

Public Document Pack

Date of meeting Monday, 22nd October, 2012
Time 6.00 pm
Venue Civic Offices, Merrial Street, Newcastle-under-Lyme, Staffs ST5 2AG
Contact Peter Whalan

Joint Parking Committee

AGENDA

PART 1- OPEN AGENDA

- 1 **Apologies**
- 2 **DECLARATIONS OF INTEREST**
To receive declarations of interest from Members on items included on the agenda.
- 3 **MINUTES OF THE PREVIOUS MEETING** (Pages 1 - 4)
To consider the minutes of the meeting held on 23 July 2012.
- 4 **TRAFFIC REGULATION REQUESTS - A VERBAL UPDATE**
To consider a verbal update on Traffic Regulation Requests by Staffordshire County Council.
- 5 **ITEMS SUBMITTED BY STAFFORDSHIRE COUNTY COUNCIL**
To consider items submitted by Staffordshire County Council.
- 6 **Reporting of Parking Survey for Parkstone Avenue, Newcastle** (Pages 5 - 8)
- 7 **Residents Parking Zone - The Village, Keele** (Pages 9 - 14)
- 8 **The Ironmarket, Newcastle - Loading Bay** (Pages 15 - 18)
- 9 **Residents' Parking Zones** (Pages 19 - 34)

Members: Councillors Cairns, Sweeney, Taylor.M (Chair) and Wilkes

'Members of the Council: If you identify any personal training / development requirements from the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Committee Clerk at the close of the meeting'

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

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JOINT PARKING COMMITTEE

Monday 23 July 2012

Present:- Councillor M Taylor – in the Chair
Councillors Cairns and Wilkes
County Councillors Mrs Cornes and Locke

1. **APOLOGIES**

Apologies for absence were received from Councillors J Cooper, Sweeney and Tagg.

2. **DECLARATIONS OF INTEREST**

There were none.

3. **MINUTES OF THE LAST MEETING**

That subject to County Councillors Mrs Cornes, Locke and Tagg being added to the list of Members present, the minutes of the meeting of this Committee held on 18 April 2012 be approved as a correct record.

4. **TRAFFIC REGULATION REQUESTS**

It was indicated that 32 new requests for new or amendments to existing Traffic Regulation Orders had been received since the last meeting.

There had been insufficient time for the officers to look at each of these requests in any detail but this would be done as soon as possible. In the meantime, Members were invited to raise any specific issues direct with the officers. Matters raised could then be considered when the requests were revisited by the officers, although it was appreciated that not all of the requests could be positively responded to.

Mention was made of parking problems in Chester Road and a suggestion that grass verges be remodelled to improve parking facilities for residents and double yellow lines be positioned to prevent parking of vehicles on the bend in the road. It was agreed that this matter should be referred to the County Council for inclusion on the list of new requests. Similar action was agreed in respect of concerns expressed by a Member about parking problems in the vicinity of Ravensmead Primary School at Bignall End.

Resolved:- (a) That the list of new requests for new or amended Traffic Regulation Orders be noted.

(b) That the issues raised by Members concerning Chester Road and in the vicinity of Ravensmead Primary School be forwarded to the County Council for investigation.

5. RESIDENTS PARKING ZONE - SOUTH EAST OF THE TOWN CENTRE

Reference was made to the discussion on this matter at the last meeting and consideration given to a verbal update on progress made since that time.

All representations received following the advertisement of the Traffic Order had been reviewed and carefully considered as a result of which further amendments to the Order were now proposed. Approval had been given under the County Council's Scheme of Delegation with the support of this joint committee to continue to develop a revised permit parking scheme.

Members were reminded that the cost of the scheme's implementation had to be met by permit holders by way of a one-off joining fee. Work was currently being undertaken to determine sign and road marking costs to provide residents with an accurate joining fee. Also, the level of the joining fee was reliant on the number of residents wishing to join the scheme and would be based on the results of previous consultations.

In conclusion, it was indicated that although progress was being made, it was not possible to give a specific timetable leading to implementation of the scheme.

Resolved:- That the information be received.

6. REVISED PRIORITY LIST

The Committee gave consideration to a list, in priority order, of locations where requests for new or amendments to existing parking related Traffic Regulation Orders in the Borough had been received.

It was indicated that Priority 3 schemes were ongoing and Members were invited to re-assess Priority 4/5 schemes based on their local knowledge with consideration also being given to issues affecting schools being given added weight.

The long list of parking related issues that were awaiting prioritisation was placed before the committee and following a request from a Member it was agreed that under any review of the list by the officers/committee and the problems being experienced at The Avenue, Kidsgrove (listed at 27a/27b on the list should be retained.

It was also agreed that problems being experienced in the vicinity of St Chad's School at Red Street (listed at 14(a), (b), (c) and (d) and Bell's Hollow should also be retained on the list and, if possible, dealt with together.

It was agreed that the long list needed to be reduced in size ensuring that only the more significant problems were brought forward for possible prioritisation as priority 4/5 schemes. This process could best be achieved by Joint Parking Committee members consulting with ward councillors.

Resolved:- (a) That the information be received.

(b) That the actions outlined above including consultation with ward councillors by Joint Parking Committee be approved.

7. **CIVIL PARKING ENFORCEMENT ANNUAL REPORT 2011/12**

Consideration was given to the draft Civil Parking Enforcement Annual Report for 2011/12 published by Staffordshire County Council.

The report explained how Civil Parking Enforcement was operated and managed throughout the County.

Resolved:- That the information be received.

8. **PARKING RESTRICTION - CHURCH STREET, SILVERDALE**

Consideration was given to a request from Staffordshire County Council for the variation of existing waiting restrictions in Chapel Street, Silverdale.

Details of the proposed variation were outlined in the officer's report and on a plan attached as an appendix.

Resolved:- That the scheme to vary the existing parking restrictions in Church Street, Silverdale be supported.

9. **PARKING RESTRICTION - STUBBS GATE, NEWCASTLE**

The Committee's support was sought by the County Council to proposals to introduce waiting restrictions in Stubbs Gate.

No objections were made to the proposal although a request was made that junction protection measures be included in the waiting restrictions at the junction of Hatrell Street and Brook Lane.

It was indicated that this suggestion was acceptable as a consequence of which the proposal would be revised and re-issued.

Resolved:- That subject to the incorporation of junction protection measures in Hatrell Street/Brook Lane the scheme of waiting restrictions in Stubbs Gate, as proposed by the County Council, be supported.

