on the final draft of the Policy will take place once agreed by the Community Committee.

6 Implications

Issue	Implications
Corporate Plan	None identified at this stage. The Corporate Plan is currently being updated and if any implications are identified, the Community Committee will be advised.
Financial, Resource and Property	The income received from car parking is a key element of the Council's budget and any decisions need to consider the Council's medium term financial strategy. Any implications may need to be reported to Policy and Resources followed by Full Council.
Legal, Statutory and Procurement	Decisions will need to ensure we meet statutory legislation and guidance as set out in the Road Traffic Act 1984 and Traffic Management Act 2004.

Crime and Disorder	During the policy development stage, due consideration was given to the community safety of residents.
Environment and Climate/Ecological Emergency	Decisions will need to support the climate emergency agenda aiming to improve air quality by reducing congestion.
Health and Wellbeing	None identified at this stage.
Safeguarding of Children, Young People and Vulnerable Adults	Consideration was given to parking outside schools to ensure the safety of children, young people and vulnerable adults.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	An Equality Impact Assessment has been carried out during the Policy Development stage (see Appendix III).
Privacy and Data Protection	None identified at this stage.

7 Appendices

7.1 The following documents are to be published with this report and form part of the report:

Appendix I – Draft Parking Policy

Appendix II – Feedback from Area Committees.

Appendix III – Parking Policy Equality Impact Assessment

8 Background Papers

None.

Draft Parking Policy



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Introduction

This document sets out our policy for the effective running of parking services across the borough.

The policy covers a range of matters relating to on and off-street parking, including provision of parking spaces, our approach to charging and parking enforcement.

Parking Policy Principles

Our parking operations comply with national guidance and legislation, and the parking policy principles are aimed at tackling congestion and changing travel behaviour by:

- providing an efficient parking service which continually seeks to improve
- being fair, consistent and transparent
- improving safety for road users and assist in the smooth flow of traffic to reduce congestion
- balancing demand and supply for parking spaces across the borough
- encouraging the use of sustainable methods of transport
- safeguarding the needs and requirements of residents, businesses and visitors
- consulting appropriately on any substantial changes to parking permits and prices
- enforcing the Traffic Management Act 2004 fairly and in accordance with the regulations
- improving accessibility to the town centre for all members of the public
- reducing the impact of antisocial parking
- reducing peak time congestion in town centres

We will do this by;

- Regulating the use of vehicles in the busiest and most congested areas.
- Regulating parking, both on street and off street, and provide adequate Pay & Display facilities.
- Encouraging the use of public transport.
- Safeguarding the needs and requirements of local residents, visitors and businesses

The parking service operates under a range of legislation:

- Road Traffic Regulation Act 1984
- The Traffic Signs Regulations and General Directions 2002
- Traffic Management Act 2004
- The Civil Enforcement of Road Traffic Contraventions (Approved Devices, Charging Guidelines and General Provisions) (England) Regulations 2022
- The Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) (England) Regulations 2022

On street parking enforcement is currently delegated from Kent County Council under an agency agreement and parking protocol.

Any change in legislation is closely monitored and any impact managed to ensure consistent and compliant services across Swale.

Active Travel and Environmental issues

Like all council services, our parking service should aim to encourage active transport and reduce carbon emissions.

We seek to do this through measures such as:

- providing suitable space for free cycle parking in our car parks or high footfall locations where possible
- the use of electric vehicles and bicycles by our civil enforcement officers
- providing electric vehicle charging points in areas where alternatives are limited
- exploring the feasibility of alternative energy provision through measures such as solar panels or canopies

Partnership Working

We operate a parking partnership with Maidstone Borough Council. This allows each authority to have their own policies and principles, but also benefit from shared staff, joint contracts and sharing innovation. This approach brings additional expertise that may not be possible with individual councils and financial economies of scale.

Parking provision

Background

The council operates 46 car parks across the borough.

Our car parks currently provide:

- 2,588 parking bays
- 138 disabled bays
- 4 family and toddler bays
- 15 motorcycle bays
- 26 electric vehicle charging bays

Currently, 19 of the car parks are free to stay, and 27 are pay and display.

Of the chargeable car parks, 15 are short stay and 12 are long stay.

There are approximately 314 free car parking bays at parks and open spaces locations throughout the borough. These are not controlled by the parking team and not all the bays are marked. A list of locations is included in Appendix II of this policy.

Off-street parking

Payment methods

Pay units accept payments via:

- cash
- card (contactless payments)

Our chargeable car parks also have a cashless payment option through our cashless provider which allows payment via:

- telephone
- text
- app
- web

There is no charge in our car parks for drivers displaying a valid Blue Badge and they have a maximum stay of 8 hours in any surface car park.

Whilst most payments are made using alternative methods, it remains a key principle that where cash is suitable to be accepted, this should continue to be provided as an option.

There are a small number of sites where this is not possible as no cash machines are installed. This is due to either being in vulnerable remote locations, or the car parks are too small to justify the cost of installing a machine. In these locations payment can be made via app, telephone, text or online.

Change is not offered from pay and display machines due to the risk of theft as it requires much larger stock of coins to be left in the machines, and the cost of maintenance. Therefore, pay units that offer change are normally used only in large secure locations such as multi storey car parks.

Short stay car parks

Short stay car parks support local businesses by providing turnover of parking spaces throughout the day to increase footfall and deter all day parking by users such as commuters.

