



# FREE PARKING REQUEST PROCESS

ENVIRONMENT & TRANSPORT COMMITTEE MEETING PAPER C

3 MARCH 2026

The purpose of this Report is to provide Members a proposed decision making process so that officers can approve or deny requests for Parking Charge exemptions in the car parks managed by Ventnor Town Council.

## No. DETAILS

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### 1) BACKGROUND

- a) Requests for Free Parking have generally been taken to meetings of the Full Council for consideration.
  - b) At the last Environment & Transport Committee Meeting in December 2025, it was agreed that officers would draft a decision matrix so that requests for Free Parking could be delegated to officers instead of a potentially long delay involved in the current process of taking the requests to a Full Council Meeting each time.
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### 2) SCORING MATRIX

- a) To ensure that decisions are reached fairly, it is suggested that VTC creates a simple scoring matrix with points allocated to questions/categories for the request. Subjective considerations should not be included.
  - b) A minimum score must be reached to grant the request.
  - c) An draft scoring matrix is attached to this report for Members' consideration.
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### 3) OTHER CONSIDERATIONS

- a) With a better-publicised procedure in place, more requests may be received by the office. If this is the case, the scoring criteria may need to be reviewed
  - b) There is not a criterion for lost income in the draft decision matrix – the reason being that the staff time (and therefore cost) involved in calculating what lost income may be for each request would be disproportionate to the value of including it. The calculation would also be largely theoretical in any case.
  - c) With the aim of keeping the matrix simple, only five criteria are included in the draft, however it would be possible to include more such as: Community Benefit Level; Local Connection; Public Good; Event Maturity
  - d) Some event organisers request free parking in multiple car parks, it would be possible to add a criterion to include some weighting on that subject.
  - e) It may be worth considering a review process in case requesters wish to challenge the decision made.
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### 4) RECOMMENDATION

Members are recommended to:

Propose adoption of this simplified procedure to the next meeting of the Full Council, subject to any amendments or additions discussed in this meeting.

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## 1. Organisational/Event Eligibility (Max 7 points)

Criterion	Description	Score
<b>A</b> <b>Organisation/Event Type</b>	3 = Registered charity / CIC / not-for-profit 2 = Local partnership / community group 1 = Private organisation / Individual	1-3
<b>B</b> <b>Past Use of Exemptions (last 12 months)</b>	2 = No previous exemptions 1 = 2 or fewer prior exemptions 0 = More than 2 prior exemptions	0-2
<b>B</b> <b>Notice given</b>	2= More than 1 month 1= Between 3 weeks and 1 month 0= Less than 3 weeks	0-2

## 2. Operational & Financial Impact (Max 7 points)

Criterion	Description	Score
<b>A</b> <b>Impact on Car Park Operations</b>	3 = Minimal impact 2 = Some impact 1 = Severe disruption	1-3
<b>B</b> <b>Duration of Exemption request</b>	5 = Part of any day 4 = One day (Mon-Fri) 3 = Two days (Mon-Fri) 2 = One day (Sat-Sun & Bank Hol) 1 = More than options above	1-4

**Total Possible Score: 14 points**

### Decision Thresholds

Score Range	Recommended Outcome
<b>9-14</b>	Approve full exemption
<b>0-8</b>	Deny request

### Notes:

- 1A If the event in question is private/commercial, then the score allocated shall be 1, even if the request comes via a local partnership/community group which happens to be supporting the event/organisers
- 2A *Minimal impact* examples include one weekday during the autumn/winter seasons  
*Some impact* examples include one or more weekdays during the spring/summer seasons  
*Severe disruption* examples include days in school Easter/Summer/October holidays and Bank Holidays