M TAYLOR
Chair

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Local Members Interest	

NEWCASTLE JOINT PARKING COMMITTEE

22 OCTOBER 2012

REPORTING OF PARKING SURVEY FOR PARKSTONE AVENUE, NEWCASTLE

Recommendations of the Director for Place and Deputy Chief Executive

That the Newcastle Joint Parking Committee:

1. Notes the contents of this report
2. Consider and support the recommendations of this report

Report of Director for Place and Deputy Chief Executive

Reasons for Recommendations

3. To report to the Committee the details of a parking survey undertaken along Parkstone Avenue.

Background

4. Members of the Committee will recall that restrictions were implemented in January 2011 along The Avenue and adjacent streets as a response to deal with parking by visitors to and/or workers in the nearby hospital.
5. Subsequent to the scheme being implemented a petition was received signed by 69 residents of Parkstone Avenue on 13 April (covering letter dated 4 April) requesting that consideration is given to imposing parking restrictions on Parkstone Avenue due to the parking displacement the residents report occurred following the new restrictions being implemented.
6. Following receipt of this petition the parking within Parkstone Avenue, between the junctions of The Avenue and Stubbsfield Road, was monitored for a period of one week.
7. Members will recall that the verbal report to the Committee meeting of 6 June 2011 confirmed that no major concerns had been observed during this observation period.

8. In July and August further representations in writing have been made by four residents highlighting concerns they have regarding parked vehicles in Parkstone Avenue following which a further parking survey was carried out .
9. The survey was done on a daily (weekday) basis from the morning of Wednesday 5 September to the afternoon of Wednesday 12 September with observation times in the morning, generally between 7.30am and 9.00am and the afternoon between 3.30pm and 5.30pm.
10. Notes made regarding parking conditions during this monitoring period were as follows:
 - (a) All day parking was carried out by 4 regular vehicles identified not to be residents.
 - (b) Parking levels in the afternoon numbered between 4 and 8 and, whilst unable to verify the reason the additional afternoon drivers are present we believe they were most likely visiting the hospital (with afternoon visiting times generally of 3.00pm to 4.30pm). Observed leaving times of some vehicles were from 4.45pm to 5.40pm further suggesting these were visitors to the hospital.
 - (c) Two residents parked their own vehicles outside their property every morning of the survey but were not parked on the highway for the afternoon observation.
 - (d) Two vehicles driven by carers visiting one resident were observed every morning at around 8.15am but had no problem parking outside the property they were visiting.
 - (e) In general vehicles were not observed parking partially on the footway with only one occurrence during the survey period where a vehicle was noted in the afternoon of 10 September parked opposite the Stubbsfield Road junction partially on the footway.
 - (f) No parking observed caused obstruction to residents' driveways except one incident where a visitor to one resident parked across the drive of a neighbour.
 - (g) One resident placed a traffic cone every morning of the survey period outside their property. This cone was not observed on any afternoon of the survey period.
 - (h) Congestion during school drop off and pick up times is as would be expected near to a school with Sixth Form pupils with their own vehicles as well as parental vehicles. However as long as drivers were reasonable and gave way as necessary the congestion was not a cause for concern and was no different than that experienced in the vicinity of the majority of schools. The afternoon congestion was generally clear within 30 minutes of the school closing time. Due to the nature of the morning dropping off process (i.e. spread over a longer period) the congestion in the mornings was lower.
11. The conclusions at the completion of the survey are:
 - (a) That the number of vehicles parking on the section of Parkstone Avenue, between The Avenue and Stubbsfield Road junctions, is minimal and that

there is no justification for prioritising this location over others on the list currently.

- (b) That due to the limited parking observed there is no justification for parking restrictions to be implemented purely based on the number of parked vehicles.

- 12. The recommendation is therefore to leave the location on the list of locations to be prioritised for consideration for further investigation at a future opportunity, as considered appropriate by the Joint Parking Committee.

Equalities Implications

This report has been prepared in accordance with the County Council's policies on Equal Opportunities.

Legal Implications

There are no significant legal implications arising out of this report.

Resource and Value for Money Implications

There are no implications arising out of this report

Risk Implications

There are no significant risks arising out of this report.

Climate Change Implications

There are no Climate Change implications arising from this report.

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NEWCASTLE UNDER LYME COUNCIL JOINT PARKING COMMITTEE

22 OCTOBER 2012

CIVIL PARKING ENFORCEMENT (CPE) – RESIDENTS PARKING ZONE – THE VILLAGE, KEELE

Recommendations of Staffordshire County Council Cabinet Member (Highways and Transport)

1. Note the contents of this report.
2. No further action is taken to introduce a fully comprehensive permit parking scheme along The Village at Keele.
3. Members consider prioritising under the current process the future consideration of a simplified permit parking scheme for those residents of The Village currently without off-street parking availability.
4. The Keele University is thanked for considering making a financial contribution to implementing such a scheme.
5. The Parish Council is requested to consider offering parking spaces at the Village Hall to those residents that do not have off-street parking provision.

Report of the Deputy Chief Executive and Director for Place

PART A

Why is it coming here – what decisions are required

6. To update members of the initial investigation into the development of a permit only parking scheme in The Village at Keele and to determine whether or not further investigation and development is required.

Reasons for Recommendations

7. To advise Members of the results of the preliminary investigation into the provision of a residents permit parking scheme at the Village in Keele and to determine an appropriate course of action.

PART B

Background

8. It has been alleged that the parking taking place along The Village at Keele prevents local residents from parking their vehicles close to their property. It is believed that this level of parking is caused, primarily, by students accessing Keele University. The majority of properties along The Village have off-street parking with many having sufficient space to accommodate not only residents' own vehicles but also a number of visitors'. However there are a number of properties with no off-street parking facilities. To help residents to park close to their property Keele Parish Council has requested that a residents permit parking scheme be introduced. The introduction of such schemes

is decided in accordance with approved policies by the relevant Joint Parking Committee and is subject to the County Council and national procedures governing the introduction of the necessary Traffic Order. The funding for such schemes usually has to be met by the residents themselves although funding from elsewhere may be possible. In this instance it would appear that Keele University may be prepared to make some financial contribution.

