

# Public Document Pack

**Date of meeting** Monday, 20th January, 2014  
**Time** 6.00 pm  
**Venue** Committee Room 2, Civic Offices, Merrial Street,  
Newcastle-under-Lyme, Staffordshire, ST5 2AG  
**Contact** Jayne Briscoe

## Joint Parking Committee

### AGENDA

#### PART 1 – OPEN AGENDA

- 1 Apologies
- 2 **MINUTES OF THE PREVIOUS MEETING** (Pages 1 - 4)  
To consider the minutes of the meeting held on 28 October 2013
- 3 **DECLARATIONS OF INTEREST**  
To receive declarations of interest from Members on items included on the agenda.
- 4 **Residents Parking Zones - Local Champion and Prioritisation** (Pages 5 - 40)
- 5 **Civil Parking Enforcement - Review** (Pages 41 - 60)
- 6 **Prioritisation of Parking Related Traffic Regulation Orders** (Pages 61 - 76)
- 7 **Department for Transport Consultation on Local Authority Parking** (Pages 77 - 80)
- 8 **Traffic Regulation Requests**
- 9 **Any other business**

**Members:** Councillors Cairns (Chair), Kearon, Studd and Sweeney

**PLEASE NOTE:** The Council Chamber is fitted with a loop system. In addition, there is a volume button on the base of the microphones. A portable loop system is available for all other rooms upon request.

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

**Meeting Quorums :-** 16+= 5 Members; 10-15=4 Members; 5-9=3 Members; 5 or less = 2 Members.

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

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## **JOINT PARKING COMMITTEE**

Monday, 28th October, 2013

**Present:-** Councillor George Cairns – Chair

Councillors Studd and Sweeney

In attendance Councillors Loades and Tagg (as representatives of Staffordshire County Council), Graham Williams (Engineering Manager), David Greatbatch (Community Highway Liaison Manager, Staffordshire County Council) and Jayne Briscoe (Democratic Services Officer)

**17. APOLOGIES**

An apology was received from Councillor Kieron.

**18. MINUTES OF THE PREVIOUS MEETING**

**Resolved:** That the minutes of the meeting held on 22 July, 2013 be approved as a correct record and signed by the Chair.

**19. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**20. TRAFFIC REGULATION REQUESTS**

David Greatbatch outlined the new system for recording traffic regulation requests which would be introduced by Staffordshire County Council.

Continuing, he went on to circulate a document at the Committee which set out the new requests which would be added to the list in respect of traffic regulations.

- (a) St Michaels Road, Newcastle
- (b) Kimberley Road, Newcastle
- (c) Seabridge Lane, Clayton
- (d) Bridge Close, Bignall End
- (e) High Street, Bignall End
- (f) Meadow Avenue, Newcastle
- (g) Burland Road, Waterhayes
- (h) Copp Lane, Longport
- (i) Wynbank Road, Bignall End
- (j) Raven's Lane/New Road (B55500), Bignall End
- (k) Gallowstree Lane, Thistleberry
- (l) Diglake Street, Bignall End
- (m) Albert Street, Bignall End
- (n) St. Edwards Street, Bignall End
- (o) Chester Road, Audley
- (p) Chapel Lane, Knighton
- (q) Sunny Hollow, Newcastle
- (r) Second Avenue, Porthill
- (s) Cambourne Crescent, Newcastle

- (t) Sovereign Lane, Ashley
- (u) Silverdale Road, Newcastle
- (v) Shaw Street, Wilson Street, Brindley Street, Newcastle
- (w) Bursley Way, Bradwell
- (x) School Street, Newcastle
- (y) Merrial Street, Newcastle

In respect of Gallowstree Lane it was noted that the request for the removal of restrictions outside the school was not supported by the school.

**Resolved:** That the position be noted.

## 21. **TRAFFIC REGULATION ORDER PRIORITIES**

David Greatbatch reported on the current position on the following proposed Traffic Orders:-

### **Hollingwood Road Kidsgrove**

Following informal consultations with residents 65 forms had been issued, of these 15 had been returned, 11 of these had objections and 4 supported the scheme. In view of the low level of support it was recommended that no action be taken.

### **Quarry Bank Road, Keele**

Following informal consultations with residents 49 forms had been issued of these 18 were in support of the scheme and 5 had objected. It was considered that the scheme should be progressed.

### **Parkstone Avenue**

The scheme had been formally advertised. From a potential of 45 responses 4 objections had been received and 26 responses had been in favour. In view of the low level of objections it was recommended that the scheme be progressed.

### **Liverpool Red Street**

101 consultations had been sent out and 15 in support of the scheme and 16 objections had been received. Although there was a generally low level of support it was recommended that the scheme continue for highway safety reasons.

**Resolved** That the position be noted.

## 22. **CIVIL PARKING REVIEW**

This report was introduced by Graham Williams and sought the views of members on the review of parking enforcement in Staffordshire.

It was noted that Staffordshire County Council had approved the recommendations contained within the item "Keeping Staffordshire Moving": Civil Parking Enforcement Review" and would seek new arrangements for the delivery of Civil Parking Enforcement in Staffordshire.

The Chair took members through the report and the proposals on a page by page basis. Graham Williams explained that he would update the Committee on progress as soon as possible.

Councillor Tagg welcomed the report and felt that the proposals may lead to more enforcement in rural areas.

**Resolved:** That the report be accepted.

23. **ANY OTHER BUSINESS**

Graham Williams referred to the parking bays outside the former Police station in Merrial Street, Newcastle. He explained that Staffordshire County Council had recommended that they be made available for short term pay charge parking.

It was agreed that the spaces would be made available without charge for half hour "nipper parking" to be funded from the Staffordshire County Council DHP.

**Resolved:** That the 9 spaces outside the former police station in Merrial Street be made available for free half hour "nipper parking" and that the cost of the spaces be funded from the Staffordshire County Council DHP.

**COUNCILLOR GEORGE CAIRNS**  
Chair

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Local Members Interest  
N/A

## Newcastle Joint Parking Committee 20<sup>th</sup> January 2014

### Residents Parking Zones – Local Champion and Prioritisation

#### Recommendations of the Cabinet Member for Children, Communities and Localism.

- 1 That the Newcastle Joint Parking Committee notes the content of the report (Appendix A) taken to the Joint Staffordshire Parking Board on 16<sup>th</sup> December 2013 outlining the introduction of the Local Champion role to support the development of Residents Parking Zones and the recommendation from the Board that the new way of working is adopted by the eight District Local Parking Committees.
- 2 That the Committee notes the content of the draft guidelines that have been produced to support the Local Champion role and the opportunity to make comments to the Chair of the Board for inclusion in the final version.
- 3 That the applicants for the Residents Parking Scheme currently under consideration in the Borough of Newcastle-under-Lyme are informed of the role of the Local Champion and are asked if they wish to continue with the application, to identify a Local Champion and, to commence the new process.
- 4 That following receipt of the information from the Local Champion, the Local Parking Committee considers the request and, either agrees to keep the scheme as the next priority or, where the location is not considered suitable or, there is insufficient support, the process is repeated for the next scheme on the current list.
- 5 That the Committee agrees to the use of an initial assessment matrix for residents parking zone requests to assist the Local Parking Committees in the prioritisation of such requests.

#### Report of the Deputy Chief Executive and Director for Place

##### Reasons for recommendations

- 6 The current Policy and Guidelines for Residents Parking recognise that prior to preliminary investigation a substantial amount of support for a scheme will have to be 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.
- 7 A Residents Parking Zone (RPZ) is primarily for the benefit of local residents and whilst the original Policy identified the need for strong community support, there is now the opportunity to take this a stage further and develop the role of a “Local Champion”.

- 8 Members of the various Local Parking Committees have previously raised their concerns over the number of requests for residents parking zones and, concern about the information available to aid the prioritisation for further progression. Currently, a variety of different methods are used to inform and advise Members in deciding the priority that each request receives.

### **Background Papers**

1. Joint Staffordshire Parking Board 16<sup>th</sup> December 2013 Residents Parking Zones – Local Champion and prioritisation
2. Policy and Guidelines for Residents Parking
3. Residents' Parking Zones – Guidelines for the Local Champion (draft)

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<b>Local Members Interest</b>
N/A

**Joint Staffordshire Parking Board**  
**16<sup>th</sup> December 2013**

**Residents Parking Zones – Local Champion and Prioritisation**

**Recommendations of the Cabinet Member for Children, Communities and Localism.**

- 1 That the Joint Staffordshire Parking Board agrees to the introduction of the role of Local Champion as a key requirement for the consideration of requests for and, the development of a Residents Parking Zone.
- 2 That the Board considers the draft version of the Residents Parking Zone – Guidelines for the Local Champion and that the Chairman of the Joint Staffordshire Parking Board is authorised to approve the final version for publication.
- 3 To confirm the required level of response and support from the local community that should be demonstrated for a scheme to progress.
- 4 That the applicants for those Residents Parking Schemes that are the next priority for consideration are informed of the role of the Local Champion and are asked if they wish to continue with the application, to identify a Local Champion and, to commence the new process.
- 5 That following receipt of the information from the Local Champion, the Local Parking Committee considers the request and, either agrees to keep the scheme as the next priority or, where the location is not considered suitable or, there is insufficient support, the process is repeated for the next scheme on the current list.
- 6 That subject to successful implementation of the role of Local Champion, the Policy and Guidelines for Residents Parking are reviewed and considered by the Board at a future date, and the new role incorporated.
- 7 That the Board agrees to the use of an initial assessment matrix for residents parking zone requests to assist the Local Parking Committees in the prioritisation of such requests and, that the assessment matrix is used by all eight Local Parking Committees across the county.

**Report of the Deputy Chief Executive and Director for Place**

**Reasons for recommendations**

- 8 The current Policy and Guidelines for Residents Parking recognise that prior to preliminary investigation a substantial amount of support for a scheme will have to be 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.

- 9 A Residents Parking Zone (RPZ) is primarily for the benefit of local residents and whilst the original Policy identified the need for strong community support, there is now the opportunity to take this a stage further and develop the role of a “Local Champion”.
- 10 Members of the various Local Parking Committees have previously raised their concerns over the number of requests for residents parking zones and, concern about the information available to aid the prioritisation for further progression. Currently, a variety of different methods are used to inform and advise Members in deciding the priority that each request receives.

### **Background:**

- 11 The Joint Staffordshire Parking Board is responsible for the adoption of general policies, strategies and guidance for the introduction and ongoing operation of Civil Parking Enforcement in Staffordshire.
- 12 The Local Parking Committee’s (LPC) terms of reference in relation to RPZ’s includes
  - c. Using available guidance, policies and local knowledge, designating the areas for consideration for Residents Parking Schemes and the priority order for their implementation and dealing with the initial process to enable proposals to be made.
  - d. Considering initial representations against the making of Residents Parking Schemes.
- 13 Before the introduction of Decriminalised Parking Enforcement (DPE)/Civil Parking Enforcement (CPE), the County Council was unable to introduce Permit Parking Schemes as they required high levels of enforcement that the Police were unable to supply. With the introduction of DPE/CPE, the County Council was able to develop a policy to determine the selection, type, operational constraints and terms and conditions for the introduction of these permitted parking schemes. The latest version of the Policy and Guidelines for Residents Parking was approved at the meeting of the Board on the 10<sup>th</sup> March 2008.
- 14 Since 2008, there has been a significant amount of experience and knowledge gained in the development of Residents Parking Zones. The first scheme was introduced in Castletown, Stafford in 2011 and subsequent schemes are now operating in Newcastle-under-Lyme and, Brewood, South Staffordshire with further schemes in the final stages of implementation in Lichfield and Tamworth.
- 15 The purpose of a residents’ parking zone is to give residents priority and manage non-residents parking in the zone. The introduction of a scheme does not mean that residents have their own parking spaces, nor does it guarantee every householder a parking space within the zone at all times.
- 16 Issues occur where a significant proportion of residents and their visitors have difficulty in finding parking on the public highway close to their property and a reasonable alternative is not available. In areas of high demand and limited parking capacity vehicles can be displaced to nearby residential areas. This can prevent residents from being able to park near their home and can also make access difficult. Examples of locations that result in displacement to residential areas include:
  - Town centres

- Retail/leisure/tourist locations
  - Large employers
  - Railway or other major transport hubs
- 17 Residents' parking schemes have both advantages, such as improving access to properties, and potential disadvantages, such as displacing parking problems to adjacent streets. The implications of introducing them must therefore be considered very carefully.
- 18 It should be noted that schemes are not solely for residents and provision needs to be made for visitors and in some instances other users, for example business. Given that residents parking schemes impose constraints on both residents and non-residents, it is important to try and ensure that any Residents Parking Zone is respected and supported by the residents themselves.

### **Local Champion**

- 19 The Local Champion will have a key role in demonstrating that there is a majority support for the zone and acting as a link between the Traffic Regulation team and residents and businesses within the zone. This approach will support localism particularly as the drive for a residents' parking scheme should come from the local community itself.
- 20 The Local Champion could, for example, be a resident, the local County Councillor or a member of the district, parish or town council.
- 21 Pending a full review of the current version of the Policy and Guidelines for Residents Parking, it is therefore proposed that the role of Local Champion is incorporated into the way that RPZ's are considered, designed and delivered.
- 22 The Local Champion role will not diminish the influence of the Local Parking Committee (LCP) and at each stage of the process the LCP will be updated or required to take a decision as appropriate.
- 23 The key stages of the process of identifying and developing a Residents Parking Zone are
- a. Stage 1 – Initial request, survey, and assessment
  - b. Stage 2 – LPC prioritise
  - c. Stage 3 – Initial Consultation
  - d. Stage 4 – Development of solution
  - e. Stage 5 – Traffic Regulation Order
  - f. Stage 6 – Final notice, works and permits, scheme launch
- 24 To support the role, a guide has been developed that explains the overall process and the required involvement of the Local Champion at each stage. Sample letters, surveys and questionnaires are available to support the relevant stages of the process

and, help the Local Champion establish at the earliest opportunity whether a Residents Parking Zone would be feasible and, supported by the community. A copy of the draft guide is provided at Appendix 1.

