

Individual Executive Member Decision

Newbury Wharf Bus Station Parking Order

Committee considering report:	Individual Executive Member Decision
Date ID to be signed:	25 February 2021
Portfolio Member:	Councillor Richard Somner
Date Portfolio Member agreed report:	11 February 2021
Forward Plan Ref:	ID3923

1. Purpose of the Report

- 1.1 To approve the order for parking at Newbury Wharf Bus Station.
- 1.2 The order also detailed the charges which were approved by Full Council in March 2019 as part of the Fees and Charges report.
- 1.3 Newbury Town Council have objected to the order, proposing that charges for coaches are removed entirely “to grow and encourage this important business for the Town Centre”.

2. Recommendation

- 2.1 That the Portfolio Member for Environment approves the order for Newbury Wharf Bus Station parking.

3. Implications

- 3.1 **Financial:** Charges from bus and coach operators contribute to a revenue stream required to maintain and operate Newbury Wharf Bus Station. The charges also act to ration out limited space for coach parking.
- 3.2 **Policy:** The changes to charges were approved by Council in March 2019 and March 2020 in the relevant financial year Fees and Charges report.
- 3.3 **Personnel:** None arising from this report.
- 3.4 **Legal:** None arising from this report.
- 3.5 **Risk Management:** Parking charges are a vital means of rationing out the limited space available at the Wharf for buses and coaches. They also ensure “turn over” of the parking spaces to best meet the demand for coaches at times when priority needs to be given to bus services.

3.6 **Property:** None arising from this report.

3.7 **Other:** None arising from this report.

4. Consultation Responses

Members:

Leader of Council: N/A

**Overview & Scrutiny
Management** N/A

Commission Chairman:

Ward Members: N/A

**Opposition
Spokesperson:** N/A

Local Stakeholders: Newbury Town Council objected as they do not wish coaches to be charged for parking in Newbury.

Officers Consulted: N/A

Trade Union: N/A

5. Other options considered

5.1 When Newbury Wharf Bus Station was constructed, it was designed to allow use by coaches providing that they did not interfere with the reliable operation of local bus services. A consultation took place before build commenced.

6. Introduction/Background

6.1 Newbury Wharf Bus Station opened in December 2018 using the charging structure for coach parking that was in place previously on the site.

6.2 A consultation (<https://info.westberks.gov.uk/index.aspx?articleid=36346>) was launched in August 2019 by Parking Services for a Parking Order to seek to formally regulate the parking at the site, which confirmed any objections to the order would be considered as an Individual Decision by Cllr Somner.

6.3 Newbury Town Council raised an objection to the order, and it is therefore necessary to consider their response (and any necessary actions) before the Parking Order can be brought into force.

6.4 Within the content of the Parking Order, reference was made to the Fees and Charges that would apply at the site. These charges were detailed in the 2019/20 and [2020/21 Fees and Charges](#) reports which were approved by Council in March 2019 and 2020 respectively, as part of the budget setting process.

6.5 The Fees and Charges were designed to allow maximum flexibility for use by coaches when demand for bus services is lowest (evenings and Sundays), but restrict overcrowding at other times when buses need to access stops and layover stands.

Newbury Wharf Bus Station Parking Order

- 6.6 The new Bus Station is on the site of the previous coach park, and occupies a smaller footprint than the previous bus station, therefore vehicle management is essential.
- 6.7 Newbury Town Council's objection to the order, proposed that charges for coaches are removed entirely "to grow and encourage this important business for the Town Centre".

7. Supporting Information

7.1 Previous availability (Market Street Bus Station & Wharf Coach Park)

Space Available	Previously	Current
Departure Bays – buses	8	4
Departure Bays – coaches	1	2
Set-down only stops (bus and coach)	0	1
Bus Layover Stands	11	4
Coach Layover Stands	7 / 8 (undefined)	3

7.2 Coach Parking Charges

Previously (Coach Park)		Approved for 2019/20 and 2020/21 (Newbury Wharf BS)	
Monday to Sunday 0800 to 1800 Up to 2 hours (Maximum Stay)	£4.00	Monday to Saturday 0400 to 1800 Up to 90 minutes (Maximum Stay)	£4.00
Monday to Sunday 1800 to 0800 Set Charge	£2.00	Monday to Saturday 1800 to 0400 & Sundays (anytime) Up to 3 hours Over 3 hours	£3.00 £6.00

8. Options for Consideration

- 8.1 There is limited space at Newbury Wharf Bus Station for coaches to park.
- 8.2 Charges are necessary to ration out the available parking space and seek to ensure the 'turn over' of coach layover during the day, and prevent coaches blocking the Bus Station.
- 8.3 The Bus Station allows for coaches to set-down and pick-up passengers. Alternative (longer-term) coach parking is available at Chieveley and Tot Hill services.
- 8.4 The charges to bus and coach operators contribute towards the revenue budget required to maintain and manage Newbury Wharf Bus Station.
- 8.5 The coach parking charges were agreed by Council in the Fees and Charges reports of March 2019 and 2020.