9. Members may recall from their meeting back in April 2011 that following earlier discussions with a Borough Council Member the member was given a number of Permit Parking Information Packs for distribution to residents of The Village. The packs contained an Application Form for residents to submit thereby registering their formal interest in the introduction of a permit parking scheme. Only two such forms were submitted.
10. More recently the Parish Council has again raised the issue of permit parking along The Village advising that the University may still be prepared to make a financial contribution to the introduction of such a scheme. It was therefore agreed that a simple feasibility study be undertaken to help ascertain residents' views and their actual parking needs.
11. Consultation was undertaken earlier this year with a request for views to be submitted by 23 May 2012. In practice any comments received up to the preparation of this report have been taken into consideration. A summary of the responses is detailed later in this report.
12. The current approved Policy would normally require a 60% return with 85% of those supportive. With only a 42% return rate no further action should be taken. However, if Members wish, it may be possible to solely consider those properties without off-street parking provision. I have to advise that such action is outside of the current policy and may well result in formal objections being received during the public advertisement stage of the advertising procedure.
13. Whilst there is a possibility of funding from the University, residents were still asked whether or not they would be prepared to meet any charges associated with the scheme. This was felt necessary to help ascertain the level of inconvenience being caused i.e. if the inconvenience is sufficient to justify personal expenditure to resolve. Even if the University is prepared to meet some or all of the initial costs depending on the detail of the scheme introduced there might still be an on-going annual permit fee that will need addressing.
14. It should also be remembered that the Parish Council has expressed concern about the parking situation elsewhere in the village. Members will recall a high priority being given to attempting to resolve parking issues along Quarry Bank Road. Displaced traffic from any permit scheme introduced along the Village may impact elsewhere in Keele and is, as always, a consideration.
15. If permit parking was to be introduced thereby encouraging parking on one side of the road it would be necessary to formally prohibit parking on the opposite side so as to ensure the free flow of traffic.
16. An estimate of the costs involved to introduce an all encompassing scheme along the whole of The Village includes £1500 formal advertising and £2000 signs and lines. Additional costs may be incurred if traffic management is required to enable signing works to be undertaken. The annual permit charge elsewhere has been determined at around £50. However this may need to be increased given the level of enhanced enforcement that may be required to ensure a successful scheme. Whether or not there would be an on-going commitment from the University to meet this annual permit charge together with future maintenance costs is currently unknown. The costs of the current consultation have been met by existing SCC budgets. The staff costs of processing a scheme could be in the region of £8000. With no real traffic management benefits in terms of road safety, improvement in traffic flow or control of parking the whole of these costs should be recoverable via the scheme.

Consultation Responses

17. 26 Consultation letters sent out to all residents of The Village. (23 April 2012 responses requested by 23 May 2012)
18. 11 responses have been received (42%)
19. Of those responses 6 (55%) support a scheme without a cost to the residents, 4 (36%) support a scheme and are prepared to pay costs with 1 (9%) reserving judgement until the actual cost is known.
20. Of the 11 responses 4 were received from residents who have no off-street parking with three of those wishing to apply for permits. Only one of those wishing to apply for permits supported the introduction of charges.
21. Of the remaining 7 responses 2 did not wish to apply for permits. Based on the questionnaire responses the final 5 could accommodate all their current vehicle ownership within the boundary of their property. 3 could also accommodate not only their existing vehicle ownership but also additional vehicles for which permits are requested.

Conclusions

22. I would respectfully suggest that as only one of the residents without off-street parking provision considers the issue sufficient to be prepared or is able to pay associated costs the inconvenience caused may not solely concern the need to park close to ones property. It is possible, given experience elsewhere that some residents may wish to see the road outside of their home free of parked cars irrespective of their personal parking requirements. This view might be reinforced by the number of permit requests from those residents who have sufficient off-street parking space for their own vehicles and also for those for which they have requested permits. However, it is accepted that in some circumstances parking on the road can still be desirable, though not a right, in preference to using ones own driveway.
23. It can be seen from the consultation that only 4 residents without off-street parking have responded with 3 likely to require permits. Of those 3 residents only 1 supported the introduction of charges. Two vehicles are owned between those 3 properties with a further 2 vehicles visiting regularly. A total of 6 permits have been requested from these 3 properties (4 Standard and 2 visitor). This level of parking could be accommodated within the subject length of road whilst leaving some unrestricted parking. Thereby increasing the possibility of a simplified permit scheme being considered. However, such a scheme might worsen the situation for other residents and would not make provision for carers and general visitors, as this would increase the amount of road space generally unavailable for parking by others, including residents, nor would it be able to make concessions for the more vulnerable residents as would be the case in larger zonal restrictions. However Members may consider the implementation of such a scheme worthy of consideration.
24. I see little advantage on road safety, congestion or general traffic management grounds to provide dedicated on-street parking for those residents who have the benefit of off-street parking. Such action is likely to result in displacing vehicles to less acceptable locations within the area.
25. There is likely to be an understandable desire from those without off-street parking to be able to park close to their home. However, whether or not there is external funding available there is a resource implication in making such provision that will impact on the development of other schemes. In addition, the introduction of a permit scheme to benefit only 3 residents, (other responders having off-street provision) is not the intention of the current Policy whereby larger zones are more likely to prove of greater benefit for residents. Whilst the Policy does provide for a permit scheme to be

introduced on single streets such action should really be reserved for those areas with little, if any, existing off-street provision.

- 26 Members may recall previously resisting calls for preliminary investigations to be carried out into areas of the Borough beyond that currently being investigated. The difficulties being experienced in developing the current scheme, which could impact on over 250 properties across some 12 streets of mixed retail/business and residential use has delayed the commencement of other schemes. The Dunkirk area of the Borough is currently prioritised as the next for consideration which is likely to consider the parking needs of residents possibly over some 10 streets comprising in excess of 300 properties. These numbers obviously depend on the actual extent of zone(s) considered appropriate. Given the numbers of residents affected in these two areas alone, whilst appreciating the difficulties being experienced along The Village, there appears little justification to recommend devoting any more resource trying to promote a scheme that may benefit only a handful of residents at most, and who appear to be inconvenienced only during University term times.
- 27 It is noted and welcomed that the University may be prepared to offer some financial assistance in resolving the issues. It is understood that some agreement may already exist for certain residents to park within the University grounds and if so it is respectfully suggested that this is a more practicable solution to the difficulties being experienced.
- 28 An alternative solution might be for those residents without off-street parking to be allowed spaces on the Village Hall car park when events permit.
- 29 If Members considered that the current parking situation warranted action to improve road safety, traffic flow or the amenity of the area, possibly to the detriment of other areas, then action by way of a Traffic Regulation Order to remove some or all of this parking could be prioritised by Members in the usual manner. At that time further consideration could be given to a simplified permit scheme.

Summary

- 30 A total of 26 were letters sent out, 11 responses received. (4 of which have no off-street parking). Only 3 of those without off-street parking would be interested in receiving a parking permit. There appears little justification for further action.

Future Proposals

- 31 Consideration of this particular scheme has been undertaken at Members request although other schemes have previously received a higher priority. The current first area of priority (South east area of Newcastle under Lyme Town Centre), although difficult, is still on-going and should therefore remain a priority. Whilst the next area for consideration has been identified as that around Dunkirk, again close to Newcastle Town Centre, Members will be asked to confirm their priority upon completion of current priority scheme.