### **Prioritisation**

- 25 In order to inform and advise Members in deciding the priority that each request receives an initial technical assessment will be carried out by officers. This will be in addition to the information provided by the Local Champion,
- 26 An initial technical survey has been developed with reference to the objectives of “Clear Streets” as applied to a Residents Parking Zone and the following items will therefore be considered.
  - a. Parked vehicles
  - b. Status of route
  - c. Character of route
  - d. Access
  - e. Width of carriageway
  - f. Duration of the parking problem
  - g. Character of the zone
  - h. Private parking availability
  - i. Public parking availability
  - j. Collisions (accidents)
- 27 A template for this technical assessment is provided in Appendix 2. A template for the reporting of requests to the Local Parking Committee to aid in prioritisation is provided in Appendix 3.
- 28 The introduction of a consistent initial assessment process, supported by the role of the Local Champion will support the existing processes and assist members in identifying future priorities, provide further transparency to the democratic process and should enable earlier and quicker progression of RPZs that have support from the local community.

### **Finance**

- 29 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 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/Districts 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.
- 30 However, both the set up costs of a scheme and the on-street signing and road marking works costs could be met from any surplus funds generated from the Civil Enforcement of parking restrictions under the RTA 1991, where the District account is in surplus with prior year deficits and set-up costs paid off.

- 31 Where a net surplus has not been made since the inception of CPE, the set up costs of the scheme including the cost of TROs and works should be covered in the same way as Administration, through a one-off set-up fee and on-going costs covered by the annual fee.
- 32 The costs of the residents parking zones introduced in Staffordshire varies depending on the size of the scheme but typically ranges from £5,500 for a single street to £15,000 for an area such as Castletown.
- 33 The introduction of the role of Local Champion and changes to the way that RPZ's are identified and prioritised is not expected to impact on the finances of each scheme as a significant part of the costs are related to the statutory process for the Traffic Regulation Order and, the cost of signs and roadmarkings which will be funded from the CPE account or recovered from the residents concerned.

**Appendix 1 – Resident Parking Zone – Guidelines for the Local Champion**

**[See attached copy of Guidelines]**

## Appendix 2 : Initial Priority Assessment Survey

Staffordshire County Council in Partnership with SMDG/ESBC/SBC/NTC/SS/LDC/CCDG/TBC  
Residents Parking Zones - Policy and Guidelines  
Priority Assessment Sheet

Location: \_\_\_\_\_ Date and time: \_\_\_\_\_  
Name: \_\_\_\_\_  
Site Observations: \_\_\_\_\_

Ref.	Factor	Description	Points Allocation	Score	Total Score per section	Max points per section	Comments	
1	Parked Vehicles	Both sides of road One side of road	10 5			10		
1	Status of Route	A' or 'B' Road Local Distributor Road Local Access Road Cul-de-sac	10 8 6 4			10		
1	Character of Route	Cycle Route One Way system/street Safer Route to School	4 4 2			10		
1	Access	High demand for emergency vehicles* Bus Route High demand for lorry traffic	10 5 5			20		
1	Width of Carriageway	Narrow <8 Wide >8	10 5			10		
2	Duration of the parking problem	Daytime Peak hours Night time	10 4 2			16		
2	Character of Zone adjacent Area (combination with residential)  Multiply by 1.25 for units in excess of 1 in number	Industrial/Commercial Hospital Shopping - Town Centre Abutting RPZ Railway Station Entertainment Places of Worship University/College Flats/No or majority no parking provision Primary/Nursery School Shopping - convenience Library/clinic Care home Secondary School Purely Residential  Flats/with majority parking provision	10 10 10 10 10 6 6 6 6 6 4 4 4 4 2 2  2					
3	Private Parking Availability	No private off-street parking availability Some private off-street parking availability Majority of properties with off-street parking availability	10 6 2			10		
3	Public Parking Availability Nr. to or within zone which can be utilised by either residents or assist with external parking demand	No Yes Long Stay Short Stay	8 4 6 4			10		
4	Collisions (per type not incident)	Fatal Serious Slight	10 6 2					
<b>Priority Assessment Grand Total</b>						0	18	

\* Hospital, Fire Station or Police Station within Zone or roads form a direct route to same.





## Appendix 4: Community Impact Assessment

Name of Policy/Project/Proposal: Residents Parking Zones – Local Champion		
Responsible officer: David Walters		
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	
<b>Impact/implications</b>		

<p><b>Resource and Value for money</b> In consultation with finance representative</p>	<p>The cost of administering a scheme is met by an annual permit fee. The set up costs of a scheme are met through an initial fee or, by other means such as surplus from the District CPE account. However, both the set up costs of a scheme and the on-street signing and road marking works costs could be met from any surplus funds generated from the Civil Enforcement of parking restrictions under the RTA 1991, where the District account is in surplus with prior year deficits and set-up costs paid off.</p> <p>Where a net surplus has not been made since the inception of CPE, the set up costs of the scheme including the cost of TROs and works should be covered in the same way as Administration, through a one-off set-up fee and on-going costs covered by the annual fee.</p>
<p><b>Risks identified and mitigation offered</b></p>	<p>There are no risks associated with this report at this stage.</p>
<p><b>Legal imperative to change</b> 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.

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# Residents' Parking Zone – Guidelines for the Local Champion



## Introduction

- 1 This guidance provides information on how the role of the Local Champion will be developed and applied in response to requests for residential parking zones. It should be read in conjunction with the Policy and Guidelines for Residents Parking, and the Residents Parking Zones Information Package.

## Background

- 2 Before the introduction of Decriminalised Parking Enforcement (DPE)/Civil Parking Enforcement (CPE) the County Council was unable to introduce Permit Parking Schemes as they required high levels of enforcement that the Police were unable to supply. With the introduction of DPE/CPE, the County Council was able to develop a policy to determine the selection, type, operational constraints and terms and conditions for the introduction of these permitted parking schemes and the Policy and Guidelines for Residents Parking was developed for that purpose.
- 3 The intention of a Residents' Parking Zone (RPZ) is to give residents priority and manage non-residents parking in the zone. The introduction of a scheme does not mean that residents have their own parking spaces, nor does it guarantee every householder a parking space within the zone at all times.
- 4 Issues occur where a significant proportion of residents and their visitors have difficulty in finding parking on the public highway close to their property and a reasonable alternative is not available. In areas of high demand and limited parking capacity vehicles can be displaced to nearby residential areas. This can prevent residents from being able to park near their home and can also make access difficult. Examples of locations that result in displacement to residential areas include:
  - Town centres
  - Retail/leisure/tourist locations
  - Large employers
  - Railway or other major transport hubs

It is unlikely that locations close to establishments where the main issue is parking problems for short periods of the day e.g. school will be suitable for an RPZ.

- 5 Residents' parking schemes have both advantages, such as improving access to properties, and potential disadvantages, such as displacing parking problems to adjacent streets. The implications of introducing them must therefore be considered very carefully.
- 6 It should be noted that schemes are not solely for residents and provision needs to be made for visitors and in some instances other users, for example business. Given that residents parking schemes impose constraints on both residents and non-residents, it



is important to try and ensure that any Residents Parking Zone is respected and supported by the residents themselves.

- 7 Parking part on/off the carriageway cannot be supported and if there is a need to prohibit parking on one side of the road, the reduced amount of parking space could be a major influence on residents acceptance of a scheme.

### **Local Champion**

- 8 A Residents Parking Zone (RPZ) is primarily for the benefit of local residents and whilst the Policy and Guidelines for Residents Parking Zones identifies the need for strong community support, there is now the opportunity to take this a stage further and develop the role of a “Local Champion”.
- 9 The local champion will have a key role in demonstrating that there is majority support for the zone and acting as a link between the traffic regulation team and residents and businesses within the zone. This approach will support localism particularly as the drive for a residents’ parking scheme should come from the local community itself.
- 10 The Local Champion could, for example be a resident, the local County Councillor or a member of the district, parish or town council.
- 11 Pending a full review of the current version of the Policy and Guidelines for Residents Parking, the role of Local Champion is now incorporated into the way that RPZ’s are considered, designed and delivered and these guidelines are intended to outline the way that the Local Champion will contribute to the consideration, prioritisation and development of zones.
- 12 The Local Champion role will not diminish the influence of the Local Parking Committee and at each stage of the process the LCP will be updated or required to take a decision as appropriate.
- 13 Although this process has been designed to put the local community at its heart, there are certain roles which the County Council must perform such as designing the solution, arranging for signing and road markings and, the statutory process involved in the Traffic Regulation Order.

**Proposed Assessment Process**

**14** All requests for Residents Parking Zones will be considered using the process outlined below and will progress on satisfactory completion of each stage.

**Step 1 – Receive request for Residents Parking Zone**  
Information Pack provided

**Step 2 – Meeting held with applicant and local county councillor**  
Process outlined, and initial advice on suitability

**Step 3 – Local Champion is nominated by the community**

**Step 4 – Define the problem and location**  
Initial assessment to identify that the problem is one of the types for which a zone may be suitable

**Step 5 – Initial survey**  
Initial survey to determine level of community support and clear idea of the perceived problem

<b>Insufficient response/support</b>	<b>60% response with 85% support in favour</b>
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If there is not sufficient support/area unsuitable, the application will not be considered further	Application progresses to next stage
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**Step 6 – Formal application**

**Step 7 – Initial technical survey**

**Step 8 – Local Parking Committee**  
Considers the priority of the scheme

**Step 9 – Scheme is the top priority for the LPC**

Stage 1 – Initial request, survey and assessment

Stage 2



**Step 10 – Initial consultation**  
Local Champion delivers consultation, and secures sufficient response

<b>Insufficient response/support</b>	<b>60% response with 85% support in favour</b>
--------------------------------------	--

If there is not sufficient support, the scheme will not be considered further	Scheme progresses to next stage
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**Step 11 – Decision to proceed**  
Chair of the LPC

**Step 12 – Develop Solution**  
Consider impact on adjoining areas and consider amendments to scheme and resurvey is appropriate.  
Detailed design of solution.

**Step 13 – Consult with statutory consultees**

<b>Objections</b>	<b>No objections</b>
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Discuss with consultee and determine if objection can be withdrawn. If not, scheme withdrawn	Continue to Step 13
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**Stage 3 – Initial Consultation**  
  
**Stage 4 – Develop Solution**  
  
**Stage 5 – Traffic Regulation Order**



**Step 13 – Advertise Traffic Regulation Order “Notice of Proposal”**

**Step 17 – Consider responses/support/objections**

<p>Significant objections, revise scheme, re-advertise, or withdraw scheme</p>	<p>No material objections, or objections not considered to materially affect the scheme</p>
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**Step 18 – Implement Scheme**  
 Notice of Implementation of TRO  
 Permit applications and issue  
 Deliver works on site  
 Scheme launch



Traffic Signs Images are reproduced with permission and are © Crown Copyright





## Stage 1 – Initial request, survey, and assessment

- 15 An informal request to be considered for a Residents Parking Zone is received.
- 16 Staffordshire County Council forwards the Residents Guide, application form, details of the role of Local Champion, an outline of the process and template for the initial survey to the person/organisation making the request. This will also include information on the typical annual costs of operating the scheme and, examples of the range of costs that may be involved in the setting up of a scheme.
- 17 Having received the information described above, the applicant will be offered an initial site meeting with an officer who will also inform the local county councillor. The purpose of the meeting will be to:
  - Explain the process of applying for a residents parking zone and, the advantages and disadvantages
  - To discuss the area to be considered
  - To view the area to be considered and provide advice on its suitability for a scheme
  - To understand wider issues including where parked vehicles that are non-resident may migrate to
- 18 At this stage, a Local Champion is nominated by the community. A suggested format for this is provided in Appendix 1. The local County and District Councillors have a key role in supporting the community and identifying the Local Champion that will work with the County Council throughout the development of the scheme.
- 19 Identifying that the problem described is one of the types for which residents parking zones might be appropriate is important at this early stage. Appendix 2 provides further information on suitability.
- 20 During this stage, the Local Champion will carry out an initial survey to determine the likely level of community support for a scheme and a clear idea of the perceived problem. (Appendix 3)
- 21 The information required at this stage will depend on the location being considered but is likely to include:
  - The number of parking spaces (on and off street)
  - The number of parked vehicles
  - Type of use (e.g. resident or commuter)
  - Information for different times and days
- 22 It would be expected that the Local Champion is able to demonstrate support for the scheme by at least 60% of those consulted in the area proposed having responded, with 85% of those in favour and prepared to pay the full annual subscription and set up costs. ( a household being a dwelling irrespective of the number of people living there).