Short stay car parks are located near high footfall areas and offer up to 4 hours of chargeable parking.

Long stay car parks

Long stay car parks provide more time for drivers such as commuters and leisure visitors whose stay may exceed 4 hours.

They are located within a reasonable distance from local destinations such as train stations and leisure attractions.

Free car parks

We provide a number of free car parks which generally are in more remote locations and serve local residents and visitors where there may be a shortage of other on or off-street parking. These are consistently reviewed as user habits change. We may also consider using seasonal charges where a car park is well used at certain times and not at other times of the year.

Bourne Place multi-storey car park

Bourne Place multi-storey car park (MSCP) provides secure, monitored parking 24 hours a day, 7 days a week.

Unlike other car parks, the MSCP has a barrier on entry and exit system, with users paying on return when they leave.

The MSCP was built to service the neighbouring Bourne Place development, and with more spaces than were currently needed, in order to build future capacity for growth or to take the slack where we reduce car parking spaces elsewhere.

Off-street disabled parking

There are 138 disabled spaces in council-operated car parks:

- Sittingbourne – 67
- Faversham – 30
- Sheppey – 41

Whilst there is no legal requirement under the Equalities Act 2010 to provide a specific number of disabled bays, the British Standards Institution provides some clear guidance which recommends disabled bays form at least 5% of the overall car park capacity. We will always strive to meet this guidance.

They are not chargeable for drivers who have and display a valid Blue Badge in the windscreen, apart from the multi-storey car park.

When parking in our car parks the Traffic Regulation Orders state: “The driver of a vehicle displaying a current Disabled Person’s Badge’ in accordance with the provisions of the Regulations of 2000 may wait or park the vehicle, free of charge in a parking place provided that the period of stay does not exceed the 8 hours maximum stay. A driver displaying a current disabled person’s valid badge may also wait or park in a standard bay under the same conditions”.

The Blue Badge is linked to holder rather than a vehicle, so it can be used with any car. This includes taxis and hire cars that the holder is driving or travelling in as a passenger.

Electric vehicle charging

We have installed electric vehicle (EV) chargers in a number of car parks to encourage take up of more sustainable methods of travel and support our ambitious carbon reduction targets.

EV chargers are installed in areas where:

- Data suggests EV drivers use our parking facilities
- access to chargers is limited due to the nature of the built environment such as residential areas where driveway charging is unavailable
- long stay town centre car parks where they can charge all day without impacting on footfall

Our EV Strategy sets out our approach in more detail and can be found [here](#).

Motorcycle parking

Motorcycles will now pay a charge which will be determined at the annual fees and charges review. Motorcycles can only use the dedicated bays provided for safe motorcycle parking in some car parks. The only method of payment available for motorcycles is the RingGo parking app due to the fact that tickets cannot be securely fixed to the vehicle.

Coach parking

The Council wants to encourage further use of the Borough by coach groups in order to boost local tourism and the wider economy. However, there is a shortage of suitable sites across our current parking assets. We will continue to look at potential opportunities but will also need to work with external organisations to try to develop and promote such sites.

Disposal of assets

There may be occasions where we look to cease use of an area for car parking. Car Park usage is monitored and any that are poorly used, will be reviewed on a case-by-case basis. There may also be other occasions where the land can be used for a better purpose. In both situations the Property Asset Strategy would then be used to determine next steps regarding disposal options for the land.

On-street parking

We manage on-street parking through:

- controlled parking zones
- disabled parking bays
- Blue Badge parking
- on street limited waiting bays
- loading bays for deliveries
- taxi ranks

The income from on-street charging and any penalty charge payments received (whether for on-street or off-street enforcement) must only be used in accordance with section 55 (as amended) of the Road Traffic Regulation Act 1984.

English authorities outside London must keep an account of all income and expenditure in respect of:

- on-street parking places which are not in a civil enforcement area
- on-street parking spaces which are in a civil enforcement area
- their functions as an enforcement authority

Kent districts must send a copy of the account annually to Kent County Council.

If an authority makes a surplus on any its on-street parking charges and on-street-and-off-street enforcement activities, it must use the surplus in accordance with the legislative restrictions in section 55 (as amended) of the Road Traffic Regulation Act 1984.

The council manages on-street parking through:

- Resident parking schemes across the borough (in Sittingbourne, Faversham and Bapchild)
- designated disabled bays
- on street limited waiting bays
- loading bays for deliveries
- taxi ranks

Controlled parking zones

Controlled parking zones (often referred to as resident parking schemes) aim to:

- reduce the effects of antisocial and commuter parking on residents
- maintaining the free flow of traffic on the public highway
- preserve access for emergency and other essential services which use large vehicles

They are generally set up to protect parking in the daytime, but they do not provide a guaranteed space for residents. There are five zones across the Borough.

Each individual zone has its own rules including times of operation which are set out when the traffic regulation order is implemented. During this process residents of the proposed area are consulted widely and therefore can raise support or objections against the proposed times/details of the scheme.

To maximise the amount of available on-street parking the council uses runs of bays rather than individual marked bays.

Householders within the area of a resident parking scheme can apply for up to two annual permits which allows them to park vehicles registered to the address in the zone, during the times the scheme is operating. The charges for these are set by the council to cover the costs of administering and enforcing the scheme.

Residents can request a resident scheme is set up in their area by submitting a petition to the council.