9. Proposals

- 9.1 That the Newbury Wharf Bus Station parking order is approved.

Newbury Wharf Bus Station Parking Order

- 9.2 That the objection raised by Newbury Town Council be rejected, as the charges were approved by Council in March 2019 (and again subsequently in March 2020).
- 9.3 That Newbury Town Council be informed of this decision.

10. Conclusion

- 10.1 The charges for coaches, whilst included within the Parking Order, were not grounds for objection as they had already been approved by Council in March 2019 and March 2020 accordingly.
- 10.2 Approval of the order will allow for civil enforcement across the whole site, to enable the Bus Station to run smoothly, enabling punctual bus services.
- 10.3 The charges applied serve to improve the operation, and contribute towards the management and maintenance budget, of the Bus Station.

Background Papers:

<http://decisionmaking.westberks.gov.uk/ieListDocuments.aspx?CId=116&MId=4667&Ver=4>.

Subject to Call-In:

Yes: No: x

- | | |
|---|-------------------------------------|
| The item is due to be referred to Council for final approval | <input type="checkbox"/> |
| Delays in implementation could have serious financial implications for the Council | <input type="checkbox"/> |
| Delays in implementation could compromise the Council's position | <input checked="" type="checkbox"/> |
| Considered or reviewed by Overview and Scrutiny Management Commission or associated Task Groups within preceding six months | <input type="checkbox"/> |
| Item is Urgent Key Decision | <input type="checkbox"/> |
| Report is to note only | <input type="checkbox"/> |

Wards affected:

Newbury Central

Strategic Priorities Supported:

The proposals contained in this report will help to achieve the following Council Strategy priorities:

- X GP1: Develop local infrastructure to support and grow the local economy**
X GP2: Maintain a green district

The proposals contained in this report will help to achieve the above Council Strategy priorities by *(add text)

Officer details:

Name: Matthew Metcalfe
Job Title: Senior Transport Officer
Tel No: 01635 519663
E-mail Address: matthew.metcalfe@westberks.gov.uk

11. Executive Summary

Newbury Town Council have objected to the Newbury Wharf Bus Station parking order on the grounds that coaches should be allowed to use the site free of charge to grow and encourage business in Newbury Town Centre.

The order allows for civil parking enforcement to enable bus services within West Berkshire to run at the times scheduled for the benefit of prospective passengers.

The charges contained within the order have already been approved by Council in March 2019 (and again in 2020), and are structured to prevent over-use by coaches whilst buses are operating, whilst still allowing them to access the Bus Station to set-down and pick-up passengers. At times when bus services are less frequent (evenings and Sundays), the order allows for wider use to be made of the Bus Station by coaches.

12. Conclusion

- 12.1 The charges for coaches, whilst included within the Parking Order, were not grounds for objection as they had already been approved by Council in March 2019 and 2020.
- 12.2 Approval of the order will allow for civil enforcement across the whole site, to enable the Bus Station to run smoothly, enabling punctual bus services.
- 12.3 The charges applied serve to improve the operation, and contribute towards the management and maintenance budget, of the Bus Station.

13. Appendices

- 13.1 Appendix A – Data Protection Impact Assessment
- 13.2 Appendix B – Equalities Impact Assessment

Appendix A

Data Protection Impact Assessment – Stage One

The General Data Protection Regulations require a Data Protection Impact Assessment (DPIA) for certain projects that have a significant impact on the rights of data subjects.

Should you require additional guidance in completing this assessment, please refer to the Information Management Officer via dp@westberks.gov.uk

Directorate:	Place
Service:	Environment
Team:	Transport Services
Lead Officer:	Matthew Metcalfe
Title of Project/System:	Newbury Wharf Bus Station Parking Order
Date of Assessment:	30/09/2019

Do you need to do a Data Protection Impact Assessment (DPIA)?

	Yes	No
<p>Will you be processing SENSITIVE or “special category” personal data?</p> <p>Note – sensitive personal data is described as “<i>data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person’s sex life or sexual orientation</i>”</p>	<input type="checkbox"/>	X
<p>Will you be processing data on a large scale?</p> <p>Note – Large scale might apply to the number of individuals affected OR the volume of data you are processing OR both</p>	<input type="checkbox"/>	x
<p>Will your project or system have a “social media” dimension?</p> <p>Note – will it have an interactive element which allows users to communicate directly with one another?</p>	<input type="checkbox"/>	x
<p>Will any decisions be automated?</p> <p>Note – does your system or process involve circumstances where an individual’s input is “scored” or assessed without intervention/review/checking by a human being? Will there be any “profiling” of data subjects?</p>	<input type="checkbox"/>	x
<p>Will your project/system involve CCTV or monitoring of an area accessible to the public?</p>	<input type="checkbox"/>	X
<p>Will you be using the data you collect to match or cross-reference against another existing set of data?</p>	<input type="checkbox"/>	X
<p>Will you be using any novel, or technologically advanced systems or processes?</p> <p>Note – this could include biometrics, “internet of things” connectivity or anything that is currently not widely utilised</p>	<input type="checkbox"/>	X

If you answer “Yes” to any of the above, you will probably need to complete [Data Protection Impact Assessment - Stage Two](#). If you are unsure, please consult with the Information Management Officer before proceeding.