- 23 Subject to the Local Champion being able to demonstrate the necessary public support, a formal application will be made to the County Council using the form provided in Appendix 4.
- 24 The County Council will then carry out an initial technical survey of the area based on the following criteria. (Appendix 5)
- Parked vehicles
  - Status of route
  - Character of route
  - Access
  - Width of carriageway
  - Duration of the parking problem
  - Character of Zone
  - Private parking availability
  - Public parking availability
  - Collisions (per type not incident)
- 25 Information will then be prepared for the LPC based on the technical survey carried out by the County Council and the initial information gathered by the Local Champion.

### **Stage 2 – LPC prioritise**

- 26 The LPC receives details of the application and, considers the priority of the scheme against other requests.
- 27 The LPC will also be asked at this stage for approval for the Chair to have delegated authority to proceed to detail design and implementation if the required level of response and support described in (31) below is achieved.

### **Stage 3 – Initial Consultation**

- 28 Following a decision by the LPC to prioritise the scheme for initial consultation and design, this is the key stage in deciding whether to proceed to the design and implementation of a scheme.
- 29 This will be determined through a postal survey distributed to all households and properties within the area identified.
- 30 The survey will also gather further information on parking behaviours, demand for permit spaces and availability of off street spaces to help inform the design of the scheme should the local community be in favour.
- 31 For a scheme to progress to detail design and implementation it will be necessary for at least 60% of those consulted in the area proposed having responded, with 85% of those in favour and prepared to pay the full annual subscription and set up costs. ( a household being a dwelling irrespective of the number of people living there).



- 32 The County Council will provide the survey, but the Local Champion will deliver it to properties in the area and, will be responsible for securing a sufficient response to demonstrate support for the scheme. The decision will be reported to the next LPC.
- 33 The Chair of the LPC will be provided with a report on completion of this stage of the process and, subject to the required criteria being met will be asked to approved progression to the development of the detailed solution and progress to advertise the “Notice of Proposal”.
- 34 If the required level of response and support is not achieved this will be reported back to the next meeting of the LPC with a recommendation that the scheme is not supported by the community and should therefore not be considered further.

#### **Stage 4 – Development of solution**

- 35 At this stage, information collected from previous surveys, together with additional technical surveys (where necessary) will be used to develop a detailed solution.
- 36 During this stage, the Local Champion will be consulted to help choose the best option. The Local Champion is encouraged to consult more widely with residents during this stage to help inform any response at Stage 5.
- 37 The impact of the proposed solution on other adjoining areas will also be considered in more detail at this stage. It would not be fair to implement measures that simply move parking problems on to other people and, as any restriction (s) proposed will be the subject to statutory consultation at Stage 5 and, if neighbouring areas object, it may not be possible to implement the proposals. It is important that the full picture is therefore understood at this stage.
- 38 Where these effects are identified at this stage, the information/survey provided by the Local Champion at Stage 1 may have to be expanded to cover the area(s) affected.

#### **Stage 5 – Traffic Regulation Order**

- 39 This will follow the standard procedures for implementing a TRO. An indication of the process is provided below.
  - The detailed design will take account of any amendments as a result of previous consultation.
  - Statutory consultees will be consulted and, any objections considered and amendments made.
  - Subject to no outstanding objections from statutory consultees, the TRO will be prepared and an advertisement, the “Notice of Proposal” will go in the local paper and on the website for the statutory consultation period of 21 days.
  - During this period, any objections will be received in writing and initially acknowledged.
  - At the end of the 21 day period a determination report will be prepared.

- The LPC/local County Councillor receive a report on the outcome of the “Notice of Proposal”
- Amend, implement or reject the scheme

40 As part of the advertisement of the “Notice of Proposal”, a letter drop will take place to all affected properties within the proposed zone, including relevant details e.g. a plan of the proposals and a copy of the “Notice of Proposal. The letters will be delivered by the Local Champion.

#### **Stage 6 – Final notice, works and permits, scheme launch**

- 41 Prepare, advertise and seal the TRO Final Notice
- 42 Information packs sent out to residents via the Local Champion. Details of the scheme and FAQ’s placed on the County Councils website and the Contact Centre briefed to be able to handle enquiries.
- 43 Permits issued.
- 44 Site works will be ordered, programmed and completed
- 45 Scheme launched.

DRAFT



**Appendix 1 : Local Champion Nomination (RPZ01)**

**Name of Scheme**

**Local Champion Details**

Name	<input type="text"/>
Address	<input type="text"/>
Postcode	<input type="text"/>
Telephone	<input type="text"/>
Email	<input type="text"/>

**Details of two residents living within the scheme nominating the Local Champion**

<b>First Nomination</b>		<b>Second Nomination</b>	
Name	<input type="text"/>	Name	<input type="text"/>
Address	<input type="text"/>	Address	<input type="text"/>
Telephone	<input type="text"/>	Telephone	<input type="text"/>
Email	<input type="text"/>	Email	<input type="text"/>
Signature	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/>	Date	<input type="text"/>

**Declaration**

**I agree to act as the Local Champion, represent the community in the development of this scheme, adhere to the Equalities and Data Protection Legislation outlined in the Guideline for Local Champions and be the point of contact for the County Council in this matter.**

Signature	<input type="text"/>
Printed Name	<input type="text"/>
Date	<input type="text"/>

**Support from County Councillor**

Name	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>



## Appendix 2 : Suitability of location for a Residents Parking Zone

Type of issue	Criteria that suggest a residents parking zone might be appropriate
Residents only	Where residents are unable to park close to their home purely due to the number of residents' vehicles exceeding the available parking space, it is extremely unlikely that a Residents Parking Zone would prove effective or beneficial
Residents, commuters, long term non resident users (e.g. close to town centre and being used for long stay parking by town centre workers)	Parking is at capacity i.e. more than 85% of spaces are occupied during survey periods and,  more than 20% of the spaces are being used by commuters.
	The majority of households in the area do not have off-street provision (including driveways, the ability to construct vehicle crossings/off-street parking, garages etc) <sup>1</sup>
Residents, shoppers and other short term users with very limited number of properties other than residential	Parking is at capacity i.e. more than 85% of spaces are occupied during survey periods and,  more than 20% of the spaces are being used by non-residents
	The majority of households in the area do not have off-street provision (including driveways, the ability to construct vehicle crossings/off-street parking, garages etc) <sup>1</sup>
Residents, shoppers and other short term users in an area with significant mixed or retail use	Generally this type of location is not suitable for a residents parking zone, unless widely supported by the retail or other use however, limited waiting, shared residents parking or, paid parking may be appropriate in some circumstances
Residents with restricted parking areas	Parking is at capacity i.e. more than 85% of spaces are occupied during survey periods and,  a significant level of capacity within the restricted parking area is regularly not used. The number of spaces that may be de-restricted would be expected to relate to the number not regularly used.

<sup>1</sup> Where properties in an area under consideration have extensive off-street parking facilities, the introduction of an RPZ in some form may still be appropriate but, in practice, other forms of parking controls i.e. junction protection, limited waiting, permitted parking places and permit parking may be necessary.



### Appendix 3 : Initial survey questionnaire

Dear <<Name>>

There is a great demand for car parking in <<Area>> and, considerable concern has been expressed, locally for some time about residents not being able to park in the area.

As a local resident, I have been nominated as a Local Champion to work with the County Council to help to find out whether the area would be suitable for a Residents Parking Zone.

Residents Parking Zones are not suitable for all areas where parking is causing an issue, and further details about schemes are available on the County Councils website or, by contacting me direct.

Residents Parking Zones operate by means of a permit and, to cover the cost of administering the scheme and, additional enforcement of the restrictions there is an annual fee of around £50. The set up costs of the scheme are also normally met from those that apply for permits via a joining fee. These vary depending on the size of the scheme and cost of providing signs and road markings but typically can be between £35 and £135.

Residents Parking Zones work by way of introducing parking controls which can

- Make it easier to park near residents' homes
- Reduce traffic
- Improve safety, with increased visibility at junctions etc
- Prevent commuters, shoppers etc from legally parking in the zone
- Provide easier access to emergency and other essential vehicles

Residents Parking Zones will not solve all parking problems such as

- Increase the amount of parking overall
- Guarantee you can park in the road/zone
- Reserve or guarantee a space outside your property
- Entirely prevent parking in contravention of restrictions

The purpose of this initial survey is to find out whether the majority of our residents consider there is a problem with parking, who may be causing it and, to try and identify an initial solution that is supported by a significant majority of residents. This can be done in a number of ways, depending on the problem and desired result.

I will be round to collect the survey on <<Date>> or, you can post the form to <<Address>>.

Yours faithfully,

<<Name>>



**1. Household details**

Name	<input type="text"/>	Postcode	<input type="text"/>
Address	<input type="text"/>	Email	<input type="text"/>
Telephone No	<input type="text"/>		

**2. Do you think there is a problem with parking in your street?** Yes  No

**3. If yes, please outline below what you think the problem is.**

**4. How often do you encounter parking problems in your street?**

Every Day  Most weekdays  Often  Occasionally  Never

**5. What would you say the lack of parking in the street is due to?**

Too many residents cars  Non residents parking  Don't know

**6. Duration of the problem**

Daytime 10am to 4pm  Peak Hours 7am to 10am  Peak Hours 4pm to 7pm  Night time 7pm to 7am  24 hours

**7. Do you think the Council should change or introduce a residents parking zone in your street/area?** Yes  No

**8. Does your property have a garage/off street parking and how many vehicles can be accommodated?** Yes  No

**9. What are your current arrangements for parking in the area on a normal day? (Please indicate number of vehicles at each location)**

	Daytime 10am to 4pm	Peak Hours 7am to 10am	Peak Hours 4pm to 7pm	Night time 7pm to 7am
Road in area	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Off street (e.g. drive/garage)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Outside area (e.g. at work)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other e.g. car park	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**10. How many vehicles are registered to occupants who live at the property?**

**11. Would you be prepared to pay an annual fee and, set up cost to enable a scheme to be implemented?** Yes  No

Name  Signed  Date

The information provided in this questionnaire will be used by the Local Champion and, Staffordshire County Council Traffic Regulation team for the purpose of assessing residents parking needs and will be kept for approx. 12 months following the introduction of a scheme or, a decision not to proceed with the introduction of a scheme.





**Appendix 4 : Application for Residents Parking Zone**

**Initial Application by Local Champion**

**Checklist**

<b>Checklist</b>	<b>Initial</b>
Completed Local Champion Nomination - (RPZ01)	
Completed initial assessment - (RPZ01)	
Initial survey with all households completed with 60% response and 85% in agreement for change	
Completed information on outline problem -	
Read the RPZ Policy and Guidelines, Residents Parking Zone Information and, Local Champion role	
Read and understood the Local Champion "Data Protection Act Information"	
Read and understood the "Equality Act: Information for Local Champions"	

**Initial Assessment (RPZ02)**

**1. What is the main type of issue that the scheme would seek to address**

- |          |  |                          |                  |
|----------|--|--------------------------|------------------|
| <b>A</b> | Residents only   | <input type="checkbox"/> | Go to question 2 |
| <b>B</b> | Residents, commuters, long term non resident users (e.g. close to town centre and being used for long stay parking by town centre workers) | <input type="checkbox"/> | Go to question 3 |
| <b>C</b> | Residents, shoppers and other short term users in an area with significant mixed or retail use   | <input type="checkbox"/> | Go to question 4 |
| <b>D</b> | Residents with restricted parking areas  | <input type="checkbox"/> | Go to question 6 |

**2. Residents only parking issues**

Parking is at capacity i.e. more than 85% of spaces are occupied during survey periods

The majority of vehicles parked are residents

<b>Yes</b>	<b>No</b>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

If you answered Yes to all parts of this question, the area is unlikely to be suitable for a Residents Parking Scheme.

If there is however, a perceived safety issue in the area, please contact the Traffic



Regulation team to discuss.

A safety issue could be where vehicles park on both sides of the street and cause problems with flow of traffic or, visibility issues are caused at junctions due to parked vehicles.

**3. Residents, commuters, long term non resident users (e.g. close to town centre and being used for long stay parking by town centre workers)**

Parking is at capacity i.e. more than 85% of spaces are occupied during survey periods

More than 20% of the spaces are being used by commuters, long term non resident users

The majority of households in the area do not have off-street provision (including driveways, the ability to construct vehicle crossings/off-street parking, garages etc)

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

If you answered Yes to all three parts of this question, the area may be suitable for a Parking Scheme.

If you answered Yes to the first two questions, the introduction of an RPZ in some form may still be appropriate but, in practice, other forms of parking controls i.e. junction protection, limited waiting, permitted parking places and permit parking may be necessary.

**4. Residents, shoppers and other short term users.**

Are the shops or other properties generating the parking outside the proposed area for the scheme?

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>

If the answer is Yes, please continue to Question 5. If you answered No, it is unlikely that the area will be suitable for a Residential Parking Zone. However, limited waiting, shared residents parking or, paid parking may be appropriate in some circumstances.

**5. Shops and other short term uses generating the parking are outside of the proposed area.**

Parking is at capacity i.e. more than 85% of spaces are occupied during survey periods

More than 20% of the spaces are being used by non-residents

Yes	No
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>



The majority of households in the area do not have off-street provision (including driveways, the ability to construct vehicle crossings/off-street parking, garages etc)

--	--

If you answered Yes to all three parts of this question, the area may be suitable for a Parking Scheme.

If you answered Yes to the first two questions, the introduction of an RPZ in some form may still be appropriate but, in practice, other forms of parking controls i.e. junction protection, limited waiting, permitted parking places and permit parking may be necessary.