We will then then assess the need for a scheme, and will consider whether:

- off-street parking is not available for the majority of the residents
- the request involves more than one road or small area
- there is no possibility that parking will be displaced unnecessarily to other locations in the borough
- any existing parking problems are not the result of residents parking on the road, as there is no point in introducing permit charges for residents who will then compete for the same number of parking spaces
- the majority of residents support the request

If we believe a resident parking scheme is necessary, it will then apply for the necessary traffic regulation order from Kent County Council to set up the scheme. This process can take up around 12 months.

We will consider changing, including removal of an existing scheme if:

- the scheme is not working effectively
- changes within the area, such as new development, make the scheme unworkable
- residents feel the cost of the scheme outweigh the benefits
- there is a majority support from residents to remove the scheme

Disabled parking bays

There are two types of disabled parking bay:

- enforceable which includes signage stating 'Disabled Badge Holders Only'
- advisory which doesn't include signage

Residents can apply for a disabled parking bay by applying to the council with details of their Blue Badge and relevant benefit payments, in accordance with the criteria set by Kent County Council. After receiving an application, we will carry out a three week public consultation which gives other residents an opportunity to provide comments, objections or support.

Applications will be assessed alongside the suitability of existing parking.

Advisory bays are usually installed to begin with. If there are continuous problems with drivers that don't hold a blue badge parking in the bay, it may be changed to an enforceable bay instead.

Changing a disabled parking bay from advisory to enforceable can take up to 12 months, due to the formal Traffic Regulation Order process. Once changed, a sign will be put up that allows enforcement of the bay. Anyone with a blue badge can use a disabled parking bay.

There is no charge for installing a disabled parking bay or removing an existing one.

Disabled bays can be removed by contacting us setting out the location of the bay and the reasons it should be removed.

Requests to move bays will be assessed by the council and a public consultation will take place for up to three weeks.

It can take up to three months to remove an advisory bay and up to 12 months to remove an enforceable one.

Blue Badge parking

For on-street parking, the Blue Badge allows a maximum of 3 hours stay on single or double yellow line restrictions providing there are no loading restrictions identified by kerb markings and that it is safe to do so. The blue badge must be clearly displayed at all times.

On-Street Limited Waiting Bays

Limited waiting bays are generally installed on-street where a high turnover of short-term parking is required. This tends to be adjacent to shops and town centre areas, allowing customers to commercial properties to park for short period of time (usually 30 minutes).

To ensure maximum availability of these spaces, a "no return within" time limit is specified, which is usually 2 hours, to prevent the same vehicles returning to the bays within a short timescale.

To maximise the amount of available on-street parking the council uses runs of bays rather than individual marked bays.

The council also specifies days and times when these restrictions apply, and outside of these times, parking in the bays is unrestricted.

Loading Bays for Deliveries

Loading bays are installed outside of commercial premises to restrict on-street parking areas making it easier for vehicles delivering or collecting goods from the property. The restrictions can apply at all times or can be restricted to certain days and times, depending on the requirements of the premises.

Loading Bays are designated for use by good vehicles only, however areas of the carriageway can also be designated as loading places which limit parking for any vehicle loading or unloading.

Taxi Ranks

On-street taxi ranks are installed in high footfall areas, such as outside railway stations and town centres, to designate certain areas of the carriageway for taxis to wait to collect passengers.

The bays are limited for use by Hackney Carriage vehicles only, and the restrictions can apply at all times, or can be designated on certain days between certain times. If timed restrictions apply, the bays are unrestricted for parking outside of these times.

Approach to charging

We charge for the following parking services:

- off street parking in council car parks
- season tickets
- controlled parking zones (residential parking and visitor permits)
- electric vehicle charging
- bay suspensions
- dispensations and waivers

Parking charges are set annually by councillors within the fees and charges element of the budget-setting process. Any surplus income from off-street car parks forms part of our overall Council income and any surplus generated reduces the budget requirement, and therefore the level of council tax charged, along with supporting the delivery of other key council services.

Off-street parking charges

When considering the charges to levy each year, the Council will consider usage data, compare with other local authority pricing and nearby competition and balance against the increasing costs of operating and maintaining the car parks and of course the nearby areas e.g. street cleansing of the high streets.

We will also monitor government guidance with the aim to provide more dynamic charging systems where appropriate.

We will set time periods for charging and make this clear to customers through clear signage and the set-up of our machines and payment methods.

Daytime charges are currently offered in period bands, but overnight, fixed priced charging can be considered, with times and rates set as part of the council's fees and charges review.

Differential car parking charges

We currently apply the same short stay and long stay tariff to all paid car parks across the borough.

Where deemed appropriate, we may charge a different rate per hour depending on the type and location of the car park.

This approach is used elsewhere to incentivise parking where there is lower demand by charging a premium for the busiest car parks.

Any decision on which car parks this applies to would be undertaken at the annual fees and charges review.

Season tickets

Some car parks provide the option of buying a quarterly season ticket.

These are suited to customers that use our car parks on a regular basis and provide a reduced cost when compared to paying for each day individually.

The locations and charges for these are set as part of the annual fees and charges review.

Electric vehicle payments

The way we charge for electric vehicles is different to standard car parking fees. Electric vehicles wishing to use electricity from our dedicated charging units and bays will need to sign up to the relevant 'app'. This will then describe to customers how to connect to the units and how they will be charged. The current approach is to charge users a price per kilowatt hour used. This amount includes the cost of the electricity, parking fee and ongoing costs of providing the service.

