

<b>Committee:</b>	<b>Date:</b>
Housing Management & Almshouses Sub-Committee	24/09/2018
<b>Subject:</b>	<b>Public</b>
Estate Parking & Storage Sheds Policy	
<b>Report of:</b>	<b>For Decision</b>
Director of Community & Children's Services	
<b>Report author:</b>	
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### Summary

The Housing Service has parking spaces, garages, storage sheds and bike lockers on its estates, which can be used by residents and members of the public. At present, there is no policy for the management of these facilities by estate staff.

This new policy, which forms part of the review of housing management policies being completed in 2018/19, describes how the Housing Service will allocate and manage these facilities. Use of the facilities is governed by a licence agreement, which contains more detailed terms and conditions of use.

Members are also asked to consider whether the current charges for disabled parking spaces should remain as they are, or whether the 50% discount should be increased.

### Recommendation

Members are asked to:

- Approve the Estate Parking & Storage Sheds Policy for use by the Housing Service
- Consider the current arrangements for disabled parking charges in paragraph 9 and advise officers on which option they prefer in paragraph 11.

### Main Report

#### Background

1. A review of housing management policies and procedures is being completed in 2018/19. It has been identified that, although there are established procedures and rental terms and conditions, there is no overarching written policy in relation to our management of facilities on our estates such as parking spaces, garages

and storage sheds. These are a source of income for the Housing Revenue Account and their efficient management is therefore important.

2. Facilities are in short supply on many estates and having a clear policy on their allocation and management is intended to bring fairness and consistency to decision-making and the processing of applications.

### **Current Position**

3. The Housing Service manages approximately 370 garages, 680 parking spaces, 30 motorcycles bays and 730 storage sheds across its housing estates.
4. Established procedures are in place for the allocation and management of these facilities and all use is governed by individual licence agreements, which set out terms and conditions for use of the facility.
5. This new policy is intended to set out how the Housing Service allocates and manages these facilities. It also sets out some important conditions of use for the different types of facility, with an emphasis on safety considerations. Given their proximity to residential blocks, in most cases, it is important that residents comply with conditions relating to the safe storage of goods and that our policy emphasises this point.
6. The policy also makes it clear that vehicles kept on our estates should be in a safe and roadworthy condition.
7. The licence agreements referred to above are being reviewed and some of the terms made clearer.

### **Disabled Parking Charges**

8. In response to a Member's request, some information is included here regarding charging arrangements for disabled parking spaces. Parking charges will be addressed in more detail in a separate policy which is due to be submitted to Committee in November 2018.
9. Current practice is to offer a 50% discount on parking spaces for disabled users (those in possession of a Blue or Red Badge). These charges were introduced over two years from 2012 and brought the City in line with many other London boroughs, which offer various levels of discount to disabled parking space users on social housing estates (commonly 50%). It should be noted that some boroughs and landlords do not offer any discount. There were two complaints about the charge when it was first introduced, but we have received no complaints or comments from residents since then.
10. Current figures show that 38 parking space users take advantage of this discount. Income from parking spaces used by disabled residents is currently £14,435.72 annually.

11. Bearing this in mind, Members are asked to decide on which of the three following options to adopt:

- **Option 1:** leave the current arrangement in place (50% discount)
- **Option 2:** increase the discount to 75% (at a cost to the HRA of £7,217.86 annually at current rates)
- **Option 3:** apply a 100% discount for disabled parking (at a cost to the HRA of £14,435.72 annually)

12. If Members choose to increase the discount, officers will look at options for recouping the loss to the HRA by increasing other charges and will incorporate recommendations into the proposed new charges.

### **Income**

13. Income from these facilities is due to the Housing Revenue Account. Some consultees were under the impression that some of the income from shed charges was retained in a fund for residents to use. It was formerly the case that a proportion of the income from shed charges was paid into an Estate Improvement Budget, from which small projects could be financed at officers' discretion. This arrangement was made with the consent of the Chamberlain's Department.

14. This process was changed as we struggled to attract suitable ideas for how the money could be spent. The Estate Improvement Budget still exists, though this is now a single fund financed directly by the HRA. Residents are able to request funding for small projects on their estates via their Estate Manager.

### **Corporate & Strategic Implications**

15. This policy supports corporate and departmental aims around ensuring that our estates are safe, well-maintained and well-managed.

### **Policy Management**

16. This is a new policy. No stand-alone policy has existed in this area previously. Policy approaches have been taken from established practice and information published on our website, as well as the standard terms and conditions issued to users of estate facilities.

### **Conclusion**

17. The new Estate Parking and Storage Sheds Policy will outline our approach to the allocation and management of these facilities on our housing estates. Areas of ambiguity have been addressed and the accompanying licence agreements will also be reviewed to ensure that they are clear and relevant.

18. Members are asked to decide on the future of disabled parking charges. The decision on this point will be incorporated into the upcoming policy on parking charges.

## **Appendices**

- Estate Parking & Storage Sheds Policy
- Equalities Assessment
- Consultation comments and responses

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