**6. Residents with restricted parking areas.**

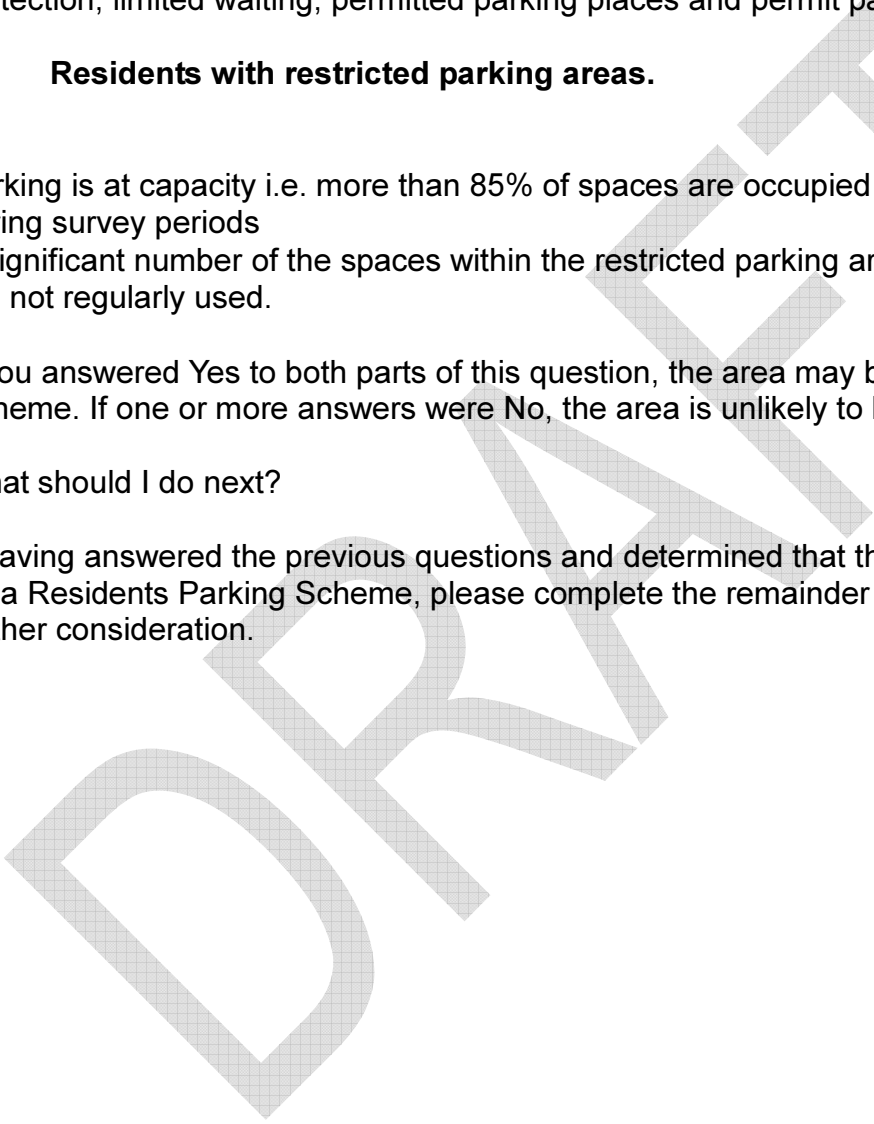
Parking is at capacity i.e. more than 85% of spaces are occupied during survey periods  
A significant number of the spaces within the restricted parking area are not regularly used.

Yes	No

If you answered Yes to both parts of this question, the area may be suitable for a Parking Scheme. If one or more answers were No, the area is unlikely to be suitable.

What should I do next?

If having answered the previous questions and determined that the area may be suitable for a Residents Parking Scheme, please complete the remainder of the application for further consideration.



**Part 1 – Area and Issues (RPZ03)**

**Please describe the area and streets to be included within the proposed zone and attach a map showing the streets concerned.**

Empty text box for describing the area and streets to be included within the proposed zone and attaching a map showing the streets concerned.

**Please describe the main issues and problems relating to parking based on the information collected to date.**

Empty text box for describing the main issues and problems relating to parking based on the information collected to date.

**Part 2 – What the residents survey has shown?**

Number of households in the area  
Number of households that responded to the survey  
Percentage of households that responded in support the application


**Summarise the residents views on when controls should be applied**

Empty text box for summarising the residents views on when controls should be applied.



<b>Summarise the residents on and off street parking arrangements</b>
<b>Summarise other comments from the consultation</b>

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## Data Protection Act : Information for Local Champions

The Data Protection Act 1988 places certain requirements on the way in which personal information is handled. As the Local Champion is collecting data that will be used by both the Local Champion and the County Council, it is important for you to know more about the Act to ensure that data is collected, used and stored in the correct way.

The Act requires that any information held about individuals must be:

- Processed fairly and lawfully;
- Used only for the purposes outlined by the Local Champion and this should be made clear to individuals;
- Accurate, relevant and not excessive
- Kept accurately and for no longer than necessary; and
- Not shared with anyone else unless people have given their consent, or unless the Council are required to do so by law.

In relation to the collection of information by the Local Champion for the purpose of a Residents Parking Zone Scheme, the Local Champion must;

- Collect, process and store and, destroy any personal data in accordance with the Data Protection Act 1998
- Only share the information with the County Council
- Use the data for the purpose of examining levels of support for a scheme and, determining patterns of parking to find out whether the solution is appropriate for the area
- Hold the data for the duration of the scheme being considered and correctly destroy/dispose of the data 12 months after the scheme has been implemented or, the scheme rejected.
- Store personal information securely, in a paper form in a locked cabinet, in electronic form on encrypted devices
- Act as a Data Processor as required under the Act, with the County Council remaining as the Data Controller



## **Equality Act : Information for Local Champions**

Staffordshire County Council continues to change dramatically, and is driving forward our 'one council' ethos with passion and commitment. To take full advantage of all opportunities presented to us, our huge programme of transformation continues at pace. This will see us building on our successes, and putting our people and communities at the very centre of all that we do.

This applies to everyone in Staffordshire who has a right to services commissioned by or, delivered by the County Council as well as employees and volunteers working on our behalf. The Equalities Act 2010 outlines the Protected Characteristics that need to be considered.

The County Council expects people to be treated fairly, with respect, dignity and understanding.

People interested in Residents Parking Zones should be able to read, see or hear (on request) all information distributed by the Local Champion. There should be encouragement, help and support if people cannot read or find it difficult to communicate formally or publicly. The language and images used should be positive and free from stereotype and discrimination. If people are new to Staffordshire and cannot use English and speak a language not used by most others locally, the County Council will make sure the information is interpreted for them on request. If the Local Champion believes that there are people within the area who need information in a different format or language, they should discuss with the Traffic Regulation team.

## Appendix 5 : Initial Technical Assessment Survey

Staffordshire County Council in Partnership with SMD/ESBC/SBC/NTC/SS/LDC/CCDC/TBC  
Residents Parking Zones - Policy and Guidelines  
Priority Assessment Sheet

Location: \_\_\_\_\_ Date and time: \_\_\_\_\_

Name: \_\_\_\_\_  
Site Observations: \_\_\_\_\_

Ref.	Factor	Description	Points Allocation	Score	Total Score per section	Max points per section	Comments
1	Parked Vehicles	Both sides of road One side of road	10 5			10	
1	Status of Route	A' or 'B' Road Local Distributor Road Local Access Road Cul-de-sac	10 8 6 4			10	
1	Character of Route	Cycle Route One Way system/street Safer Route to School	4 4 2			10	
1	Access	High demand for emergency vehicles* Bus Route High demand for lorry traffic	10 5 5			20	
1	Width of Carriageway	Narrow <8 Wide >8	10 5			10	
2	Duration of the parking problem	Daytime Peak hours Night time	10 4 2			16	
2	Character of Zone adjacent Area (combination with residential)  Multiply by 1.25 for units in excess of 1 in number	Industrial/Commercial Hospital Shopping - Town Centre Abutting RPZ Railway Station Entertainment Places of Worship University/College Flats/No or majority no parking provision Primary/Nursery School Shopping - convenience Library/clinic Care home Secondary School Purely Residential  Flats/with majority parking provision	10 10 10 10 10 6 6 6 6 4 4 4 4 2 2  2				
3	Private Parking Availability	No private off-street parking availability Some private off-street parking availability Majority of properties with off-street parking availability	10 6 2			10	
3	Public Parking Availability Nr. to or within zone which can be utilised by either residents or assist with external parking demand	No Yes Long Stay Short Stay	8 4 6 4			10	
4	Collisions (per type not incident)	Fatal Serious Slight	10 6 2			0	
<b>Priority Assessment Grand Total</b>						<b>0</b>	<b>18</b>

\* Hospital, Fire Station or Police Station within Zone or roads form a direct route to same.





**Who to contact**

For advice and guidance on becoming Local Champion or, any other issue related to the development and implementation of a Residents Parking Zone, please contact the Traffic Management team using one of the following options

**Telephone**

0300 111 8000

**Email**

highways@staffordshire.gov.uk

**Post**

Regulation and Governance Team,

Traffic Regulation,

Staffordshire County Council,

No 1 Staffordshire Place, Stafford, ST16 2DH

<b>Version</b>	<b>Approved By</b>	<b>Date</b>
Draft	David Walters	2 <sup>nd</sup> December 2013

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Local Members Interest  
N/A

## Newcastle Joint Parking Committee 20<sup>th</sup> January 2014

### Civil Parking Enforcement - Review

#### Recommendations of the Cabinet Member for Children, Communities and Localism.

- 1 That the Newcastle Joint Parking Committee notes the content of the report to the Staffordshire County Council Cabinet on 16<sup>th</sup> October 2013 and, decisions taken in relation to the future of Civil Parking Enforcement in Staffordshire.
- 2 That the Committee notes the content of the report (Appendix A) taken to the Joint Staffordshire Parking Board on 16<sup>th</sup> December 2013 outlining the future outcomes for the service and a timetable for the development of new arrangements to the period ending 31<sup>st</sup> March 2015.
- 3 That the Committee notes, considers and expresses its view on future arrangements for the delivery of Civil Parking Enforcement in Staffordshire against the required outcomes and timetable.

#### Report of the Deputy Chief Executive and Director for Place

##### Reasons for recommendations

- 4 Decriminalised Parking Enforcement (DPE) was introduced under the Traffic Management Act 2004 and transferred the responsibility for the enforcement of on-street parking offences that do not result in an endorsement from the police to the local traffic authority. DPE was introduced in Staffordshire in two phases.
- 5 The first, Tranche 1 covering the Districts of East Staffordshire, Newcastle-under-Lyme, Stafford and Staffordshire Moorlands was introduced in 2007. Tranche 2 covered the remaining Districts of Cannock Chase, Lichfield, South Staffordshire and Tamworth was introduced in 2009. The Agreement for the Enforcement of On-Street Parking Controls with each District Council was written with a six year period in mind.
- 6 At the meeting of the Joint Staffordshire Parking Board in July 2012, it was agreed that a Scoping Paper outlining proposals for a review of CPE was produced. The paper was circulated in August 2012 and agreed by the Board in December 2012.
- 7 In March 2013, an additional meeting of the Joint Staffordshire Parking Board considered progress on the initial stages of the review and, an opportunity for Members of the Board to begin discussions on how Civil Parking Enforcement in Staffordshire could be delivered in the future.

- 8 In June 2013, the Joint Staffordshire Parking Board considered an update on the review and, the conclusions of its initial stage. The Chairman of the Board (Staffordshire County Council Cabinet Member for Children, Communities and Localism) confirmed that the County Council would be making a decision on the future of the CPE service before the end of 2013.
- 9 On 25<sup>th</sup> September 2013, the County Council Cabinet Member for Children, Communities and Localism) wrote to Members of the Joint Staffordshire Parking Board, Chairs of Local Parking Committees and, District Council Nominated Officers advising them of the paper to be taken to the Staffordshire County Council Cabinet.
- 10 On 16<sup>th</sup> October 2013, the Cabinet of Staffordshire County Council considered the paper on Keeping Staffordshire Moving : Civil Parking Enforcement and decided ;
  - (a) That new arrangements be sought for the delivery of Civil Parking Enforcement in Staffordshire.
  - (b) That the Director of Place and Deputy Chief Executive be authorised to serve a minimum 12 months' notice on the District Councils and Stoke-on-Trent City Council to end the current arrangements no later than 31st March 2015 or, deal with the establishment of different arrangements prior to that date if required by individual District or Borough Councils.
  - (c) That the Director of Place and Deputy Chief Executive, in consultation with the Cabinet Member for Communities and Localism, be given delegated authority to deal with the commissioning of new services to achieve the outcomes of Clear Streets.
  - (d) That the final decision to proceed with the new arrangements be delegated to the Cabinet Member for Communities and Localism
- 11 On 16<sup>th</sup> December 2013, following the decisions made by the Staffordshire County Council Cabinet (SCC), the Joint Staffordshire Parking Board considered an update on the review including the required outcomes for the commissioning of the future service and, a timetable for its completion before the end of March 2015.
- 12 This is therefore the first opportunity to advise the Newcastle Joint Parking Committee of the decisions taken by the SCC Cabinet and the Joint Staffordshire Parking Board at the end of 2013 and, for the Committee to consider how the development of new arrangements for the service will provide an opportunity to achieve even better outcomes for parking in Staffordshire in the future.