Charging for special events

There needs to be a balance between supporting our local events whilst maintaining adequate parking capacity to support those visiting and not disperse it to local residential streets. Therefore, all requests for use of a car park for something other than car parking will be considered on a case by case basis. Fees and charges will also set out the rates that events may be charged should usage be agreed.

On-street parking charges

There are a couple of different ways we charge for on-street parking.

Controlled parking zones and visitor permits

Eligible residents can purchase up to two permits. They are also able to purchase books of visitor permits that can be used by people visiting them. As stated above, the fees for controlled parking zones are set to cover the costs of operating the scheme. Any surplus made is reinvested back into transport infrastructure. The fee again is set annually by Councillors during the fees and charges process.

Bay suspensions, dispensations and waivers

There may be occasions where residents need to use part of a controlled parking zones for a time limited period – such as to house a skip for building works or to guarantee space for a home removal van.

In these occasions we will levy an administration charge that will be included in our annual fees and charges document.

Parking enforcement

Civil enforcement officers (CEO's) carry out 15,000 hours of patrols every year and more than 70% of the council's enforcement activity is carried out on-street.

This deployment reduces inconsiderate and illegal parking and helps maintain the free flow of traffic, which is essential for the emergency services and some of our own services like refuse and recycling collection.

Officers have the power to issue penalty charge notices (PCNs) to any vehicles observed parked in contravention of an active parking restriction under civil parking enforcement legislation.

All members of staff under this contract are salaried and not in receipt of a commission based rate of pay or any other enforcement performance related incentives.

Through membership of the British Parking Association, we are also committed to the Positive Parking Agenda which promotes the positive outcomes from parking management.

CEOs are fully carbon neutral using either foot patrols, bicycles and fully electric vehicles.

Scope of enforcement

CEOs can legally enforce:

- Single and double yellow lines
- Taxi bays
- Loading restrictions
- Motorcycle bays
- Loading bays
- Disabled bays
- School keep clear markings
- Limited waiting bays
- Resident parking bays
- Crossing zig zag restrictions
- Off-street pay and display car parks

Yellow line restrictions are enforceable from the centre of the road to the nearest property boundary.

Where a vehicle is parked partially or fully blocking the footway and a yellow line restriction is in place, CEOs are able to issue a PCN. This is not against the obstruction but against the yellow line contravention.

Where a vehicle is observed as parked blocking the footway but where no yellow line restrictions apply, CEOs are unable to deal with the obstruction. Kent Police have retained the delegated authority to deal with such offences under highway obstruction powers.

Penalty Charge Notices (PCNs)

Where illegal parking is observed, the CEO on patrol has a responsibility to record the relevant contravention and issue a PCN accordingly.

PCN charges

Legislation states that PCNs can be issued at two different tiers, currently £70.00 or £50.00, depending on the relevant parking contravention. These figures will change as legislation dictates.

The higher-level charge is applicable if parking is observed in places where it is prohibited such as on yellow lines during prescribed hours of enforcement or in a disabled bay without displaying a valid blue badge.

The lower-level charge would be applicable where parking is permitted but a less serious contravention has occurred such as failing to display a valid pay & display ticket or parked outside the remit of a marked bay.

PCNs are reduced by 50% if paid within 14 days of issue.

Issuing PCN's

A CEO will serve a PCN by either attaching it to the vehicle or placing it under the windscreen wiper, should the notice be issued during inclement weather.

The PCN will specify the contravention that has been observed, amount payable and the methods available for the recipient to informally challenge the notice.

Where loading or unloading needs to be established, the CEO will observe the vehicle for a period to determine activity and record any observation period in the case notes before PCN issue.

Appeals

Although discretion cannot not be considered by a CEO on the ground upon an observation of illegal parking, any mitigating circumstances relevant to the motorist at the time of receiving a PCN, remain a consideration of the Parking Services appeals officer as part of the statutory appeals process.

Information on the appeals process and all applicable parking contraventions can be viewed at www.patrol-uk.info

Every appeal is exceptional and has no bearing on the outcome of any other cases. Appeals are considered on statutory ground and in accordance with the mitigation submitted as part of the legal process.

Cases appealed through the statutory legal process include the opportunity for a case review at an independent Traffic Penalty Tribunal when the local authority and the appellant fail to reach an agreed outcome.

More information can be found at www.trafficpenaltytribunal.gov.uk

Body worn cameras

Body-worn cameras ensure the health and safety of the officers by acting as a deterrent to verbally and physically abusive members of the public, as well as providing sufficient evidence to prosecute when required. They also allow officers to detect and identify crime and antisocial behaviour.

The cameras record for a full shift (all officer deployed hours) in 720p HD image quality with full colour and audio recording. All cameras are tamperproof by the officer.

Cameras are also used to investigate complaints made by members of the public, providing an impartial 'third witness'. However, footage cannot be used as supporting evidence when challenging a PCN.

Schools patrols

CEOs undertake schools patrols every weekday during term time.

The main aim of the visits is to keep the traffic moving and improve safety around the schools to protect children.

Our CEO's cannot be at every school at every drop-off and pick up as problems persist at many locations at the same time each day.

Patrols are deployed to priority school locations and rotated to ensure that inconsiderate parking is reduced and that drivers comply to the regulations that are in place to ensure the safety of others

Review period of policy

This Parking Policy will be reviewed as changes are required.