Equality Impact Assessment - Stage One

We need to ensure that our strategies, policies, functions and services, current and proposed have given due regard to equality and diversity as set out in the Public Sector Equality Duty (Section 149 of the Equality Act), which states:

- “(1) A public authority must, in the exercise of its functions, have due regard to the need to:**
- (a) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;**
 - (b) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; This includes the need to:**
 - (i) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;**
 - (ii) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;**
 - (c) foster good relations between persons who share a relevant protected characteristic and persons who do not share it, with due regard, in particular, to the need to be aware that compliance with the duties in this section may involve treating some persons more favourably than others.**
- (2) The steps involved in meeting the needs of disabled persons that are different from the needs of persons who are not disabled include, in particular, steps to take account of disabled persons' disabilities.**
- (3) Compliance with the duties in this section may involve treating some persons more favourably than others.”**

The following list of questions may help to establish whether the decision is relevant to equality:

- Does the decision affect service users, employees or the wider community?
- (The relevance of a decision to equality depends not just on the number of those affected but on the significance of the impact on them)
- Is it likely to affect people with particular protected characteristics differently?
- Is it a major policy, or a major change to an existing policy, significantly affecting how functions are delivered?
- Will the decision have a significant impact on how other organisations operate in terms of equality?
- Does the decision relate to functions that engagement has identified as being important to people with particular protected characteristics?
- Does the decision relate to an area with known inequalities?
- Does the decision relate to any equality objectives that have been set by the council?

Please complete the following questions to determine whether a full Stage Two, Equality Impact Assessment is required.

What is the proposed decision that you are asking the Executive to make:	To approve the order for parking at Newbury Wharf Bus Station.
Summary of relevant legislation:	
Does the proposed decision conflict with any of the Council's key strategy priorities?	No
Name of assessor:	Matthew Metcalfe
Date of assessment:	30/09/2019

Is this a:		Is this:	
Policy	No	New or proposed	Yes
Strategy	No	Already exists and is being reviewed	Yes
Function	Yes	Is changing	Yes
Service	No		

1 What are the main aims, objectives and intended outcomes of the proposed decision and who is likely to benefit from it?	
Aims:	To approve the order for parking at Newbury Wharf Bus Station.
Objectives:	To allow smooth and reliable operation of bus services in Newbury. To set out charges for vehicle usage of the Bus Station.
Outcomes:	Bus services are punctual and reliable. Coach operators have pick-up, set-down, and waiting facilities in central Newbury.
Benefits:	To ensure the best use of the limited space available for coach parking at Newbury Wharf Bus Station. To raise a source of revenue for the ongoing management and maintenance of Newbury Wharf Bus Station.

2 Note which groups may be affected by the proposed decision. Consider how they may be affected, whether it is positively or negatively and what sources of information have been used to determine this. (Please demonstrate consideration of all strands – Age, Disability, Gender Reassignment, Marriage and Civil Partnership, Pregnancy and Maternity, Race,

Religion or Belief, Sex and Sexual Orientation.)		
Group Affected	What might be the effect?	Information to support this
Age, Disability, Sex, Pregnancy and Maternity	Increased stress if bus stops cannot be reached or connections are missed by inappropriate vehicle parking.	The majority of bus and coach passengers in West Berkshire are elderly or disabled. More women than men use buses and coaches.
All others	No effects identified.	n/a
Further Comments relating to the item:		

3 Result	
Are there any aspects of the proposed decision, including how it is delivered or accessed, that could contribute to inequality?	No
Approving the parking order allows for enforcement and will reduce the likelihood of Newbury Wharf Bus Station not being used as intended.	
Will the proposed decision have an adverse impact upon the lives of people, including employees and service users?	No

If your answers to question 2 have identified potential adverse impacts and you have answered 'yes' to either of the sections at question 3, or you are unsure about the impact, then you should carry out a Stage Two Equality Impact Assessment.

If a Stage Two Equality Impact Assessment is required, before proceeding you should discuss the scope of the Assessment with service managers in your area. You will also need to refer to the [Equality Impact Assessment guidance and Stage Two template](#).

4 Identify next steps as appropriate:	
Stage Two required	No
Owner of Stage Two assessment:	
Timescale for Stage Two assessment:	

Name: Matthew Metcalfe

Date: 30/09/2019

Please now forward this completed form to Rachel Craggs, Principal Policy Officer (Equality and Diversity) (rachel.craggs@westberks.gov.uk), for publication on the WBC website.