## **Background Papers**

1. Joint Staffordshire Parking Board 16<sup>th</sup> December 2013 Civil Parking Enforcement – Review (**Appendix A**)
2. Staffordshire County Council Cabinet 16<sup>th</sup> October 2013 – Keeping Staffordshire Moving – Civil Parking Enforcement (Item 37)
3. Joint Staffordshire Parking Board 21<sup>st</sup> June 2013
4. Joint Staffordshire Parking Board 26<sup>th</sup> March 2013
6. Joint Staffordshire Parking Board 18<sup>th</sup> December 2012

**Author's Name:** David Walters, the County Council's Nominated Officer for the service  
**Telephone No:** (01785) 854024  
**Email:** david.walters@staffordshire.gov.uk  
**Room No:** Staffordshire Place 1, Built County

**Joint Staffordshire Parking Board  
16<sup>th</sup> December 2013**

**Civil Parking Enforcement - Review**

**Recommendations of the Cabinet Member for Children, Communities and Localism.**

- 1 That the Joint Staffordshire Parking Board note the content of the Staffordshire County Council Cabinet on 16<sup>th</sup> October 2013 and, decisions taken, namely;
  - (a) That new arrangements be sought for the delivery of Civil Parking Enforcement in Staffordshire.
  - (b) That the Director of Place and Deputy Chief Executive be authorised to serve a minimum 12 months' notice on the District Councils and Stoke-on-Trent City Council to end the current arrangements no later than 31st March 2015 or, deal with the establishment of different arrangements prior to that date if required by individual District or Borough Councils.
  - (c) That the Director of Place and Deputy Chief Executive, in consultation with the Cabinet Member for Communities and Localism, be given delegated authority to deal with the commissioning of new services to achieve the outcomes of Clear Streets.
  - (d) That the final decision to proceed with the new arrangements be delegated to the Cabinet Member for Communities and Localism.
- 2 That the Board notes the proposed timetable for the development of new arrangements to the period ending 31<sup>st</sup> March 2015.
- 3 That the Board notes, considers and expresses its view on the initial assessment of options.

**Report of the Deputy Chief Executive and Director for Place**

**Reasons for recommendations**

- 4 Decriminalised Parking Enforcement (DPE) was introduced under the Traffic Management Act 2004 and transferred the responsibility for the enforcement of on-street parking offences that do not result in an endorsement from the police to the local traffic authority. DPE was introduced in Staffordshire in two phases.
- 5 The first, Tranche 1 covering the Districts of East Staffordshire, Newcastle-under-Lyme, Stafford and Staffordshire Moorlands was introduced in 2007. Tranche 2 covered the remaining Districts of Cannock Chase, Lichfield, South Staffordshire and Tamworth

was introduced in 2009. The Agreement for the Enforcement of On-Street Parking Controls with each District Council was written with a six year period in mind.

- 6 The development of new arrangements for the service will provide an opportunity to look at how we can achieve even better outcomes for parking in Staffordshire in the future.

## **Background**

- 7 Civil Parking Enforcement (CPE), under the banner of “Clear Streets”, aims to reduce the instances of illegal parking on the highway that blocks roads, hinders emergency services, disrupts local businesses and puts other highway users at risk. It supports the network management duty which is about making best use of the existing network, improving traffic flows to reduce wasteful traffic delays and providing a viable sustainable alternative to single occupancy car travel.
- 8 Decriminalised Parking Enforcement (DPE), later to become Civil Parking Enforcement (CPE) was introduced under the Traffic Management Act 2004 (Part 6) and transferred the responsibility for the enforcement of on-street parking offences that do not result in an endorsement from the police to the local traffic authority and commenced in Staffordshire in 2007.
- 9 Civil Parking Enforcement (CPE) is overseen by the Staffordshire Parking Board and delivered by the District Councils with back office services provided by Stoke-on-Trent City Council.
- 10 At the meeting of the Staffordshire Joint Parking Board on 10th July 2012 it was agreed that a review of CPE in Staffordshire should be carried out.
- 11 The review has shown that CPE has generally achieved its objectives of Clear Streets, but significant demand for additional enforcement and parking related traffic orders remains. The service for each district is operated separately and in 2012-13 the combined annual cost across the County was in excess of £239k. Under the existing agreement, this is underwritten, initially by the County Council, pending each service moving in to surplus. Currently two of the 8 districts are operating in surplus, but only with the assistance of on-street pay and display income. If action is not taken, it is unlikely that the current annual deficit for the service will be significantly reduced. Even with changes to the service, the enforcement activity on its own may still operate at a net cost. Any surplus is reinvested in traffic management issues.
- 12 The Agreements for the Enforcement of On-Street Parking Controls with each District were written with a six year period in mind. After a period of five years, either Party can give not less than twelve months written notification of early termination. The earliest date at which all Districts are beyond the six year period is the 16<sup>th</sup> October 2014 and this provides the first opportunity to review the service against the required outcomes.
- 13 Following workshops at the Staffordshire Parking Board and, a meeting of the Staffordshire County Council Prosperous Select Committee on 6<sup>th</sup> September 2013, a required set of outcomes for parking have been defined. These will now be used as the basis to develop future delivery options for the service.

## Review of existing service

- 14 The primary objective of the adoption of Civil Parking Enforcement within the County of Staffordshire was to:
- Maintain and, where possible, improve the flow of traffic thereby making the County a more pleasant and environmentally safe place to live and visit.
  - Take into account the needs of local residents, shops and businesses, thereby sustaining the County and District Council's economic growth.
  - Actively support the needs of disabled people bearing in mind that, in some cases, they are unable to use public transport and are entirely dependent upon the use of a car. This will ensure that people with disabilities are able to have equal access to all facilities within the County.
  - Actively discourage indiscriminate parking that causes obstruction to other motorists, public transport, pedestrians, cyclists and people with disabilities. This will ensure that the Districts remain accessible to all equally and safely.
- 15 A review of the existing service has investigated all aspects of the service and the main findings are summarised below.

### Strengths

#### Clear Streets objectives

- Clear Streets has generally achieved its objectives, motorists are now more compliant in the way they park. The total number of penalty charge notices (on-street and off-street i.e. public car parks) has reduced from a peak of over 63,000 in the first full year of operation to less than 46,000 in 2012-13 i.e. 71% of the peak showing that people are now more compliant in the way they park both on and off street albeit only the former contributes to the Clear Streets objectives.<sup>1</sup>
- Numbers of penalty charge notices issued on-street have reduced by a similar percentage, i.e. 72% from a peak of over 28,000 to below 21,000 in 2012-13.
- Residents in Staffordshire are more satisfied with measures to tackle illegal on street parking than they were in 2008. In 2012 44% of residents surveyed were satisfied compared to 37% in 2008.<sup>2</sup>
- Residents in Staffordshire are more satisfied with restrictions of parking on busy roads than they were in 2008. In 2012 49% of residents surveyed were satisfied compared to 43% in 2008.

#### Reputation and Governance

- The service is in line with statutory requirements<sup>3</sup> and best practice<sup>4</sup> and is generally delivered effectively with a clear commitment to service delivery and good customer service from officers and providers involved.

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<sup>1</sup> Staffordshire Parking Board – Annual Reports - <http://moderngov.staffordshire.gov.uk/mgCommitteeDetails.aspx?ID=204>

<sup>2</sup> National Highways & Transport Public Satisfaction Surveys - <http://nhtsurvey.econtrack.co.uk/Default.aspx>

<sup>3</sup> Statutory Guidance - <http://webarchive.nationalarchives.gov.uk/20120904033926/http://www.dft.gov.uk/publications/tma-part-6-cpe-statutory-guidance/>

<sup>4</sup> Operation Guidance to Local Authorities : parking policy and enforcement <https://www.gov.uk/government/publications/operational-guidance-to-local-authorities-parking-policy-and-enforcement>



## **Weaknesses**

### **Clear Streets**

- Whilst 'Clear Streets' has a clear set of objectives, there is generally no overall joint parking strategy that brings together on-street and off-street parking provision and management
- The existence of Local Parking Committees leads to an inconsistent approach to the provision of additional on-street parking spaces that support the local economy, Residents' Parking Zones and charges associated with these areas of activity..

### **Finance**

- The service continues to operate at a net cost (£239k in 2012-13).
- The Districts that regularly operate at a net surplus are those that operate on-street charging.
- There are no indications that the enforcement element of parking will on its own become self-financing under the existing arrangements for enforcement and if levels of compliance with traffic restrictions continue to increase, the level of deficit is likely to rise.
- The County Council has no direct financial control over the cost of the service, even though it underwrites the cost of the service

### **Community**

- There is significant and on going demand on the Council to provide additional on-street parking restrictions. Additional resources have been provided for this where set up costs have been paid off and, the service is in surplus.
- There is an increasing demand to tackle unsafe parking in more locations, to further increase the hours that enforcement takes place and, to provide more enforcement outside schools.

## **What outcomes are we seeking?**

16 The original objectives for 'Clear Streets' in terms of enforcement remain as in paragraph 14.

17 Following workshops with Members of the Staffordshire Parking Board and, consideration of Civil Parking Enforcement at the meeting of the Prosperous Select Committee on 6<sup>th</sup> September 2013 the following additional objectives should be considered for the commissioning of Parking Enforcement services in the future.

- A service that is financially sustainable at a level that supports the required outcomes
- A cohesive and consistent approach to on-street parking and enforcement across the County that supports the local economy and town centres
- A service that is more responsive to the needs of local residents, shops and businesses
- A flexible and adaptable resource to deliver enforcement
- A service that is able to take advantage of opportunities for joint commissioning
- A parking strategy that brings together on-street and off-street parking provision and management.

## **What process will be followed?**

### **Options for Staffordshire**

18. There are a number of broad options that can be considered for Staffordshire.
  - a. Negotiating new Agreements with the Districts.
  - b. Groups or a consortium of Districts providing on-street services through a reduced number of Agreements.
  - c. Working with Districts on a framework agreement for shared services across Staffordshire for on and off street parking.
  - d. A County Council contract for on-street services with Districts making separate arrangements for their off-street car parks
  - e. Provision of all services through a County Council directly employed team
19. The procurement of a Strategic Delivery Partner through Infrastructure<sup>+</sup> also provides the opportunity to explore options for the management and delivery of civil parking enforcement and will be considered as part of the development of the detailed business case. This could potentially be extended to the provision of off-street parking enforcement within Districts, if required
20. In addition to the delivery models described above the development of the business case will also consider how best to take advantage of the significant developments in technology over the past few years e.g. Automatic Number Plate Recognition (ANPR) 'Smart' Cars.
21. The various options are discussed below in further detail together with examples of arrangements within other Shire authorities. An initial assessment of the advantages and disadvantages of each option is provided in Appendix 1. The Board is asked to note, consider and express its views on this initial assessment of options.
22. As well as deciding the arrangements for the delivery of on-street enforcement, consideration will also need to be given to the overall cost of the service and the level of resource deployed to carry out enforcement. Joint commissioning of on and off street enforcement is possible with several of the options. Opportunities are being explored for the Police to assist with carrying out on-street parking enforcement as part of their community role as we believe this may now be possible based on experience in other parts of the country.

### **Negotiating new agreements with the Districts**

23. This option would involve the negotiation of new agreements with each individual District Council and Stoke-on-Trent City Council Parking Services for the delivery of the on-street element of parking enforcement on behalf of the County Council, back office processing of tickets and local governance (Local Joint Parking Committee),
24. A number of local authorities that currently carry out CPE in a similar way to Staffordshire have either completed, or are part way through the process of review. For example, Devon County Council has developed a "Fixed Fee Offer" with the District Councils or have asked the Districts to propose alternative service models that could achieve similar service improvements and savings. The fixed fee being considered against an in house service for on-street activities provided by the County Council

25. Lincolnshire County Council has only recently started CPE. Here, the county and district councils are sharing the operating costs and if there is any deficit, the county and district councils have an agreement to make up any shortfall.

#### **Groups or a consortium of Districts providing services through a reduced number of Agreements**

26. This option would involve one or more Districts working together to deliver on-street enforcement across boundaries, sharing management, administration and back office costs for the service. This option would again involve the negotiation of new agreements.
27. For example, following a review of CPE in Surrey, since April 2011, the District Councils have accepted responsibility for any operational deficit with a single on-street parking account for each District. All Districts provide a minimum level of enforcement for all restrictions and in some cases; neighbouring Districts have taken on enforcement across boundaries.
28. Essex County Council has put in place two parking partnerships via a strategic commissioning agreement. One District in each partnership takes the lead role.

#### **Working with Districts on a framework agreement for shared services across Staffordshire for on and off street parking**

29. This option would involve a framework agreement for the delivery of on and off street enforcement across the County with a single supplier. Consideration would also need to be given to the arrangements for back office services e.g. administration of PCN's and, management and governance.
30. For example, Gloucestershire County Council has put in place a single supplier framework for the provision of an on-street parking service and also for off-street enforcement for those Districts that wish to use the service.

#### **A County Council contract for on-street services with Districts making separate arrangements for their off-street car parks**

31. This option would involve the County Council letting a contract for the delivery of on-street enforcement only. Consideration would also need to be given to the arrangements for back office services e.g. administration of PCN's and, management of the on-street service.

#### **Provision of all services through a County Council directly employed team**

32. This option would involve the County Council directly employing a team to carry out on-street enforcement. Consideration would also need to be given to the arrangements for back office services e.g. administration of PCN's and, management of the on-street service.
33. In Somerset, the County Council is responsible for all on-street enforcement, charging and residents parking zones. It also carries out off-street enforcement in car parks on behalf of a number of the District Councils - Mendip, Sedgemoor and Taunton Deane.