Appendices

Appendix I – Resident Parking schemes

Appendix II – List of car Parks in Swale

Appendix I

Implementation Dates for Residential Permit Zones

Zone	Area	Implementation Date
FAA	Abbey Street, Faversham	Pre 1992
FAA	Abbey Place, Faversham	Pre 1992
FAA	Church Street, Faversham	Pre 2000
FAA	Vicarage Street, Faversham	Pre 2000
B	Aldred Road, Faversham	Pre 2002
B	Athelstan Road, Faversham (odd numbers up to 55, even numbers up to 48)	Pre 2002
B	Beaumont Terrace, Faversham	Pre 2002
B	Beckett Street, Faversham	Pre 1994
B	Briton Road, Faversham	Pre 2002
B	Caslocke Street, Faversham	Pre 1994
B	Chapel Street, Faversham	Pre 2002
B	Church Road, Faversham	Pre 2002
B	Court Street, Faversham	Pre 2002
B	Davington Hill, Faversham	Pre 2002
B	Edith Road, Faversham	2 nd September 2022
B	Fielding Street, Faversham	Pre 1994
B	Flood Lane, Faversham	Pre 2002
B	Garfield Place, Faversham	Pre 2002
B	Hatch Street, Faversham	Pre 1994
B	Mendfield Street, Faversham	Pre 1994
B	Napleton Road, Faversham	Pre 1994
B	Newton Road, Faversham	Pre 2002
B	Norman Road, Faversham	Pre 2002
B	Orchard Place, Faversham	Pre 2002
B	Park Road, Faversham	Pre 2002
B	Preston Street, Faversham	Pre 2002
B	Roman Road, Faversham	Pre 2002
B	Saxon Road, Faversham	Pre 2002
B	School Road, Faversham	3 rd April 2018
B	St John's Road, Faversham	Pre 2002
B	St Mary's Road, Faversham	Pre 2002
B	Station Road, Faversham	Pre 2002
B	Stone Street, Faversham	Pre 2002
B	Tanners Street, Faversham	Pre 1994
B	The Mall, Faversham	Pre 2002
B	Union Street, Faversham	Pre 2002
B	Victoria Street, Faversham	Pre 2002
B	West Street, Faversham	Pre 1994
B	William Street, Faversham	Pre 2002
SA	Arthur Street, Sittingbourne	Pre 2010

Zone	Area	Implementation Date
SA	Barker Court, Sittingbourne	Pre 2010
SA	Chalkwell Road, Sittingbourne (Nos.133-195 & 128-144)	Pre 2010
SA	Frederick Street, Sittingbourne	Pre 2010
SA	Gibson Street, Sittingbourne	Pre 2010
SA	Hawthorn Road, Sittingbourne	Pre 2010
SA	Laburnum Place, Sittingbourne	Pre 2010
SB	Addington Road, Sittingbourne	Pre 2010
SB	Albany Road, Sittingbourne (Nos.3-45 & 2-98)	Pre 2010
SB	Anselm Close, Sittingbourne	Pre 2010
SB	Belmont Road, Sittingbourne	Pre 2010
SB	Burley Road, Sittingbourne	Pre 2010
SB	Connaught Road, Sittingbourne	Pre 2010
SB	Epps Road, Sittingbourne	Pre 2010
SB	Park Road, Sittingbourne (Nos.5-165 & 2-176)	Pre 2010
SB	Rock Road, Sittingbourne	Pre 2010
SB	Ufton Lane, Sittingbourne (Even Nos. To 62, Odd Nos. To 155)	Pre 2010
SB	Unity Street, Sittingbourne	Pre 2010
SB	Valenciennes Road, Sittingbourne	Pre 2010
SB	William Street	Pre 2010
BA	Fox Hill, Bapchild (Nos.19 to 51 Odd)	14 th June 2021

Appendix II

List of Car Parks in Swale

SITTINGBOURNE Pay & Display	SPACES (inc EV bays)	Mini Bus bay	DISABLED	M/C	TOTAL	BICYCLE	Height Restriction	Term stay	P&D units	Card	CCTV	RingGo	EV Points
Albany Road	97	0	5	1	103	4	No	Short	2	Yes	Yes	YES	6
Bell Road	22	0	2	0	24	0	No	Long	1	Yes	No	YES	No
Central Avenue	59	0	5	1	65	4	No	Short	2	Yes	Yes	YES	No
Cockleshell Walk	69	0	8	0	77	0	No	Long	1	Yes	No	YES	No
Crown Quay Lane	39	0	3	1	43	1	No	Short	2	Yes	No	YES	No
Milton High Street	10	0	0	0	10	2	No	Short	1	Yes	Yes	YES	No
Spring Street	86	0	5	1	92	0	No	Long	1	Yes	Yes	YES	No
Swale House	59	0	1	0	60	0	No	*Short	1	Yes	No	YES	2
The Forum	84	0	6	1	91	0	No	Short	3	Yes	No	YES	No
The Swallows	124	2	6	0	132	20	No	Short	3	Yes	Yes	YES	2
East Street	16	0	0	0	16	0	0	Short	0	Yes	No	YES Only	No
Albany Road (Service Area)	16	0	0	0	16	0	0	Short	0	Yes	No	YES Only	No
Multi-storey car park	282	0	22	0	304	10	Yes	Long	3	Yes	Yes	No	4
Total:	963	2	63	5	1033	41			20				14
Free Car Parks	SPACES	Mini Bus bay	DISABLED	M/C	TOTAL	BICYCLE	Height Restriction	Term stay	P&D units	Card	CCTV	EV points	
Grafton Road	10	0	4	0	14	0	No	Long	0		No	No	
Shortlands Road	NO BAY MARKINGS	0	0	0	0	0	No	Long	0		No	No	
Total:	10	0	4	0	14	0			0				