Appendix 1: Community Impact Assessment

Name of Policy/Project/Proposal: CPE Residents Parking Zone – The Village, Keele		
Responsible officer: Kevin Smith		
Commencement date & expected duration: On-going		
	Impact Assessment	
	+ve/ neutral/ -ve	Degree of impact and signpost to where implications reflected
Outcomes plus		
Prosperity, knowledge, skills, aspirations	+ve	Transport, parking and highway operations support the planned economy; with parking enforcement improving traffic flows supporting businesses and communities; Improved public realm.
Living safely	+ve	Road safety: reductions in road casualties and antisocial use of vehicles.
Supporting vulnerable people	+ve	Poorly and inconsiderately parked vehicles can often obstruct pavements badly affecting the passage of wheelchair users.
Supporting healthier living	+ve	Sustainable transport/accessibility options; enhanced public realm.
Highways and transport networks	Neutral	
Learning, education and culture	Neutral	
Children and young people	+ve	Road safety: reductions in road casualties and antisocial use of vehicles.
Citizens & decision making/improved community involvement	Neutral	
Physical environment including climate change	Neutral	
Maximisation of use of community property portfolio	Neutral	
Equalities impact: This report has been prepared in accordance with the County Council's policies on Equal Opportunities and in fact CPE strongly supports social inclusion as the needs of those with disabilities, vulnerable adults and children, as well as economic regeneration are specifically met by a well-managed system of car parking provision and controls.		
Age	+ve	Improved transportation for those too young to drive: Walking, cycling and public transport delivery.
Disability	+ve	Provision of integrated transport infrastructure compliant with DDA requirements.
Ethnicity	Neutral	
Gender	Neutral	
Religion/Belief	Neutral	
Sexuality	Neutral	
Impact/implications		

<p>Resource and Value for money In consultation with finance representative</p>	<p>The initial investigations associated with the development of the RPZ requests is provided as part of the County Councils highway responsibilities however, the development of detailed schemes and implementation has to be funded from either the CPE Appropriation Account for the District, after providing for a reasonable reserve of 10% of the gross annual operating cost in the CPE account, or some other source if the account is not in surplus. The CPE Appropriation Account is built up from surpluses that arise after contributing to the eligible start up costs (including first year deficits) paid for directly by the District and County Council in the relevant District Council Area. If the relevant District is in deficit, the set up costs will have to be met from another source of funding. It will be necessary to seek agreement to meeting any such costs, as well as the annual permit fee, before a scheme can be fully implemented.</p>
<p>Risks identified and mitigation offered</p>	<p>There are no risks associated with this report at this stage.</p>
<p>Legal imperative to change In consultation with legal representative</p>	<p>The making of a formal permit parking scheme requires a TRO and this is a formal legal process covered by the County Councils scheme of delegations and constrained by legislation, set procedures and consultation process.</p>

Health Impact Assessment Screening

In summary no significant negative impacts on public health have been identified in respect to the outcomes of this report.

Background Documents

SCC Policy and Guidelines for Residents Parking
Previous reports to NBC Joint Parking Committee

IRONMARKET, NEWCASTLE - LOADING BAY

Submitted by: **Engineering Manager – Graham Williams**

Portfolio: **Environment and Recycling**

Ward(s) affected: **Town**

Purpose of the Report

To seek Members' approval to introduce a loading bay in the Ironmarket.

Recommendation

That Members approve the introduction of a loading bay in the Ironmarket.

Reasons

To provide closer loading facilities to the local businesses.

1. Background

1.1 The town centre public realm project which includes the pedestrianisation of Hassell Street will remove the day time use of the existing taxi rank in Hassell Street. To provide additional and alternative provision for hackney carriages a new taxi rank has been constructed at the easterly end of the Ironmarket adjacent to Queens Gardens.

2. Issues

2.1 Since the completion of the works by the County Council it has become apparent that some of the businesses in this area are having difficulties with deliveries to their premises

3. Proposal

3.1 The County Council have visited the businesses concerned and have proposed that the easterly disabled bay be converted to a loading bay, thereby assisting the local shops and businesses (as indicated on the attached plan).

3.2 Should members approve this alteration to the original scheme, the formal process of modifying the traffic regulation order would commence.

4. Outcomes Linked to Sustainable Community Strategy and Corporate Priorities

- creating a cleaner, safer and sustainable Borough
- creating a Borough of opportunity