34. In Devon, the option of delivering the service in-house is being considered alongside a District Council delivered service based on a fixed fee.

### **Infrastructure Plus**

35. The procurement of a Strategic Delivery Partner through Infrastructure<sup>+</sup> also provides the opportunity to explore options for the management and delivery of civil parking enforcement. Submissions following the second stage of competitive dialogue are due on the 13<sup>th</sup> December, with a preferred bidder being identified by mid January 2014 and a planned Cabinet decision on 19<sup>th</sup> February 2014. . This could potentially be extended to the provision of off-street parking enforcement within Districts, if required
36. Following the appointment of preferred bidder, further discussions will take place in parallel to those with the District Councils to enable development of the detailed business case and, preferred solution.

### **Proposed Timetable**

37. The outline timetable for the transition of CPE from the current arrangement is provided below.

December 2013	Joint Staffordshire Parking Board
January 2014	Initial dialogue with each District and Stoke-on-Trent City Parking Services to discuss options/outcomes Notice of intention to end current arrangements given (An end date of 31 <sup>st</sup> March 2015 will be given unless a District wishes to end sooner)
February 2014	Infrastructure <sup>+</sup> Cabinet Decision - Contract Award "Get to know the Market/Get the Market to know Staffordshire" event for Civil Parking Enforcement Establish baseline cost of single provider option
March 2014	District/s and Stoke-on-Trent City Parking Services submit initial proposals
April/May 2014	Second stage dialogue with District/s and Stoke-on-Trent City Parking Services Prior Information Notice for procurement (if required)
June 2014	Final submission from District/s Stoke-on-Trent City Parking Services Staffordshire County Council (SCC) identifies preferred solution
July 2014	Approval by SCC Cabinet Member of preferred solution Joint Staffordshire Parking Board
<b>Procurement (if required)</b>	
August 2014	Start procurement (if required) or, solution via Infrastructure Plus

	OJEU Notice
October 2014	Invite tenders
January 2015	Award Mobilisation
April 2015	New arrangement starts

## Finance

- 18 Although it was originally envisaged that the arrangement would operate at a surplus, with the money reinvested to solve local transport issues, the service operates at an ongoing deficit in all but two of the Districts. CPE in each District is treated separately for accounting and under the current arrangements; the surplus from one District cannot be used to support deficits in others. Any ongoing deficit after the first year of operation is underwritten by the County Council.
- 19 Appendix 2 shows the overall financial position of the service. Financial information has been taken from the Joint Report of the Director for Place and Deputy Chief Executive and the Director of Resources. The number of on-street PCN's has been taken from the relevant annual reports previously approved by the Board.
- 20 The combined expenditure across the eight District CPE accounts in the current year is expected to be £1,194,400.
- 21 The combined income across the eight District CPE accounts in the current year is expected to be £987,000. The net combined cost of the service to the County Council in 2013-14 is therefore expected to be £207,000. However, as the accounts are held at a District level, the net actual cost to the County in 2013-14, (after allowing for two Districts in slight surplus) is expected to be £236,300.
- 22 Whilst income is broken down into that derived from Penalty Charge Notices, on-street charging (including Residents' Parking Zones) and other contributions, expenditure across these areas is not separately identified in this analysis. The majority of costs identified in each District account will however be attributable to the management and provision of enforcement and, back office costs involved in the issuance of PCN's. It should also be noted that in most districts these costs represent the additional costs of introducing CPE, which is not necessarily the same as the cost of on-street enforcement. The net cost of enforcement across the County in the current year is estimated to be £369,300. (expenditure less income due to PCN's and other). The latest projected position with each District account in 2013-14 is shown below.

<b>Net cost (enforcement)</b>	<b>£'000</b>
Cannock Chase DC	28.5
East Staffs BC	68.5
Lichfield DC	14.2
Newcastle under Lyme BC	55.2
South Staffs DC	33.8

Stafford BC	82.0
Staffs Moorlands DC	43.1
Tamworth BC	44.0
<b>Total</b>	<b>369.3</b>

NB These figures will include a small amount of costs due to administration of on-street charging/RPZ

- 23 Each District has its own characteristics and direct comparison of costs is therefore affected by a number of factors including method of delivery, management, urban/rural split, and the road network itself. However, for a simple comparison, the costs have been identified in two ways in Appendix 2, firstly based on the length of road network within each District and secondly, the number of PCN's issued. The net cost of enforcement in 2012-13 (expenditure less PCN/Other income) ranges from £28/km to £97/km. Based on expenditure only, the cost of issuing a PCN in 2012-13 ranges from £40 to £100.
- 24 It is appreciated that there will be various reasons for the broad range of costs across Districts and further work on expenditure and costs is ongoing as part of the review and this information will be used to establish an estimate of baseline costs going forward.

### **Background Papers**

1. Staffordshire County Council Cabinet 16<sup>th</sup> October 2013 : Keeping Staffordshire Moving : Civil Parking Enforcement.

## Appendix 1 : Initial assessment of Options for discussion

Likelihood of option contributing to the identified outcome, H = high, M = medium, L = low

	(a) District	(b) District consortia	(c) Single framework on & off street	(d) City on-street (external provider)	(e) City on-street (Inhouse)
<b>Maintain and, where possible, improve the flow of traffic</b>	M	M	M	H	H
<b>Take into account the needs of local residents, shops and businesses to support economic growth.</b>	H	H	H	H	H
<b>Actively support the needs of disabled people in terms of accessibility.</b>	H	H	H	H	H
<b>Actively discourage indiscriminate parking that causes obstruction</b>	H	H	H	H	H
<b>A service that is financially sustainable at a level that supports the required outcomes</b>					
Efficiency from operating both on and off street enforcement	H	H	M	L	L
County Council financial control/risk on-street	L	L	M	H	H
District Council financial control/risk off-street	H	H	M		
Reduced overheads through shared back office and management		L	M	L	L
Efficiency from greater purchasing power		L	H	M	L
<b>A cohesive and consistent approach to on-street parking and enforcement across the County that supports the local economy and town centres</b>					
Consistency of approach to on-street enforcement	L	M	H	H	H
Single brand	L	L	M	H	H
Single point of contact	L	L	M	H	H
<b>Consistency of approach to on-street parking</b>	L	L	M	H	H
<b>A service that is more responsive to the needs of local residents, shops and businesses</b>					
Local knowledge	H	H	H	H	H

	(a) District	(b) District consortia	(c) Single framework on & off street	(d) Cty on-street (external provider)	(e) Cty on-street (Inhouse)
Local Parking Committee	H	M	L		
Local delivery	H	H	H	H	H
<b>A flexible and adaptable resource to deliver enforcement</b>					
Cross District boundary working		L	M	H	H
Ability to meet rising demand for enforcement		L	M	M	M
Greater opportunity for county wide intelligence lead enforcement		L	H	H	H
Ability to share costs to upskill management/workforce		L	M	H	H
Ability to take advantage of new technology/methods of working		L	M	H	H
<b>A service that is able to take advantage of opportunities for joint commissioning</b>					
Joint on and off street enforcement by the same team	H	H	M		
Opportunity to combine parking, environment & highway enforcement	M	M	H	M	M
Opportunity to combine with other Police enforcement	M	M	M	H	H
Long term agency agreement	H	H	H		
<b>A parking strategy that brings together on-street and off-street parking provision and management.</b>					
A holistic approach to on and off street parking at a local level	H	M	M		
Ability to meet rising demand for additional restrictions	L	L	M	H	H



## Appendix 2 : Finance

	District Start up costs £000s	First year £000s	Part year £000s	2009-10 £000s	2010-11 £000s	2011-12 £000s	2012-13 £000s	2013-14 Projection £000s	2014-15 Proposed £000s
<b>Expenditure</b>									
Cannock Chase DC	10.0			126.9	169.6	173.2	165.9	180.8	185.6
East Staffs BC	55.2	212.5	105.6	237.1	208.7	218.7	128.2	98.0	105.7
Lichfield DC	30.9			129.7	125.8	86.0	88.5	89.7	90.9
Newcastle under Lyme BC	22.0	134.5	76.6	164.7	155.5	157.5	123.8	143.7	148.5
South Staffs DC	3.5			41.8	42.7	80.6	79.3	94.0	96.0
Stafford BC	5.9	341.5	140.8	297.1	201.4	241.3	240.8	247.0	252.7
Staffs Moorlands DC	46.9	162.6	68.7	163.3	175.1	146.9	133.2	136.6	138.4
Tamworth BC	8.7			201.5	204.8	174.5	190.3	204.6	208.5
<b>Total Expenditure</b>	<b>183.1</b>	<b>851.1</b>	<b>391.7</b>	<b>1,362.1</b>	<b>1,283.6</b>	<b>1,278.7</b>	<b>1,150.0</b>	<b>1,194.4</b>	<b>1,226.3</b>
<b>Income - PCN/Other</b>									
Cannock Chase DC				66.0	102.8	161.7	135.2	152.3	152.3
East Staffs BC		128.1	86.1	201.3	153.3	109.3	60.4	29.5	36.0
Lichfield DC				69.2	74.4	67.0	66.8	75.5	73.5
Newcastle under Lyme BC		89.9	70.2	154.4	127.6	112.0	73.4	88.5	88.5
South Staffs DC				29.0	36.2	56.8	54.7	60.2	60.2
Stafford BC		213.6	114.4	311.2	188.4	218.4	198.9	165.0	170.0
Staffs Moorlands DC		56.2	37.5	129.3	101.8	87.0	77.6	93.5	108.0
Tamworth BC				161.6	164.8	163.1	147.4	160.6	164.6
<b>Total Income - PCN/Other</b>	<b>0.0</b>	<b>487.8</b>	<b>308.2</b>	<b>1,122.0</b>	<b>949.3</b>	<b>975.3</b>	<b>814.4</b>	<b>825.1</b>	<b>853.1</b>
<b>Income - On-street charging/RPZ</b>									
Cannock Chase DC									1.0
East Staffs BC	346.8	59.3	21.9	67.3	71.1	73.3	73.5	74.9	74.9
Lichfield DC									
Newcastle under Lyme BC		1.0	14.6	36.2	47.7	61.7	64.4	77.7	74.6
South Staffs DC								0.8	
Stafford BC						13.5	8.1	8.5	8.5
Staffs Moorlands DC									

	District Start up costs £000s	First year £000s	Part year £000s	2009-10 £000s	2010-11 £000s	2011-12 £000s	2012-13 £000s	2013-14 Projection £000s	2014-15 Proposed £000s
Tamworth BC									
<b>Total Income - On-street charging</b>	<b>346.8</b>	<b>60.3</b>	<b>36.5</b>	<b>103.5</b>	<b>118.8</b>	<b>148.5</b>	<b>146.0</b>	<b>161.9</b>	<b>159.0</b>
<b>All Income</b>									
Cannock Chase DC				66.0	102.8	161.7	135.2	152.3	153.3
East Staffs BC	346.8	187.4	108.0	268.6	224.4	182.6	133.9	104.4	110.9
Lichfield DC				69.2	74.4	67.0	66.8	75.5	73.5
Newcastle under Lyme BC		90.9	84.8	190.6	175.3	173.7	137.8	166.2	163.1
South Staffs DC				29.0	36.2	56.8	54.7	61.0	60.2
Stafford BC		213.6	114.4	311.2	188.4	231.9	207.0	173.5	178.5
Staffs Moorlands DC		56.2	37.5	129.3	101.8	87.0	77.6	93.5	108.0
Tamworth BC				161.6	164.8	163.1	147.4	160.6	164.6
<b>Total - All Income</b>	<b>346.8</b>	<b>548.1</b>	<b>344.7</b>	<b>1,225.5</b>	<b>1,068.1</b>	<b>1,123.8</b>	<b>960.4</b>	<b>987.0</b>	<b>1,012.1</b>

	District Start up costs £000s	First year £000s	Part year £000s	2009-10 £000s	2010-11 £000s	2011-12 £000s	2012-13 £000s	2013-14 Projection £000s	2014-15 Proposed £000s
<b>Net cost (overall)</b>									
Cannock Chase DC	10.0	0.0	0.0	60.9	66.8	11.5	30.7	28.5	32.3
East Staffs BC	-291.6	25.1	-2.4	-31.5	-15.7	36.1	-5.7	-6.4	-5.2
Lichfield DC	30.9	0.0	0.0	60.5	51.4	19.0	21.7	14.2	17.4
Newcastle under Lyme BC	22.0	43.6	-8.2	-25.9	-19.8	-16.2	-14.0	-22.5	-14.6
South Staffs DC	3.5	0.0	0.0	12.8	6.5	23.8	24.6	33.0	35.8
Stafford BC	5.9	127.9	26.4	-14.1	13.0	9.4	33.8	73.5	74.2
Staffs Moorlands DC	46.9	106.4	31.2	34.0	73.3	59.9	55.6	43.1	30.4
Tamworth BC	8.7	0.0	0.0	39.9	40.0	11.4	42.9	44.0	43.9
<b>Total - Net cost (overall)</b>	<b>-163.7</b>	<b>303.0</b>	<b>47.0</b>	<b>136.6</b>	<b>215.5</b>	<b>154.9</b>	<b>189.6</b>	<b>207.4</b>	<b>214.2</b>