Faversham Pay & Display	SPACES (inc EV bays)	Mini Bus bay	DISABLED	M/C	TOTAL	BICYCLE	Height Restriction	Term stay	P&D units	Card	CCTV	RingGo	EV Points
Central	205	3	16	1	225	7	No	Short	3	Yes	Yes	YES	4
Institute Road	36	0	3	1	40	3	No	Short	1	Yes	No	YES	No
Partridge Lane	48	0	3	1	52	0	No	Long	2	Yes	No	YES	No
Queenshall	128	0	8	1	137	1	No	Long	2	Yes	Yes	YES	3
Total:	417	3	30	4	454	11			8				7
Free Car Parks	SPACES	Mini Bus bay	DISABLED	M/C	TOTAL	BICYCLE	Height Restriction	Term stay	P&D units	Card	CCTV	EV Points	
Front Brents	14	0	0	0	14	0	No	Long	0		No	No	
Ospringe	30	0	0	0	30	0	No	Long	0		No	No	
Park Road	NO BAY MARKINGS	0	0	0	0	0	No	Long	0		No	No	
Total:	44	0	0	0	44	0			0				

Sheppey Pay & Display	SPACES (inc EV bays)	Mini Bus bay	DISABLED	M/C	TOTAL	BICYCLE	Height Restriction	Term stay	P&D units	Card	CCTV	RingGo	EV Points
Beachfields	62	0	2	0	64	12	NO	Short	2	Yes	Yes	YES	No
Rose street	153	0	6	3	162	2	NO	Short	2	Yes	Yes	YES	5
Hope street	8	0	1	0	9	0	NO	Short	1	Yes	No	YES	No
Trinity Place	51	0	5	1	57	1	NO	Short	2	Yes	No	YES	No
Bridge Road	47	0	0	0	47	0	NO	Long	1	Yes	Yes	YES	No
Beach Street	92	0	2	0	94	1	NO	Long	1	Yes	Yes	YES	No
Cross Street	76	0	5	1	82	1	NO	Long	2	Yes	yes	YES	No
Trinity Road	59	2	2	1	64	0	NO	Long	1	Yes	No	YES	No
Albion Place	14	0	2	0	16	0	NO	Long	1	Yes	Yes	YES	No
Leysdown Promenade	246	0	7	0	253	0	NO	Long	2	Yes	No	YES	No
Total:	808	2	32	6	848	17			15				5

Sheppey Free Car Parks	SPACES	Mini Bus bay	DISABLED	M/C	TOTAL	BICYCLE	Height Restriction	Term stay	P&D units	Card	CCTV	EV Points
Shellness	NO BAY MARKINGS	0	0	0	0	0	Yes	Long	0	No	No	No
Halfway	41	0	0	0	41	0	NO	Long	0	No	No	No
Beachfields (Disabled only)	5	0	5	0	10	0	NO	Long	0	No	No	No
Library, Queenborough	41	0	2	0	43	0	NO	Long	0	No	No	No
Guildhall, Queenborough	10	0	0	0	10	0	NO	Long	0	No	No	No
Park Road, Queenborough	25	0	0	0	25	0	NO	Long	0	No	No	No
Old House at Home, Queenborough	8	0	0	0	8	0	NO	Long	0	No	No	No
Little Oyster	30	0	2	0	32	0	NO	Long	0	No	No	No
Seathorpe Avenue	20	0	0	0	20	0	NO	Long	0	No	No	No
Abbey	NO BAY MARKINGS	0	0	0	0	0	NO	Long	0	No	No	No
Cliff Drive, Warden	NO BAY MARKINGS	0	0	0	0	0	NO	Long	0	No	No	No
Jetty Neptune Terrace	6	0	0	0	6	0	NO	Long	0	No	No	No
Ship on Shore	NO BAY MARKINGS				0			Long	0	No	No	No
Leysdown Coastal	NO BAY MARKINGS	0	0	0	0	0	Yes	Long	0	No	No	No
Total:	186	0	9	0	195	0			0			

TOTALS FOR BOROUGH

Pay & Display	M/C	Free of charge	DISABLED	BICYCLE	P&D MACHINES	EV Points
2195	15	240	138	69	43	26

TOTAL BAYS:
2588

Open spaces parking (not controlled by the Parking Team)	Estimated number of spaces (not all marked)
Barton's Point Coastal Park	42
Dicksons Field, Eastchurch	6
Thistle Hill Community Woodland (Thistle Way)	16
Kingsborough Manor Community Woodland (Plough Road)	13
Scrapsgate Road Field	12
Perry Wood Main Car Park (Beeches Road)	25
Perry Wood (Rear of Rose & Crown PH)	4
Oare Gunpowder Works Country Park (off Bysingwood Road)	18
King George's Playing Field (The Mount), Faversham	18
Milton Creek Country Park	55
Milton Recreation Ground (Vicarage Road)	42
Grove Park (Sanford Road)	28
King George's Playing Field Sittingbourne	35

Contacting Swale Borough Council

The customer Service Centre deals with all enquiries across the Council, it should be your first stop when contacting us.