5. Legal and Statutory Implications

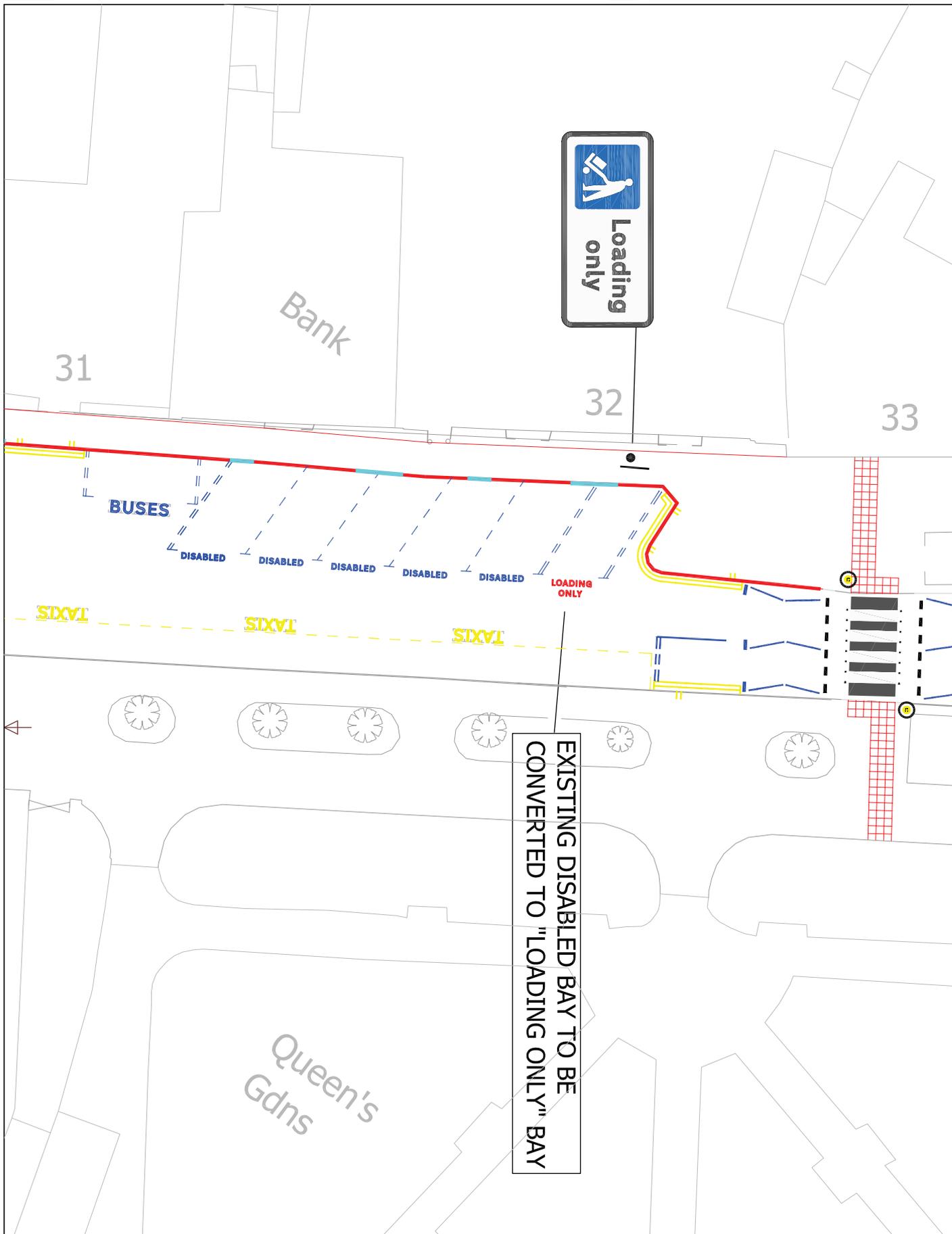
None for the Borough Council

6. Financial and Resource Implications

None for the Borough Council

7. **List of Appendices**

Appendix - Plan showing the proposed loading bay at the easterly end of the Ironmarket.



EXISTING DISABLED BAY TO BE
 CONVERTED TO "LOADING ONLY" BAY

Rev	Date	Detail	By
Revisions			



The Built County - Highways
 2 Staffordshire Place
 Stafford, Staffordshire, ST16 2PH

Ironmarket
 Newcastle-under-Lyme

Loading Bay

Prepared	Produced	Checked	Scale
CL	CL	MSS	NTS

Date	Size
October 2012	A3

Status	Drawing No.	Revision
	CDT6487-1M-02	

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RESIDENTS PARKING ZONES

Submitted by: **Engineering Manager – Graham Williams**

Portfolio: **Environment and Recycling**

Ward(s) affected: **Town**

Purpose of the Report

To update Members on the current situation regarding residents parking proposals in the borough.

Recommendation

That the report be received.

1. Background

- 1.1 Parking enforcement was decriminalised in the Borough in November 2007 by the County Council following consultation with the Borough Council.
- 1.2 The Borough Council have acted as agents for the County Council from that date, enforcing the parking related traffic regulation orders.
- 1.3 Prior to the decriminalisation of parking enforcement, there had been a number of requests from residents for residents parking zones (RPZs), due to the indiscriminate parking by drivers visiting the town centre causing a difficulty to them. At that time no new RPZs were being introduced.
- 1.4 The decriminalisation of parking enforcement has allowed RPZs to be considered and introduced if appropriate. A policy document has been produced by the County Council in conjunction with the district councils which has been approved by the Staffordshire Parking Board.
- 1.5 The first area which the Joint Parking Committee resolved to be considered for a RPZ is the area to the south east (SE) of the town centre. This was chosen following concerns of the displaced parking from the new hospital development and that there is an existing RRZ covering a small area which needed to be reviewed in light of the new policy.
- 1.6 Members subsequently agreed that following the introduction of any necessary traffic regulation orders and the associated signs and lines to the SE area, the area around Dunkirk be investigated for an RPZ followed by the area between the Ryecroft and Enderley Street.

2. Issues

- 2.1 Additional requests have been received regarding the introduction of RPZ, including the remaining area around the town centre, namely the Hatrell Street area.
- 2.2 Due to resource restrictions at the County Council it has only being possible to progress one RPZ at a time.
- 2.3 Once the setting up costs have been repaid (currently in 4 to 5 years time), any surpluses can be used to fund traffic related schemes.

2.4 There are no current budgets available to accelerate the RPZ process.

4. **Proposals**

4.1 That Members review the areas under consideration for RPZs.

5. **Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**

- creating a cleaner, safer and sustainable Borough
- creating a Borough of opportunity

6. **Legal and Statutory Implications**

None to the Borough Council.

7. **Financial and Resource Implications**

Currently none to the Borough Council.

8. **List of Appendices**

Appendix - Staffordshire County Council - Policy and Guidelines for Residents Parking

Civil Parking Enforcement



Policy and Guidelines for Residents Parking

Staffordshire County Council

Policy and Guidelines for Residents Parking

Policy

This Policy and Guidelines have been developed in consultation with East Staffordshire Borough Council (ESBC), Newcastle under Lyme Borough Council (NBC), Stafford Borough Council (SBC) and Staffordshire Moorlands District Council (SMDC). Its contents are approved by the Staffordshire Parking Board (SPB). Any subsequent amendments will be considered by Staffordshire County Council (SCC) and its Borough/District partners and submitted to the SPB for adoption.

The following introduction to this Policy sets the scene for the provision of Residents Parking Zones within Staffordshire. The Core Principles relate to general issues whereby all Staffordshire County, Borough and District Councils undertaking Decriminalised Parking Enforcement will consider and implement and operate Residents Parking Schemes. Whilst every effort has been made to provide a consistent approach for all Borough and District partners some difference of approach is inevitable given the diverse and unique attributes of each administrative area. Therefore the associated Guidelines are strongly recommended for adoption and, whilst not forming part of the actual Policy, have been developed to consider the detailed requirements of imposing and administering such schemes whilst allowing the flexibility of approach necessary to satisfy local requirements.

This Policy and its associated Guidelines are supplementary to the approved DPE Policy for the Processing of Penalty Charge Notices and the Policy for the Introduction of Charges for On-Street Parking Places. Its contents are in addition to and not in derogation from any article or requirement of the aforementioned Policies.

Introduction

In many of Staffordshire's Towns and Villages inconsiderate and illegal parking can cause road safety problems, congestion, obstruction and considerable inconvenience to residents and businesses. More efficient enforcement of parking restrictions will help alleviate many of the problems being experienced. In some areas, where there is a great desire for on-street parking resulting in conflict between the needs of residents, businesses and those requiring shorter term parking such as shoppers and commuters, priorities need to be set. This Policy seeks to address some of these issues by identifying those types of areas where it may be possible to give priority to residents parking in an attempt to enable them to park close to their home, although even where Resident's Parking Schemes are introduced this can rarely be guaranteed.

Contrary to widespread opinion, a resident does not have any special claim to a parking space in front of their own property and such provision is impractical. It is

considered reasonable, however, to expect to be able to park close to ones home as this heightens a perception of accessibility and security. It must be recognised however that there is no guarantee that a scheme will ensure residents' will be able to park outside their home or indeed within the zone itself.

Inconsiderate and 'nuisance' parking is often a local issue between individual residents and in such cases preventative action by way of any Traffic Prohibition is rarely appropriate or effective. The introduction of a Residents Parking Zone should primarily provide a benefit to a group of local residents thereby responding positively to actual need i.e. those that can be identified and quantified. In making such a response the following SCC, District and Borough Strategic Objectives will also be supported.

