
THE INTRODUCTION OF VIRTUAL PARKING PERMITS FOR RESIDENTS' PARKING SCHEMES AND STAFF CAR PARKS

Relevant Portfolio Holder	Councillor Peter Fleming
Portfolio Holder Consulted	Yes
Relevant Head of Service	Guy Revans - Head of Environmental and Housing Property Services
Report Author	Job Title: Senior Engineering Technician Contact email: matthew.mead@bromsgroveandredditch.gov.uk Contact Tel: 3345
Wards Affected	All
Ward Councillor(s) consulted	No
Relevant Strategic Purpose(s)	Communities which are Safe, Well Maintained and Green
Key Decision	

1. RECOMMENDATIONS

The Executive Committee is asked to RESOLVE that:-

the Council adopts a Virtual Parking Permit system for all Residents' Parking Schemes and Town Hall Staff Car Parks, including adding these latter car parks to the existing Off-Street Parking Order

2. BACKGROUND

- 2.1 Appendix 1 shows all the current Residents' Parking Schemes (RPS) that are in place within the Borough. The Council have operated RPS in various areas since 2009. It currently has a total of 547 No. properties included in the schemes, with an average of 550 No. resident and visitor permits issued each year. Wychavon District Council (WDC) administer the scheme on the Council's behalf. Staff car parks at the Town Hall, Trescott Road and the former Market Traders' car park are also shown.
- 2.2 Currently, applications and permits for RPS are posted or emailed, as there is a requirement to display the permit in the windscreen of the vehicle, so as to avoid being issued with a Penalty Charge Notice (PCN).
- 2.3 It is proposed that the scheme is made virtual to remove the need for printing, laminating and posting the actual permits, and to allow the residents to park without the need to continually display a permit. This

will remove the single use plastics for the permit holders, remove the printing and laminating process and associated costs, and enabling the customer to manage their own permit using a designated system (MiPermit). Any changes to their permit, such as a new registration number for a different vehicle would be undertaken by the customer through the app, thereby avoiding the need for a replacement permit to be issued and posted, as previously required.

- 2.4 Virtual permit schemes are in operation across the Country and more locally are in place in Worcester City, Wyre Forest, Malvern Hills and Bromsgrove District Councils.
- 2.5 With the addition of the National Health Service (NHS) staff to the Town Hall, it is of course necessary to ensure that parking is available for both NHS, Council staff and Members in the appropriate allocated car parks at the Town Hall, Trescott Road the former Market Traders' car park. The introduction of a Virtual Permit system will achieve this aim, together with ensuring that suitable enforcement is operational. The current swipe card and barrier enforcement system can be removed.

3. FINANCIAL IMPLICATIONS

- 3.1 RPS permits currently cost £10 each per annum, with a maximum of three separate cars being registered at each property, together with one free of charge visitor permit. Currently WDC retain all income from the RPS to administer the scheme. It is proposed that these arrangements will continue, but WDC will be responsible for implementation of the virtual permit system.
- 3.2 The MiPermit virtual permit system has already proven successful with the season tickets, staff permits and member permits in Bromsgrove. The same system would be used to incorporate the Redditch Virtual Permit scheme. The set-up fees would cost £1,500, and be covered from existing budgets. Once the system is place, the running costs would be £1 per permit issued (this is for both visitor and resident permit).

4. LEGAL IMPLICATIONS

- 4.1 The existing Off-Street Parking Order will be required to be amended to include the Town Hall, Trescott Road the former Market Traders' car park.

5. STRATEGIC PURPOSES - IMPLICATIONS

Relevant Strategic Purpose

- 5.1 *Communities which are Safe, Well Maintained and Green* – the use of the MiPermit app will provide a more efficient system which will benefit both the customer and the Council alike.

Climate Change Implications

- 5.2 The current annual issue and use of printed, laminated permits and plastic holders for each vehicle will be no longer required. There will be no mail requirements for documents, thereby reducing the carbon footprint of the new system to virtually zero.

6. OTHER IMPLICATIONS

Equalities and Diversity Implications

- 6.1 It is envisaged, subject to Member approval, that Virtual Permits will be available from 1 April 2023 for the staff car parks, with RPS being available from 1 April 2024. In the interim period, residents who qualify for the RPS will be provided with instructions on setting up their account in MiPermit, together with holding open evenings at the Town Hall, to invite residents if they feel they require additional assistance. Obviously, both WDC's Parking Team and MiPermit's Help Line can be readily contacted for assistance. The Equalities Impact Assessment is attached as Appendix 2.
- 6.2 The staff car parks for the Town Hall and Trescott Road will no longer require swipe cards, which can prove difficult for disability access, when trying to reach out from the vehicle to the swipe card.

Operational Implications

- 6.3 Patrols and enforcement will be required from the Civil Enforcement Officers for the Town Hall, Trescott Road and the former Market Traders' car park.

Barriers will no longer be required at these car parks, saving on running and replacement costs, when required.

7. RISK MANAGEMENT

- 7.1 MiPermits conforms to all our required standards with regards to data storage.

8. APPENDICES and BACKGROUND PAPERS

Appendix 1 – Drawing showing location of Residents' Parking Schemes together with Town Hall, Trescott Road and the former Market Traders' car parks.

Appendix 2 - Equalities Impact Assessment.

Appendix 3 - Car Parking Policy - Town Hall, Trescott Road and former Market Traders' car park.

9. REPORT SIGN OFF

Department	Name and Job Title	Date
Portfolio Holder	Councillor Peter Fleming	18/11/2022
Lead Director/Head of Service	Guy Revans Head of Environmental and Housing Property Services	16/11/2022
Financial Services	Peter Carpenter Director of Finance	03/11/2022
Legal Services	Clare Flanagan Principal Solicitor	22/08/2022
Policy Team	Emily Payne Engagement and Equalities Advisor	24/08/2022
Climate Change Officers	Kath Manning - Climate Change and Energy Support Officer Anna Wardell-Hill Environmental Policy and Awareness Officer	17/08/2022