	<b>District Start up costs £000s</b>	<b>First year £000s</b>	<b>Part year £000s</b>	<b>2009-10 £000s</b>	<b>2010-11 £000s</b>	<b>2011-12 £000s</b>	<b>2012-13 £000s</b>	<b>2013-14 Projection £000s</b>	<b>2014-15 Proposed £000s</b>
NB These figures will include a small amount of costs due to administration of on-street charging/RPZ									
<b>Net cost (enforcement)</b>									
Cannock Chase DC	10.0	0.0	0.0	60.9	66.8	11.5	30.7	28.5	33.3
East Staffs BC	55.2	84.4	19.5	35.8	55.4	109.4	67.8	68.5	69.7
Lichfield DC	30.9	0.0	0.0	60.5	51.4	19.0	21.7	14.2	17.4
Newcastle under Lyme BC	22.0	44.6	6.4	10.3	27.9	45.5	50.4	55.2	60.0
South Staffs DC	3.5	0.0	0.0	12.8	6.5	23.8	24.6	33.8	35.8
Stafford BC	5.9	127.9	26.4	-14.1	13.0	22.9	41.9	82.0	82.7
Staffs Moorlands DC	46.9	106.4	31.2	34.0	73.3	59.9	55.6	43.1	30.4
Tamworth BC	8.7	0.0	0.0	39.9	40.0	11.4	42.9	44.0	43.9
<b>Total - Net cost (enforcement)</b>	<b>183.1</b>	<b>363.3</b>	<b>83.5</b>	<b>240.1</b>	<b>334.3</b>	<b>303.4</b>	<b>335.6</b>	<b>369.3</b>	<b>373.2</b>

	<b>Length of network km</b>		<b>Cost of enforcement £/km</b>						
<b>Cost of enforcement £/km</b>									
Cannock Chase DC	394		£154	£169	£29	£78	£72	£84	
East Staffs BC	798		£45	£69	£137	£85	£86	£87	
Lichfield DC	557		£109	£92	£34	£39	£26	£31	
Newcastle under Lyme BC	669		£15	£42	£68	£75	£83	£90	
South Staffs DC	893		£14	£7	£27	£28	£38	£40	
Stafford BC	1,248		-£11	£10	£18	£34	£66	£66	
Staffs Moorlands DC	1,138		£30	£64	£53	£49	£38	£27	
Tamworth BC	440		£91	£91	£26	£97	£100	£100	
	6,137	<i>Average</i>	£39	£54	£49	£55	£60	£61	

	<b>On-street PCNs</b>			
Cannock Chase DC	2898	3104	4116	3229
East Staffs BC	5954	4564	3399	1883
Lichfield DC	2669	2341	2208	2168
Newcastle under Lyme BC	5021	4608	3956	2664
South Staffs DC	1006	1077	1213	1017
Stafford BC	5593	6123	6723	5987
Staffs Moorlands DC	2834	2105	1985	1792



### Appendix 3: Community Impact Assessment for “Keeping Staffordshire Moving : Civil Parking Enforcement

	Impact Assessment	
	+ve/neutral/ -ve	Further information [Degree of impact and signpost to where implications reflected within the report/main Assessment]
<b>Assessment next to Outcomes and impact areas</b>		
Prosperity, knowledge, skills, aspirations	<b>+ve</b>	The proposed scheme will ensure that Clear Streets are provided in order that the county remains attractive to businesses and visitors alike supporting the drive for inward investment.
Living safely	<b>+ve</b>	Attractive, well maintained highways help develop a sense of community, helping residents access services, reducing social isolation, crime, the fear of crime and anti-social behaviour.
Supporting vulnerable people	<b>Neutral</b>	<b>N/A</b>
Supporting healthier living	<b>+ve</b>	Ensuring that a high quality, functional built environment is available can increase transport choice, positively influencing health by connecting people to jobs and services; encouraging walking and cycling.
Highways and transport networks	<b>+ve</b>	The highway network is fundamental to Staffordshire’s economy and to the wellbeing of its population, carrying large numbers of people by public and private transport and delivering goods and services every day of the year. The highway also serves as a network that enables the provision of essential supplies of water, power and communications.
Learning, education and culture	<b>+ve</b>	Appropriate provision and management of parking can enhance the quality of life for people living in town centres, supporting the local economy and cultural offer.
Children and young people	<b>Neutral</b>	<b>N/A</b>
Citizens & decision making/improved community involvement	<b>+ve</b>	The proposed scheme would ensure that local communities are able to contribute to the sensitive management of parking on the highway and the local priorities for additional/amended parking restrictions and enforcement.
Physical environment including climate change	<b>+ve</b>	A reduction in the amount of activity of the network and, reduced levels of congestion associated with essential highway and utility company activity will reduce the level of CO2 emissions.
Maximisation of use of	<b>Neutral</b>	<b>N/A</b>

community property portfolio		
<b>Equalities impact</b>		
Age	<b>Neutral</b>	<b>N/A</b>
Disability	<b>Neutral</b>	<b>N/A</b>
Ethnicity	<b>Neutral</b>	<b>N/A</b>
Gender	<b>Neutral</b>	<b>N/A</b>
Religion/Belief	<b>Neutral</b>	<b>N/A</b>
Sexuality	<b>Neutral</b>	<b>N/A</b>
	<b>Impact/implications</b>	
<b>Resource and Value for money</b> In consultation with finance representative	<b>The resource and value for money implications have been raised in the main body of the report and will continue to be addressed throughout the review.</b>	
<b>Risks identified and mitigation offered</b> From corporate risk register categorisation	...	
<b>Legal imperative to change</b> In consultation with legal representative	...	

**Health Impact Assessment screening:**

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

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Local Members Interest  
N/A

## Newcastle Joint Parking Committee 20<sup>th</sup> January 2014

### Prioritisation of Parking Related Traffic Regulation Orders

#### Recommendations of the Cabinet Member for Children, Communities and Localism.

- 1 That the Newcastle Joint Parking Committee notes the content of the report (Appendix A) taken to the Joint Staffordshire Parking Board on 16<sup>th</sup> December 2013 outlining the introduction of the prioritisation of Parking Related Traffic Regulation Orders and the recommendation from the Board that the new way of working is adopted by the eight District Local Parking Committees.
- 2 That in the period January to March of each year the Committee identify/review a two year forward programme. This will be based on a rolling programme of four parking related orders currently funded by the County Council and, any additional parking related orders funded by the District CPE account where there is no deficit and the scheme is in surplus sufficient to pay for the proposal after consideration of any reserve.
- 3 To enable effective use of resources, those four schemes identified in the first year of the programme remain fixed for the forthcoming year.
- 4 That the programme for the second year of the programme is subject to change pending any requests for parking related orders that are received which the Committee considers to have a higher priority than those already identified.
- 5 That a list of requests that score more than 50% of the available marks i.e. 10 points is maintained beyond the two year programme. Those requests that receive less than 10 points via the initial assessment process as modified by the Committee are considered a low priority and the applicant informed of the decision of the Committee.
- 6 That at six monthly intervals, the Committee receives a list of new requests assessed against the assessment matrix and is able to reconsider priorities of schemes beyond the current year of the programme.

#### Report of the Deputy Chief Executive and Director for Place

#### Reasons for recommendations

- 7 The Newcastle Joint Parking Committee terms of reference enables Members to influence the prioritisation of parking related TROs and therefore to empower the Committee to be responsive to locally important issues.

- 8 Currently, a variety of methods are used to inform and advise Members in deciding the priority that each request receives.
- 9 Members of the various Local Parking Committees have previously raised their concerns over the number of requests for parking related orders and, the information available to aid the prioritisation for further progression.

### **Background Papers**

1. Joint Staffordshire Parking Board 16<sup>th</sup> December 2013 Prioritisation of Parking Related Traffic Regulation orders.

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Local Members Interest
N/A

**Joint Staffordshire Parking Board  
16<sup>th</sup> December 2013**

**Prioritisation of Parking Related Traffic Regulation Orders**

**Recommendations of the Cabinet Member for Children, Communities and Localism.**

- 1 That the Joint Staffordshire Parking Board agrees to the use of an initial assessment matrix for parking related traffic regulation orders (TRO) to assist the Local Joint Parking Committees (LPC) in the prioritisation of such requests.
- 2 That the assessment matrix is used by all eight Local Parking Committees across the county.
- 3 That in the period January to March of each year the Local Parking Committees identify/review a two year forward programme. This will be based on a rolling programme of four parking related orders currently funded by the County Council and, any additional parking related orders funded by the District CPE account where there is no deficit and the scheme is in surplus sufficient to pay for the proposal after consideration of any reserve.
- 4 To enable effective use of resources, those four schemes identified in the first year of the programme remain fixed for the forthcoming year.
- 5 That the programme for the second year of the programme is subject to change pending any requests for parking related orders that are received which the LPC considers to have a higher priority than those already identified.
- 6 That a list of requests that score more than 50% of the available marks i.e. 10 points is maintained beyond the two year programme. Those requests that receive less than 10 points via the initial assessment process as modified by the LPC are considered a low priority and the applicant informed of the decision of the LPC.
- 7 That at six monthly intervals, each LPC receives a list of new requests assessed against the assessment matrix and is able to reconsider priorities of schemes beyond the current year of the programme.

**Report of the Deputy Chief Executive and Director for Place**

**Reasons for recommendations**

- 8 The Local Parking Committee's (LPC) terms of reference enable Members to influence the prioritisation of parking related TROs and therefore to empower the Committee to be responsive to locally important issues.

- 9 Currently, a variety of methods are used to inform and advise Members in deciding the priority that each request receives.
- 10 Members of the various Local Parking Committees have previously raised their concerns over the number of requests for parking related orders and, the information available to aid the prioritisation for further progression.

**Background:**

- 11 The Joint Staffordshire Parking Board is responsible for the adoption of general policies, strategies and guidance for the introduction and ongoing operation of Civil Parking Enforcement in Staffordshire.
- 12 Local Parking Committees were established as part of the introduction of Decriminalised (later Civil) Parking Enforcement in Staffordshire. At the time of their introduction, the terms of reference only required new requests for parking related TROs to be supported by the LPC with no influence over their prioritisation.
- 13 At the meeting of the Joint Staffordshire Parking Board on 14<sup>th</sup> September 2009, it was agreed that the Local Parking Committee's (LPC) terms of reference were extended to enable the eight Committees to influence the prioritisation of requests for new, or amendments to existing, parking related Traffic Regulation Orders (TROs) within their administrative boundary.
- 14 The Board also considered and agreed to a proposed operating procedure, relevant parts of which are outlined below.
  - A target of advertising four parking related TROs per rolling 12 month period would be set per authority and progress reported regularly to the LPC enabling local monitoring of success
  - All future requests for new, or amendments to existing, parking related TROs, wherever the source, would be sent a holding letter and reported to the next available LPC where the level of support from the Committee would be gauged. Following the LPC's decision, a letter would be sent to the requestor advising of the Committee's decision.
  - At the LPC's request, further investigations would then be undertaken by Staffordshire Highways to assist them in prioritising the request against the previously agreed priorities. At six monthly intervals, the LPC would be given the opportunity to reconsider priorities and in light of local needs re-prioritise from priority three downwards. This is based on the assumption that the top two priorities will be sufficiently progressed through formal publication of the necessary TROs in the local press
  - A further letter would then be sent to the requestor informing them of the relative priority that the LPC had placed on their request and giving an indication of when the consultation would commence, based on the achievement of four new requests being processed per year.

- 15 In April 2013, the Stafford Borough Local Parking Committee considered and agreed to the use of an initial assessment matrix as a pilot to assist members in the prioritisation of requests for parking related TRO's.
- 16 The assessment matrix has been developed with reference to the objectives of "Clear Streets" shown below.
- Maintain and, where possible, improve the flow of traffic there by making the County a more pleasant and environmentally safe place to live and visit.
  - Take into account the needs of local residents, shops and businesses, thereby sustaining the County and District Council's economic growth.
  - Actively support the needs of disabled people bearing in mind that, in some cases, they are unable to use public transport and are entirely dependent upon the use of a car. This will ensure that people with disabilities are able to have equal access to all facilities within the County.
  - Actively discourage indiscriminate parking that causes obstruction to other motorists, public transport, pedestrians, cyclists and people with disabilities. This will ensure that the Districts remain accessible to all equally and safely.
- 17 The following items will be considered as part of the assessment process, generally via a desktop study.
- Clear Streets
    - Obstruction
      - This aspect considers the impact of any obstruction ranging from a driveway/turning head that will receive a low priority to, obstruction on a principal/high speed road that will receive a high priority. The highest score from any single element will be counted
    - Visibility
      - This aspect considers whether visibility is being obscured ranging from low priority for access only, through to a high priority for forward visibility on a major/high speed road or, major/major road junction. The highest score from any single element will be counted.
    - Safety/Accessibility/Economy
      - This considers a number of aspects including a high proportion of vulnerable users, emergency access to key services, contribution to prosperity, enforcement priority, accident history and injury, provision of additional parking capacity. The combined total score will be taken from this section.
  - Community
    - Cause
      - This aspect considers community concern/cause/impact ranging from individual neighbour issues that will receive a low priority, through to limited off street parking or high demand for on street parking. The highest score from any single element will be counted.
    - Representation
      - This aspect considers the level of support for the request ranging from an individual request that will receive a low priority, through to a request via an elected member resulting from representation from the local community. The highest score from any single element will be counted.