- To create opportunities for the people of Staffordshire
- To make Staffordshire a great place to live, work and invest
- To create a safe, pleasant and sustainable environment

Where residents are unable to park close to their home due purely to the number of residents' vehicles exceeding the available parking space it is extremely unlikely that a Residents' Parking Scheme would prove effective or beneficial. The number of permits issued would either be less than the number desired or far too many permits for the spaces available. Both scenarios would result in some residents' with permits still being unable to find a parking space within the restricted zone.

It is important to try and ensure that any Resident's Parking Zone is respected and supported by the residents themselves. To achieve this it is considered appropriate to consult with each household seeking the support of the majority before proceeding to develop a formal scheme. This would give a very clear mandate in favour of introducing a scheme.

Consideration needs to be given as to how requests for visitor parking, parking for carers, construction/maintenance vehicles etc. is handled and the associated Policy Guidelines seek to identify some of the perceived needs and suggests a way of determining how or if they are met.

Except where parking is specifically prohibited or time limited there are very few restrictions on where drivers may safely park their vehicles. If some drivers are to be prohibited from parking on the public highway in favour of others then it can be expected that those benefiting from a Residents Parking Scheme incur costs to cover the administration of the scheme. It is not the intention for the County or Borough/District Councils to set out to make a profit from the issue of permits but neither should those Authorities be expected to have to meet the administration costs of a scheme that benefits a relatively small percentage of its inhabitants. However both the set up costs of a scheme and the on-street signing works costs should be met from any surplus funds generated from the Civil Enforcement of parking restrictions under the RTA 1991.

The size of an area or zone considered appropriate for the implementation of a Residents Parking Scheme is also important. Single roads would not normally be considered. It is envisaged that a whole estate or other area with natural boundaries would be appropriate. However the zone should not be so large that residents would be encouraged to drive from one side of the zone to the other to access shops, business etc.

Where properties in an area under consideration have extensive off-street parking facilities the introduction of a RPZ in some form may still be appropriate. In practice, a combination of parking control i.e. Junction protection, limited waiting, permitted parking places and permit parking may be necessary.

It is intended that this policy be flexible enough to cover the most important issues in a way that is appropriate for all areas of the County. A consistent approach to the many and varied issues should be maintained as far as is practicable thereby minimising confusion as to how, when and where schemes are implemented and operated. This Policy does however allow for considerable local interpretation and practices outside of core principles. As each area will be unique in it's characteristics it is considered essential that this Policy does not prevent innovative solutions to the many and varied problems being experienced.

Core Principles.

The following Core Principles in developing and implementing a RPZ have been adopted across the whole County.

1. Staffordshire County, Borough and District Council Local Objectives include:
 - *To improve the environment for local residents.
 - *To improve safety for all road users (vehicular and pedestrian)
 - *To reduce congestion thereby improving traffic flow.
 - *To improve quality of life.
2. Requests for Residents Parking Zones will be forwarded to Staffordshire County Council (SCC) as Highway Authority. SCC will investigate, develop and implement RPZ's – Requests for RPZ's will come from various sources and be forwarded to the appropriate SCC Officers. These sources are likely to include County and Borough/District Members, Parish Councils, local residents groups and individual residents themselves. SCC will advise the Local Parking Committees (LPC's) (comprising nominated elected County and District Councillors) of all such requests. SCC will undertake initial investigation to judge the appropriateness of each request and recommend schemes for priority ranking by the LPC's. SCC will advise LPC's of a Schemes progress.
3. District and Borough Councils will administer schemes and undertake enforcement only where Civil Enforcement powers are enacted. It is not

envisaged that RPZ's will be considered where the Police are the sole enforcement agency in light of the resource implications.

4. Investigation - Preliminary investigation will focus on the type of environment, the amount of parking taking place and by whom i.e. commuter, shopping, business, residents etc. If it transpires that the major problems are primarily that of too many residents vehicles for the available parking spaces within an area or that less than 85% of those spaces are occupied during the survey periods then a scheme is unlikely to receive a high enough priority for detailed investigation.
5. It is anticipated that prior to preliminary investigation a substantial amount of support for a scheme will have been demonstrated. This could be by way of a formal request from a Parish or Town Council, a petition submitted by a residents group or a direct approach by the Local County Council Member or District/Borough ward members. (Individual residents should be encouraged to follow one of the above routes in the first instance)
6. Survey Periods – To ascertain with some level of confidence the parking situation at a specific location it is expected that a minimum of 4 parking surveys are undertaken at different times of the day (during the likely period of operation of the particular scheme), and on different days of the week, including at a weekend.
7. Consultation - Early consultation with individual householders and other interested parties is essential. Subsequent consultation should take place as the scheme progresses. For a scheme to progress to detail design and implementation it will be necessary for at least 60% of those consulted to respond with 85% of those in favour and prepared to pay the full annual subscription.
8. Permits:
 - i) Issue – All permits will be issued on a renewable annual basis and be effective for a period of 12 months. The method of issue is at the discretion of the District/Borough Council with the approval of the SPB/ Local Parking Committee.
 - ii) Permits will show the name/title of the issuing Authority and SCC, the name of the relevant Parking Zone in which the vehicle can park, the vehicle registration number and reference number. Specialist permits i.e. Universal Service and Business, will also display permit type. Generally only 1 permit per household is guaranteed.
 - iii) 2nd Permits – Where sufficient road space is available a limited number of second permits per household may be purchased on a first come first served basis.

- iv) Visitor Permits – Where site conditions allow, permits for casual visitors to park may be purchased in advance from the issuing Authority in accordance with that Authorities approved methodology. Alternatively, such visitors will be able to park in shared, free, parking areas where space is made available.
- v) Universal Service Permits – A Service Permit may be issued to Trades People, Health Service employees, authorised carers, property owners, Community Groups and Local Authority workers. The Permit will be issued by the Borough/District Council within which the business is based and will be valid for all zones within the County. A database will be developed and maintained by the issuing authority enabling a record to be kept of the unique permit(s) issued to a particular service or individual.
- vi) Business Permits (Business address within a RPZ) – Where a Business is situated within a zone a limited number of permits may be issued by the Borough/District Council specifically for use in that zone. A total of 2 Permits may be issued for the first 5 employees and 1 permit for every 5 employees thereafter. (Up to a max. of 4 permits).
- vii) Reduced cost Standard Permits – Owners of a hybrid vehicle will receive a discount on the cost of a Permit to encourage environmentally friendly car use.
- viii) The cost of a Standard Permit will be set and reviewed by the Staffordshire Parking Board on an annual basis. The cost of other Permits will be comparable to the approved cost of a ‘Standard Permit’ in accordance with the guidelines accompanying this Policy. Prior to any Permit being issued the applicant will need to pay the relevant charge in whatever manner the issuing Authority deems appropriate.
- ix) Evidence of Residency/Vehicle Ownership – Prior to a Permit being issued the applicant will need to prove their residency (not necessarily ownership) and their ownership of or responsibility for the relevant vehicle to the satisfaction of the issuing authority.
- x) Classes of Vehicle – Permits will be issued only for cars and light vans with a weight limit of up to 3 tonnes. Permits will be issued only for those vehicles that can park wholly within a parked bay.
- xi) Motorcycles – Permits will not be necessary for motorcycles due to permit display impracticalities, motorcycles will however (where possible) be provided a designated parking area.