Call 01795 417850.

Copies of this report are available on the council website.

Feedback from Area Committees

The Chair of the Parking Policy Working Group has presented the proposed scope of the Parking Policy to all four Area Committees.

Below are the comments made at all sessions:

Western Area Committee – 31 August 2023

- Volunteers were affected by the introduction of evening parking charges, a suggestion was made to look at providing volunteers with parking vouchers;
- the night-time economy had been affected by evening charging in short-stay car parks;
- the inclusion of tackling pavement parking was suggested;
- look at where enforcement officers visit, in particular rural areas;
- look at school parking in general, including buses, parents, pupils as well as anti-idling measures;
- look at different options for evening charging, perhaps a night-time charge of £2 to park after 6 pm;
- make it clear what are the responsibilities of SBC and KCC;
- make it clear that parking on private developments was not the responsibility of SBC; and
- to relieve bus parking near the Memorial Hospital, Sittingbourne, look at installing allocated bus bays further down Bell Road by the Borden Grammar School playing field as that area was no longer used for parking by people using the commuter buses.

Sittingbourne Area Committee – 5 September 2023

- When looking at Controlled Parking Zones (CPZ), include commuters as they park in residential areas;
- we don't have the resource for the level of enforcement that is required, schools are an issue;
- timing of CPZ should be 6 am to 12 mid-night 7 days a week;
- some decisions taken can result in making things worse for residents, careful consideration is required before making decisions such as yellow lines requests etc;
- would not support charging to park at Milton Creek Country Park;
- it is not fair that residents have to pay to park outside the front of their house when there is only room for one car;
- must accept that children need to attend school and there will be some disruption for a short time;
- don't think it is necessary to compare with other local authorities,
- look at parking permit rule K; and
- when considering yellow requests, consider displacement parking in other areas.

Sheppey Area Committee – 21 September 2023

- Could a refund system be set up for volunteers when they had to pay to park when they carried out their volunteer work?
- the Castle Connections, Queenborough car park was free-of-charge to park in and was used by people using the train to park in. There was a strip of land by the railway station owned by a German company, could Network Rail look at purchasing that land to provide a car park which would free up the Castle Connections car park?
- the Halfway car park was free-of-charge and was used by commuters. Suggest looking charging at that car park after a short free period;
- evening charges had caused a lot of problems for businesses, people were particularly affected from the eastern end of the Isle of Sheppey as there was no public transport and it added an extra cost to having an evening out;
- there was no longer a refund option at the Sheppey Leisure Centre, as a result people in the evening were parking at Marine Heights which was causing noise and disruption;
- evening charges do not work in Sheerness, volunteers were being adversely affected;
- suggest implementing an overnight charge for camper vans at Shingle Bank at Minster;
- some coaches have not been able to access the Sheppey coach park opposite Shingle Bank due to height restrictions;
- elicited activity was taking place at the Sea Thorpe Avenue car park at Minster, could a barrier be put up overnight?
- could all relevant groups be included in the formal consultation;
- SBC Planning rules stated that extra parking in town centre developments should not be provided and this was causing residents to park on roads;
- concerns were expressed about providing free parking for volunteers as it would be very difficult to operate;
- Ship on Shore car park was originally intended for the Sailing Club to use but was now used to park camper vans, the height restrictions had rotted away and not been replaced; and
- residents on Marine Parade did not have enough space to park, they either had to park on roads or pay to use the car park, could residents receive free parking permits?

Eastern Area Committee – 28 September 2023

- Residents in terraced housing paid for a permit to park outside their houses but often found the space was not available. Before evening charges came in, they were able to park overnight at Central Car Park, Faversham for free, now they had to pay to do so, effectively paying twice. Was there any way around that?;
- evening charges in Faversham caused displacement to Preston Street. It had become unsafe and people now parked on both sides of the road which made it impossible for access by emergency services;

- on the Isle of Wight, residents and visitors could purchase monthly or annual permits to park anywhere for that period, could that be an option at Swale?;
- were placement of yellow lines going to be reviewed?;
- in Whitstable it was possible to park all night for a flat fee, this helped businesses;
- were Kent County Council (KCC) likely to be removing powers for on-street parking?;
- consideration needed to be given to smaller hotels who did not have their own car parks, their guests were disadvantaged by the current evening charges;
- could ANPR be used rather than pay and display?;
- the voluntary sector was impacted by the evening charges, how could volunteers be supported?;
- people were being put off from going out in the evenings as paying for parking was an additional cost;
- would Electric Vehicle (EV) parking charges be reviewed?;
- there were already differential parking charges in some places, for example the multi-storey car park in Sittingbourne was subsidised for the cinema; and
- Faversham did not receive subsidies that were given to other groups in Swale.