- 18 A template for assessment of requests is provided in Appendix 1.
- 19 A template for the reporting of requests to the Local Parking Committee is provided in Appendix 2.
- 20 A copy of the current Hierarchy of Enforcement Priorities used to assess this criteria is provided in Appendix 3.
- 21 The introduction of a consistent initial assessment process will support the existing processes and assist members in identifying future priorities, provide further transparency to the democratic decision making process and, enable early identification and removal of requests that are considered a low priority against the "Clear Streets" objectives.
- 22 In addition to the rolling programme of four parking related TROs per year, there may be occasions where it becomes necessary to consider and implement a parking related TRO as a result of other factors such as a serious or fatal injury. These will be considered and resourced by the County Council separately to the above process.

### **Proposed Operating Procedure**

- 23 As a result of the proposed changes to the assessment process, the existing operating procedure will require revision with the proposed solution outlined below.

### **Initial assessment following the introduction of the assessment matrix**

- a. LPCs will receive a list of all existing requests for new, or amendments to existing parking related TROs at the earliest opportunity after the December meeting of the Joint Staffordshire Parking Board considered against the initial assessment matrix. The list will include a score against each of the headings outlined in the matrix and shown as an example in Appendix 2. This assessment will generally be carried out via a desktop study of available information.
- b. LPC's will have the opportunity to consider the prioritisation allocated via the above method and either agree to the score or, re-prioritise on local need.
- c. Those schemes that score less than 50% of the available score i.e. 10 points are managed as (g) below.

### **Ongoing assessment**

- d. Beyond the initial assessment referred to above, in the period January to March of each year, the Local Parking Committee's identify/review a two year forward programme based on a rolling programme of four parking related orders funded by the County Council and, any additional parking related orders funded by the District CPE account where there is no deficit and the scheme is in surplus sufficient to pay for the proposal after consideration of any reserve.
- e. To enable effective use of resources, those four schemes identified in the first year of the programme remain fixed for the forthcoming year.

- f. That the programme for the second year of the programme is subject to change pending any requests for parking related orders that are received which the LPC considers to have a higher priority than those already identified.
- g. That the LPC are kept informed of any locally requested additional parking related orders that are being funded and delivered by other means e.g. the Divisional Highway Programme.
- h. That a list of requests that score more than 50% of the available marks i.e. 10 points is maintained beyond the two year programme. Those requests that received less than 10 points via the initial assessment process as modified by the LPC, are considered a low priority and the applicant informed of the decision of the LPC.
- i. That at six monthly intervals, each LPC receives a list of new requests assessed against the assessment matrix and is able to reconsider priorities of schemes beyond the current year of the programme.
- j. All those that request new or, amendments to existing parking related TROs will be advised of the assessment process and that the requests will be reported to the LPC. Following consideration by the LPC, the requestor will be advised of the decision.
- k. For those requests that are added to the forward programme, a letter is sent to the requestor advising them of the relative priority that the LPC has placed on their request and giving an indication of when the scheme is likely to appear in the two year forward programme.

## **Finance**

- 24 Traffic Regulation Orders have associated administrative and legal costs (approximately £2,000 - 3,000), as well as the cost of the design and implementation of the scheme e.g. signs and road markings, typically a further £2,000 to £3,000). The County Council funds a rolling programme of four parking related TROs per District each year and no changes are currently proposed as a result of this report.

## Appendix 1: Prioritisation of requests for Parking Related Traffic Orders

Clear Streets Objectives					Community				
Obstruction		Visibility		Safety/Accessibility/ Economy		Cause		Representation	
Issue	Score	Issue	Score	Issue	Score	Issue	Score	Issue	Score
Driveway/Turning head	0	Access	1	High proportion of vulnerable users	1	Individual neighbour	0	Individual	1
Footway/pedestrian crossing point	2	Pedestrian crossing (uncontrolled)	2	Emergency access (in immediate vicinity of Police, Fire Hospital Emergency access, Ambulance stations)	2	School (Keep Clear Markings)	1	Numerous individuals	2
Minor/residential/industrial estate roads	2	Forward visibility on minor road, minor/minor road junction	2	Contribution to prosperity within the County	1-3	Third party/day parking	1	Group (petition) or community representatives (parish council)	3
Main/distributor roads	3	Minor/major road junction	3	Enforcement Priority	1-3	Limited off street parking or high demand for on street parking	2	Emergency services	4
Principal/high speed roads	5	Forward visibility on major/high speed road, major/major road junction	5	Accident data and injury history	1-3			Elected member (County/Borough)	5
				Provision of additional parking capacity	3				
<b>Highest Single Score from above</b>		<b>Highest Single Score from above</b>		<b>Total of scores from above</b>		<b>Highest Single Score from above</b>		<b>Highest Single Score from above</b>	
<b>Min Score</b>	<b>0</b>		<b>1</b>		<b>1</b>		<b>0</b>		<b>1</b>
<b>Max Score</b>	<b>5</b>		<b>5</b>		<b>15</b>		<b>2</b>		<b>5</b>
<b>50%</b>	<b>2.5</b>		<b>2.5</b>		<b>8</b>		<b>1</b>		<b>2.5</b>

**Appendix 2 : Example reporting template**

Unique Id	Road Class, Name, Settlement	Traffic Management Problem	County Member	District Ward	Parish Council	Clear Streets							Community			Recommendation	LPC Adjusted Score
						Obstruction	Visibility	Vulnerable Users	Emergency access	Prosperity	Enforcement	Accident history	Additional parking	Cause	Representation		

### Appendix 3 : Hierarchy of Enforcement Priorities

Highway Safety			
Preventing dangers due to parking:	Near Accident locations such as junctions.	PRIORITY HIGH	Mainly enforcement of single and double yellow line restrictions and loading restrictions at or close to junctions and bends particularly where visibility is poor to minimise dangers to moving traffic, pedestrians and other road users.
	Near Pedestrian Crossings	PRIORITY HIGH	Mainly preventing danger to pedestrians at crossing places. (This does not include the offence of stopping on white zigzag markings, which remains a police enforcement function.)
	Dangerous or double parking	PRIORITY HIGH	Mainly where drivers are parked on the carriageway but in a manner that is likely to cause a hazard to other drivers and road users.
	On Pedestrian Footways	PRIORITY MEDIUM	Mainly enforcement of single and double yellow line restrictions and loading restrictions where drivers are using the footway causing obstruction and hazard to pedestrians, wheelchair and pushchair users. This also applies where there are no yellow line restrictions in the Traffic Regulation Orders.
Aid to Movement			
Preventing obstruction and congestion on:	Main access roads into Staffordshire (Principal Roads).	PRIORITY HIGH	Mainly enforcement of single and double yellow line restrictions and loading restrictions to enable traffic to flow freely and not be hindered by parked vehicles.
	Town Centre shopping streets	PRIORITY HIGH	Mainly enforcement of double yellow line restrictions and loading restrictions to enable essential traffic to access the town centre and not be hindered by illegally parked vehicles.
	Public Transport routes	PRIORITY MEDIUM	Mainly enforcement of single and double yellow line restrictions and loading restrictions to enable bus traffic to flow freely and not be hindered by illegally parked vehicles.
	Main traffic routes within Staffordshire (Non-principal Roads)	PRIORITY MEDIUM	Mainly enforcement of single and double yellow line restrictions and loading restrictions to enable traffic to flow freely and not be hindered by illegally parked vehicles.
	Other busy streets (Access Roads to Residential Areas/Local Shopping Parades)	PRIORITY LOW	Mainly enforcement of single and double yellow line restrictions to enable traffic to flow freely and not be hindered by illegally parked vehicles.



Obstruction & Nuisance			
Preventing hindrance to road users at:	Bus stops	PRIORITY HIGH	Enforcement of No Stopping Except Buses restriction in marked Bus Stop locations (where there is a wide yellow line marking) to prevent obstruction of bus stops.
	Vehicle accesses	PRIORITY HIGH	Mainly prevention of obstruction to private driveways that have yellow line restrictions. This is particularly important where residents are in the process of trying to enter or exit their premises. Dealing with obstruction of driveways without yellow line restrictions will still be a police function.*
	Pedestrian access routes	PRIORITY MEDIUM	Mainly enforcement of single and double yellow line restrictions where numbers of pedestrians are walking, such as shopping areas and pedestrian prioritised streets.
	Taxi Ranks	PRIORITY MEDIUM	Mainly enforcement of single and double yellow line restrictions at Taxi Ranks to prevent obstruction.
	Grass verges	PRIORITY LOW	Mainly enforcement of single and double yellow line restrictions where drivers are using the grass verge and causing damage. This does not apply where there are no yellow lines.
	Special entertainment events	PRIORITY LOW	This is primarily where large events such as football or firework displays cause short term visitors to park vehicles in side/residential streets contravention of waiting restrictions, excluding temporary No Waiting cones placed at such events, which is still a police function.
Deliveries & Servicing			
Control and enable the conveyance of goods at:	Servicing yards	PRIORITY MEDIUM	Enforcement of single and double yellow line restrictions to enable effective use and access to service yards.
	Permitted loading areas	PRIORITY MEDIUM	Enforcement of single and double yellow line restrictions to enable effective use and access to loading bays.
Parking Bays			
Control effective use of permitted parking areas in:	Borough / District Council Car parks	PRIORITY MEDIUM	Issue PCN for infringement of car park Orders
	On-street Pay & Display	PRIORITY MEDIUM	Issue PCN for infringement of on street parking Orders
	Disabled Badge Holder Bays	PRIORITY MEDIUM	Enforce infringement of on street disabled only parking places where there is time a restriction and where vehicle is not displaying a blue Disabled Driver Badge

	Residents parking	PRIORITY MEDIUM	Enforce infringement of on street residents parking places where a vehicle is not displaying a current residents parking or visitor badge for the appropriate Zone.
	Limited waiting	PRIORITY LOW	Enforce infringement of on street parking Orders where there is no fee but parking is time restricted.

### Appendix 3: Community Impact Assessment

Name of Policy/Project/Proposal: Prioritisation of Parking Related Traffic Orders		
Responsible officer: David Walters		
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
	<b>Impact/implications</b>
<b>Resource and Value for money</b> In consultation with finance representative	The County Council funds a rolling programme of four parking related traffic regulation orders per year within each District. Further orders can be delivered where additional funds are identified.
<b>Risks identified and mitigation offered</b>	There are no risks associated with this report at this stage.
<b>Legal imperative to change</b> In consultation with legal representative	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.

**Health Impact Assessment screening:**

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

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# Agenda Item 7

## NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

### EXECUTIVE MANAGEMENT TEAM'S REPORT TO THE JOINT PARKING COMMITTEE

20<sup>th</sup> January 2014

1. **REPORT TITLE** Department for Transport – Consultation on Local Authority Parking
- Submitted by:** Engineering Manager – Graham Williams
- Portfolio:** Environment and Recycling
- Ward(s) affected:** All

#### **Purpose of the Report**

To inform and seek views of members regarding a consultation document from the Department for Transport concerning local authority parking.

#### **Recommendations**

1. That members approve the report.
2. The responses to the consultation are sent to the Department for Transport.

#### 1. **Background**

1. Following the House of Commons' Transport Select Committee report of October 2013, the Department of Transport are consulting on a number of operational aspects and a general question on any other measures that the Government should consider with respect to anti-social parking or driving.

#### 2. **Issues**

1. The questions in the consultation are:
  1. Do you consider local authority enforcement is being applied fairly and reasonably in your area?
  2. The Government intends to abolish the use of CCTV cameras for parking.
  3. Do you think the traffic adjudicators should have wider powers to allow appeals?
  4. Do you agree that guidance should be updated to make clear in what circumstances adjudicators may award costs? If so, what should those circumstances be?
  5. Do you think motorists who lose an appeal at a parking tribunal should be offered a 25% discount for prompt payment?

6. Do you think local residents and firms should be able to require local councils to review yellow lines, parking provision, charges in their area? If so, what should the reviews cover and what should the threshold for triggering a review?
7. Do you think that authorities be required by regulation to allow a grace period at the end of paid for parking?
8. Do you think a grace period should be offered more widely – for example a grace period for over staying in free parking bays, at the start of pay and display parking and paid for parking bays, and in areas where there are parking restrictions (such as loading restrictions, or single yellow lines)?
9. If allowed, how long do you think the grace period should be?
10. Do you think the Government should be considering any further measures to tackle genuinely anti-social parking or driving? If so what?

### 3. **Proposals**

1. Your officers suggest the following responses to the above questions are sent to the Department for Transport:
  1. Yes.
  2. The use of CCTV should not be abolished as there are a number of situations which benefit from its use.
  3. No.
  4. No.
  5. No.
  6. Existing traffic regulation orders should be reviewed, the difficulty is the lack of resources that are made available for this to take place. Any review should be area based and not at a specific street to avoid the problem being moved in to an adjoining location, it should look at the traffic problems as a whole not just one element. Triggers should be a mixture of changes in the usage of the area (e.g. residential, industrial), increase in traffic flows, redevelopment of the area and time.
  7. Yes, we already give 10 minutes.
  8. A grace period is already given for overstaying in free parking bays (10 mins), at the start of pay and display parking and paid for parking bays (5 mins). There is minimum a 5 min observation period before issuing a penalty charge notice on single and double yellow lines where there is no other associated restriction.
  9. See Question 7 and 8 above.
  10. There are a number of restrictions that can be implemented to manage parking; one of the main issues is the lack of resources that are made available to design a suitable scheme and to enforce the regulations as required.



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

1. Creating a clean, safe and sustainable Borough.
2. Creating a Borough of opportunity.

7. **Legal and Statutory Implications**

1. None for the Borough Council.

9. **Financial and Resource Implications**

1. None for the Borough Council.

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