- xii) Hire/Courtesy Cars – Where such vehicles replace an existing permit holder's vehicle a Visitor Permit may be issued for a limited period only.
- xiii) Multi-occupancy properties without off-street parking i.e. flats, student lets etc. – Where such premises exist within a zone. The number of Permits issued will be restricted so as to allow a fairer distribution of the available parking space. One permit per 5 or less occupants on a first come first served basis will be available up to a maximum of 3 permits.

It should be noted that a number of such properties in any given permit parking area could cause severe parking problems. Whilst permits may be issued to multi-occupancy properties already in existence when a scheme is introduced there is no automatic right for permits to be issued where either new multi-occupancy properties are constructed or existing properties are converted within an area already subject to permit parking. Discretion in this matter rests with the permit issuing authority.

- xiv) Guest Houses/Hotels – Permits will not be issued to guests of such establishments other than by way of a standard Visitors Permit.
- xv) Replacement Permits – If a Permit is lost, stolen or damaged or a permit holder moves to a new home a Replacement Permit may be required. Only one such replacement will be issued during the 12 month period. The original permit will be made invalid upon issue of the replacement.
- xvi) A Permit holder will surrender their Permit, without a refund, if their personal circumstances change to the extent where a permit would no longer be issued i.e. move house, no longer own and drive the vehicle.
- xvii) If a Permit holder allows fraudulent use of his/her permit it may be cancelled with no refund and no further permit issued to that person when residing within the County of Staffordshire.
- xviii) If a Permit is defaced it will be invalid and the vehicle may be liable to a PCN.
- xix) If a Permit holder allows their vehicle to be kept illegally on the highway i.e. without Tax, Insurance etc. the permit may be cancelled and no further permit issued to that person when residing within the County of Staffordshire. Such occurrences will be reported to Staffordshire Police.
- xx) Blue Badge holders are allowed to park free of charge within Residents Parking Zones. As such Permits will not be necessary so

long as the Blue Badge is correctly displayed. Failure to do so may make the vehicle liable to a PCN. Special concessions may be made for Blue Badge holders who are also in receipt of the mobility element of the Higher Rate Disability Living Allowance. In such circumstances Permits may be issued free of charge and parking bays provided where the resident has no off street parking at their residence and such provision is impracticable. However no more than 6% of the available parking space will be allocated to such provision.

- xxi) Senior Citizens (Those in receipt of a State Pension): Special concessions will be made for Senior Citizens who own a vehicle and live within an RPZ. Similar concessions will be made available for those Senior Citizens who live in an RPZ but do not own a vehicle thereby permitting visitors and relatives' easy access to their home.
 - xxii) Funeral Undertakers Vehicles – Vehicles actively involved in a funeral will be allowed to park without displaying a valid permit provided that the Borough/District Council's parking office is notified in advance of the time, date and anticipated duration of the funeral.
 - xxiii) Wedding Cars – Official vehicles (no more than three) actively involved in a wedding will be allowed to park without displaying a valid permit provided that the Borough/District Council's parking office is notified in advance of the time, date and anticipated duration of the wedding.
 - xxiv) Permits will not need to be issued for such as Police, Fire Brigade and Ambulance vehicles neither will they be necessary for vehicles undertaking works associated with such as gas, water and electrical equipment. A more complete list of exemptions and dispensations can be found in the 'Policy for the Processing of Penalty Charge Notices'
9. Publicity – As part of the consultation exercise a package of information will be distributed explaining the relevant processes together with what a Residents Parking Scheme can and cannot achieve.
10. Parking Bays – Individual parking bays will normally be provided within each zone although none will be specifically allocated to individual permit holders. Continual marked bays may be provided in accordance with Regulations current at the time. Vehicles must be parked wholly within an individual or continual marked bay with no part of the vehicle spanning another marked bay. Failure to comply with this requirement will make the Permit holder liable to a Penalty Charge Notice (PCN).
11. It is not envisaged that 'special needs' groups will be formally invited to be involved or comment on any proposed scheme. Any representations received from such organisations will obviously receive due consideration.

Each scheme will be designed with careful consideration of the needs of all residents and any specific representation will receive due consideration. However, it must be acknowledged that a balance will always have to be maintained between the wishes of residents to be able to park and traffic congestion and road safety needs.

12. Where shared space for non-permit holders and permit holders is made available the Highway Authority with approval from the relevant Parking Committee may make such provision without charge or seek to introduce 'Pay and Display' charges via the introduction of appropriate Traffic Orders.
13. Upon completion of a scheme arrangements will be made to review its operation and where appropriate initiate improvements in accordance with approved procedures. It is expected that an initial review will be undertaken within the first year of operation and at periods following the initial review.
14. Where a number of Residents Parking Schemes are considered viable, priority for detail design and implementation will be given to those schemes scoring most highly against a Priority Assessment Matrix and in accordance with the recommendation of the Local Parking Committee.

Guidelines

- a) Proof of Residency – One of the following documents showing the applicants name and address at which a permit is applied for must accompany the Permit Application. (A photocopy is acceptable)
 - Letter of Mortgage agreement
 - Tenancy Agreement
 - Council Tax Demand
 - Most recent Utilities Bill
 - Driving licence
- b) Proof of Vehicle Ownership or Responsibility therefore - one of the following documents showing the applicants name and address at which a permit is applied for must accompany the Permit Application. (A photocopy is acceptable)
 - The original Vehicle Registration Document confirming the owners name, address and vehicle ownership.
 - If a company car a letter of entitlement to the vehicle from the company concerned confirming the applicant as the sole keeper and user confirming the company's ownership of the vehicle.
 - If a lease car the agreement confirming the fact.
 - Current Insurance Certificate.
 - Garage bill of sale or insurance cover note (if the applicant has purchased the vehicle within the last month.

- c) Change of address: If a permit holder moves to a new address within a different parking zone a new Standard Permit may need to be issued.