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Equality Impact Assessment

Lead officer:	Janet Dart – Policy & Engagement Officer
Decision maker:	Community Committee
People involved:	Emma Wiggins – Director of Regeneration & Neighbourhoods Martyn Cassell – Head of Environment & Leisure Phil Sutcliffe – Communications & Policy Manager Jeff Kitson – Parking Services Manager
Decision: <ul style="list-style-type: none"> • Policy, project, service, contract • Review, change, new, stop 	<ul style="list-style-type: none"> • Parking Policy. • This is a new policy.
Date of decision: The date when the final decision is made. The EIA must be complete before this point and inform the final decision.	The draft Parking Policy will be going to Community Committee on 31 October 2023 before it goes out to an 8-week public consultation.
Summary of the decision: <ul style="list-style-type: none"> • Aims and objectives • Key actions • Expected outcomes • Who will be affected and how? • How many people will be affected? 	<ul style="list-style-type: none"> • The aim and objective is to develop a Parking Policy, pulling together all procedures and processes so that residents, members, officers and visitors to the borough have clarity on the Swale Borough Council (SBC) parking service. It will also ensure the free flow of traffic and to maintain highway safety for both drivers and pedestrians. • To carry out a review in line with the agreed scope agreed by the Community Committee. • There will be a policy document that provides clarity on all aspects of the SBC parking service. • Potentially all vehicle users residing or visiting the borough will be affected as they will need to either park overnight and/or move about the borough on their day-to-day business.
Information and research: <ul style="list-style-type: none"> • Outline the information and research that has informed the decision. • Include sources and key findings. • Include information on how the decision will affect people with different protected characteristics. 	<p>A great deal of information was already available within the Parking Service Team via various systems including Imperial, PowerBi, Metric, Podpoint, RingGo and APCOA. Data is input into these systems and they can produce detailed reports which were used to inform the Parking Policy Working Groups decisions.</p> <p>Data from other local authorities in Kent were obtained on charges and charging periods as this was a useful reference for fair decision making.</p> <p>People with different characteristics were considered during the review and development of the policy, in particular:</p> <p>Disability – parking is made available at most car parks for the disabled, there are also various methods of payment available.</p> <p>Pregnancy and maternity – there are parent/toddler bays available as the multi-storey car park.</p> <p>Age – the preference for a variety of methods of payments is acknowledged and made available in car parks.</p>

<p>Consultation:</p> <ul style="list-style-type: none"> • Has there been specific consultation on this decision? • What were the results of the consultation? • Did the consultation analysis reveal any difference in views across the protected characteristics? • Can any conclusions be drawn from the analysis on how the decision will affect people with different protected characteristics? 	<p>For the draft Parking Policy, Area Committees were consulted during September 2023. Borough Council Members, Town and Parish Councillors and members of the public were able to provide early input into the development of the Policy before it was drafted and put out to public consultation.</p> <p>The Parking Policy Member Working Group had conversations with their political groups to seek views on the following options:</p> <ul style="list-style-type: none"> • Evening charges • Motorcycle charging • Differential charging • Links to climate emergency <p>The draft Parking Policy will be taken to Community Committee on 31 October 2023 for discussion, amendment and approval before commencing an 8-week public consultation.</p>
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<p>Is the decision relevant to the aims of the equality duty? Guidance on the aims can be found in the EHRC's PSED Technical Guidance - https://www.equalityhumanrights.com/en/advice-and-guidance/equality-act-technical-guidance</p>	
Aim	Yes/No
1) Eliminate discrimination, harassment and victimisation	Yes
2) Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it	Yes
3) Foster good relations between persons who share a relevant protected characteristic and persons who do not share it	Yes

<p>Assess the relevance of the decision to people with different protected characteristics and assess the impact of the decision on people with different protected characteristics. When assessing relevance and impact, make it clear who the assessment applies to within the protected characteristic category. For example, a decision may have high relevance for young people but low relevance for older people; it may have a positive impact on women but a neutral impact on men.</p>		
Characteristic	Relevance to decision High/Medium/Low/None	Impact of decision Positive/Negative/Neutral
Age	Medium	Positive
Disability	Medium	Positive
Gender reassignment	Low	Positive
Marriage and civil partnership	Low	Positive
Pregnancy and maternity	Medium	Positive
Ethnicity	Low	Positive
Religion or belief	Low	Positive
Sex	Low	Positive
Sexual orientation	Low	Positive
Other socially excluded groups ¹	Low	Positive

<p>Conclusion:</p> <ul style="list-style-type: none"> • Consider how due regard has been had to the equality duty, from start to finish. 	<p>Consideration has been given to the impact the new Policy may have on people with different protected characteristics.</p> <p>There are a variety of payment types available to use in car parks which are of benefit to people with disabilities and all age</p>
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¹ Other socially excluded groups could include those with literacy issues, people living in poverty or on low incomes or people who are geographically isolated from services

- There should be no unlawful discrimination arising from the decision.
Advise on the overall equality implications that should be taken into account in the final decision, considering relevance and impact.

groups. There are also dedicated bays for the disabled and parents with toddlers.

The impact of the introduction of the new Parking Policy on the aims of the equality duty is considered to be low and nothing requiring the mitigation of adverse impacts has been identified.

It is believed that the proposal involves no unlawful discrimination.

DRAFT

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Community Committee Forward Decisions Plan

Report title, background information and recommendation(s)	Date of meeting	Open or exempt ?	Lead Officer and report author
Leisure Options Working Group	9 January 2024	Open	Lead Officer: Martyn Cassell Report author: Jay Jenkins
Community Safety Priority Setting Consultation	9 January 2024	Open	Lead Officer: Emma Wiggins Report author: Steph Curtis
Built Facility Strategy (BFS)	6 March 2024	Open	Lead Officer: Emma Wiggins Report author: Jay Jenkins
Playing Pitch Strategy (PPS)	6 March 2024	Open	Lead Officer: Emma Wiggins Report author: Jay Jenkins

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