If a permit holder moves to a new address within the same parking zone a replacement permit will not be required but the issuing authority will need to be informed of the change of address.
- d) Change of vehicle: If a permit holder changes their vehicle a replacement permit will need to be issued. The permit holder will need to provide confirmation of ownership of the vehicle.
- e) Hire/Courtesy Cars: Where such vehicles replace an existing Permit holders vehicle for a short period only a Visitors Permit may be issued and valid for a period not exceeding 18 days. Proof of Hire/Loan of Courtesy car will be required upon application. No more than 2 such permits will be issued within a 12 month period.
- f) Renewal of a Permit: The responsibility for renewing a permit rests with the individual permit holder. However, issuing authorities may endeavour to send reminders advising of the level of charges and methods of payment prior to the expiry of the previous permit.
- g) Display of Permit: Parking Permits must be displayed on or adjacent to the near side of the front windscreen of the vehicle so that all relevant details are clearly visible. Failure to correctly display the permit may result in the issue of a Penalty Charge Notice (PCN).
- h) At any time the whole scheme or any part thereof may be suspended or revoked for whatever reason with the agreement of the Local Parking Committee other than when such revocation is of a temporary nature for reasons of road works, temporary events or The District/Borough Council make an order under relevant legislation.
- i) Advance warning will be given before any suspension starts except when the suspension is of an emergency nature, suspension of a bay will be signed on-street. It is the permit holders' responsibility to determine whether or not a bay is suspended. If a vehicle is left in a suspended parking bay it may result in the issue of a Penalty Charge Notice.
- j) Staffordshire County Council will advise the relevant District/Borough Council of any road works activity that may affect the operation of a Residents Parking Zone.
- k) Parking bays will generally be 2.4m wide with an absolute minimum of 1.8m where road width is limited. Where appropriate and to maximise the available road space 'footway parking' may be permitted, subject to the successful delivery of the relevant Traffic Regulation Order and retention of at least 1.5m clear footway width.

- l) Signs clearly indicating the zone and the restrictions on parking will be displayed in accordance with Regulations current at the time.
- m) Loading and/or unloading will normally be permitted, except where signs indicate otherwise, so long as vehicles do not cause obstruction and park for the duration of that activity only.
- n) The introduction of a Residents Parking Scheme does not prevent the prohibition of waiting where it is deemed necessary subject to statutory procedures.
- o) Permitted parking areas will not replace areas subject to existing waiting restrictions unless it is considered prudent to do so.
- p) Where sufficient on-street parking space is available shared use parking areas may be provided. These spaces can be used by any vehicle on a 'first come first served' basis.
- q) Road Width – Vehicles will generally not be permitted to park on both sides of the road opposite each other where such provision would prevent a minimum 'running lane' width of 3m being maintained. 'Passing Places' would need to be established to minimise conflict between opposing vehicles.
- r) The issue of a Parking Permit in no way absolves the permit holder from parking legally and with due care. Neither does SCC nor the issuing authority accept any responsibility for the damage, theft or loss of or to any vehicle or its contents whilst parked within a zone.
- s) Universal Service Permits – A Service Permit will be available for Trades People, Health Service, authorised carers, Community Groups and Local Authority workers. It will be issued by the Borough/District Council within which the business is based and will be valid for all zones within the County.
 - i) Trades people: Vehicles will be permitted to wait within a Zone for the purposes of loading /unloading goods. Trades people, i.e. builders, plumbers etc working at a property within a zone will require to purchase a 'Service Permit' One permit for each vehicle working within a zone would be required. No more than two such vehicles would be permitted at each property at any one time. Each application must be accompanied by an official letter from the business concerned. These Permits need not be Vehicle Registration Number specific but would include the name of the Business involved. Any abuse of such permits will result in them being withdrawn immediately.

- ii) Health Service: Service Permits will, upon application, be issued to all BMA recognised doctors, midwives and visiting nurses. Proof of recognition and current employment will be necessary. These Permits need not be Vehicle Registration Number specific. Any abuse of such permits will result in them being withdrawn immediately.
- iii) Carers: Service Permits will be issued to authorised carers upon application, which must be supported by an official letter from the care organisation or, in the case of a private carer (relative etc.) confirmation from the residents GP that he/she is in need of regular, permanent care within their home. These Permits need not be Vehicle Registration Number specific. Any abuse of such Permits will result in them being withdrawn immediately.
- iv) Property Owners (not living at address within the RPZ): a Service Permit may be issued by the Borough/District Council to property owners (e.g. landlords) which will be valid for all zones within the County. Proof of ownership of the property will be necessary. These permits will be Vehicle Registration Number specific and therefore proof of ownership will be required. Any abuse of such Permits will result in them being withdrawn immediately.
- v) Community Groups: A Service Permit will be issued upon application, which must be supported by an official letter from the organisation, to each community building situated within the RPZ, i.e. community centres, church halls and scout huts etc. These Permits need not be Vehicle Registration Number specific but would include the name of the Community Group involved. Any abuse of such Permits will result in them being withdrawn immediately.
- vi) Business Permits (Business address within RPZ): Where a Business is situated within a zone a limited number of Permits may be issued. These Permits need not be Vehicle Registration Number specific but would include the name of the Business involved. Any abuse of such Permits will result in them being withdrawn immediately.
- vii) Highway Authority Workers: Non-liveried vehicles are liable for a PCN. Permits will be issued by the Borough/District Council upon application supported by a letter signed by a Head of Business Unit or similar level Officer. No more than two permits will be issued per Business Unit. These Permits need not be Vehicle Registration Number specific. Any abuse of such Permits will result in them being withdrawn immediately.

s) Cost of Permits:

- a. Standard Permit: Annual charge set by the SPB
Hybrid Vehicles: Equal to 50% of the cost of a Standard Permit.
- b. 2nd Permit:
Equal to that of a Standard Permit Visitor Permit:
- c. General Visitor Permit:
Cost dependant upon methodology to be used.
Hire/Courtesy Cars: (short term replacing an existing Permit holders vehicle): Free of Charge
- d. Universal Service Permit:
Trades People: Equal to that of a Standard Permit
Health Service Employees: Free of Charge
Carers: Free of Charge
Property Owners: Equal to that of a Standard Permit
Community Groups: Free of Charge
Highway Authority Workers: Equal to that of a Standard Permit
- e. Business Permit (without off-street parking):
Equal to that of a Standard Permit
- f. Business Permit (with off-street parking):
Equal to twice that of a Standard Permit
- g. Senior Citizens (Vehicle Owner & Resident):
Equal to 50% of the cost of a Standard Permit
- h. Senior Citizen (Resident but non vehicle owner):
Equal to 50% of the cost of a Standard Permit
- i. Replacement Permits (Lost, Stolen or Damaged):
Equal to 50% of the cost of a Standard Permit.
- j. Replacement Permits (Permit holders moving to a new address within a different Zone):
Cost of a Standard Permit (No Refund)
- k. Replacement Permits (Permit holders changing their vehicle):
Free of Charge

If you need a copy of this information in large print, Braille, another language or on cassette, please ask us; call 0800 232323

(Approved with amendments by Staffordshire Parking Board 09/07/2007)

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