

Public Document Pack

Date of meeting **Monday, 17th March, 2014**
Time **6.00 pm**
Venue **Committee Room 2, Civic Offices, Merrial Street,
Newcastle-under-Lyme, Staffordshire, ST5 2AG**
Contact **Nick Lamper**

Joint Parking Committee

AGENDA

PART 1 – OPEN AGENDA

- 1 Apologies**
- 2 Declarations of Interest**
- 3 MINUTES OF THE PREVIOUS MEETING** **(Pages 1 - 4)**
To consider the minutes of the meeting held on 20 January 2014
- 4 Residents Parking Zones - Local Champion and Prioritisation** **(Pages 5 - 40)**
- 5 Prioritisation of Parking Related Traffic Regulation Orders** **(Pages 41 - 56)**
- 6 Verbal update on recently received Traffic Regulation Requests**
- 7 Any other business**

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

PLEASE NOTE: The Council Chamber and Committee Room 1 are 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, 20th January, 2014

Present:- Councillor Kearon – In the Chair for the meeting

Councillors Kearon and Studd

In attendance Councillor Tagg (as a representative of Staffordshire County Council), Graham Williams (Engineering Manager) and Jayne Briscoe (Democratic Services Officer)

24. **APOLOGIES**

Apologies were received from the Chair (Councillor Cairns) and Councillor Sweeney.

25. **APPOINTMENT OF CHAIR FOR THE MEETING**

Resolved: That Councillor Kieron be appointed Chair for the meeting

26. **MINUTES OF THE PREVIOUS MEETING**

Resolved: That the minutes of the last meeting held 28 October 2013 be approved as a correct record and signed by the Chair for the meeting.

27. **DECLARATIONS OF INTEREST**

28.

There were no declarations of interest

29. **RESIDENTS PARKING ZONES - LOCAL CHAMPION AND PRIORITISATION**

A report was submitted on the introduction of the Local Champion role which would support the development of Residents Parking Zones. The Joint Staffordshire Parking Board had recommended that the new way of working was adopted by the eight District Local Parking Committees.

Due to the number of elected members present at the meeting and the absence of the officer representative from Staffordshire County Council, members were reluctant to make a decision on this matter and decided that consideration be deferred until the next meeting of the Committee.

Resolved: That consideration of this matter be deferred until the next meeting of the Committee

30. **CIVIL PARKING ENFORCEMENT - REVIEW**

Members considered a report which outlined the future arrangements for Civil Parking Enforcement in Staffordshire together with the timetable for the development of the new arrangements.

Members noted the tight time restraints for the transition of Civil Parking enforcement from the current arrangements through to the procurement of a Strategic Delivery Partner through Infrastructure.

Members considered local knowledge was important and wished to see the service maintain local control.

Resolved: That Staffordshire County Council be informed that this Authority wishes to maintain locally controlled Civil Parking Enforcement.

31. **PRIORITISATION OF PARKING RELATED TRAFFIC REGULATION ORDERS**

Members considered a report which outlined the introduction of the prioritisation of Parking Related Traffic Regulation Orders.

In the period January to March each year the Committee would identify/review a two year forward programme based on a rolling programme of four parking related orders currently funded by the County Council and any additional parking orders funded by the District CPE account (subject to certain conditions). Those schemes identified in the first year of the programme would remain fixed for the year.

The programme for the second year would be subject to change pending requests for parking related orders that are received and which the committee considered to have a higher priority than those already identified.

A list will be maintained of requests that score more than 50% of the available marks. The requests that receive less than 10 points via the initial assessment process will be considered a low priority.

At six monthly intervals the Committee will receive a list of new requests assessed against the assessment matrix and will be able to reconsider priorities of schemes beyond the current year of the programme.

Members went on to discuss the decision making process within the suggested scheme.

Councillor Kearon questioned the level of influence which could be introduced locally to help shape and advise priority decisions. Councillor Studd considered that the criteria should be used as a guide rather than a rule. Councillor Loades suggested that, as a pilot, the top 8 or 10 Traffic Regulation Orders be referred to local members.

Members felt that it would be helpful for both local and County Councillors to maintain an input into the decision making process and in this respect felt that a representative from the County Council be asked to advise on the "workability" of this involvement.

Members were reluctant to give approval to the report in the absence of a representative from Staffordshire County Council but considered that the scheme should be a pilot for a year. In addition the scheme should provide for local members to be given 5 clear working days to challenge a final decision on the Order being made.

Resolved: That approval be given to the operation of a pilot scheme for a year in relation to the prioritisation of Parking Related Traffic Regulation Orders subject to local elected members being given 5 clear days' notice of decisions for the whole of the schemes.

32. **DEPARTMENT FOR TRANSPORT CONSULTATION ON LOCAL AUTHORITY PARKING**

A report was presented which sought the view of members on a consultation document from the Department of Transport concerning local authority parking.

With regard to proposal 2 - the use of CCTV should not be abolished as there are a number of situations which **could** benefit from its use within current guidelines.

With regard to proposal 6 – the word **retail** should be included alongside residential and industrial changes which may provide a trigger.

Resolved That subject to the amendments now indicated the report be approved and the consultation document be sent to the Department for Transport.

33. **TRAFFIC REGULATION REQUESTS**

34. **ANY OTHER BUSINESS**

There was no other business

Councillor Kieron

(In the Chair for the meeting)

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Local Members Interest
N/A

Newcastle Joint Parking Committee 20th 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 16th 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 16th 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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Local Members Interest
N/A

Joint Staffordshire Parking Board
16th 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 10th 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 (LPC) and at each stage of the process the LPC 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 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					
Priority Assessment Grand Total						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	
Impact/implications		

<p>Resource and Value for money 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>Risks identified and mitigation offered</p>	<p>There are no risks associated with this report at this stage.</p>
<p>Legal imperative to change In consultation with legal representative</p>	<p>The making of a formal permit parking scheme requires a TRO and this is a formal legal process covered by the County Councils scheme of delegations and constrained by legislation, set procedures and consultation process.</p>

Health Impact Assessment screening:

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

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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

Insufficient response/support	60% response with 85% support in favour
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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

Insufficient response/support	60% response with 85% support in favour
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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

Objections	No objections
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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

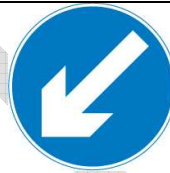
Stage 5 – Traffic Regulation Order



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

First Nomination		Second Nomination	
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) ¹
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) ¹
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.

¹ 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

Checklist	Initial
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

- | | | | |
|----------|--|--------------------------|------------------|
| A | Residents only | <input type="checkbox"/> | Go to question 2 |
| 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 |
| C | Residents, shoppers and other short term users in an area with significant mixed or retail use | <input type="checkbox"/> | Go to question 4 |
| D | 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

Yes	No
<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.

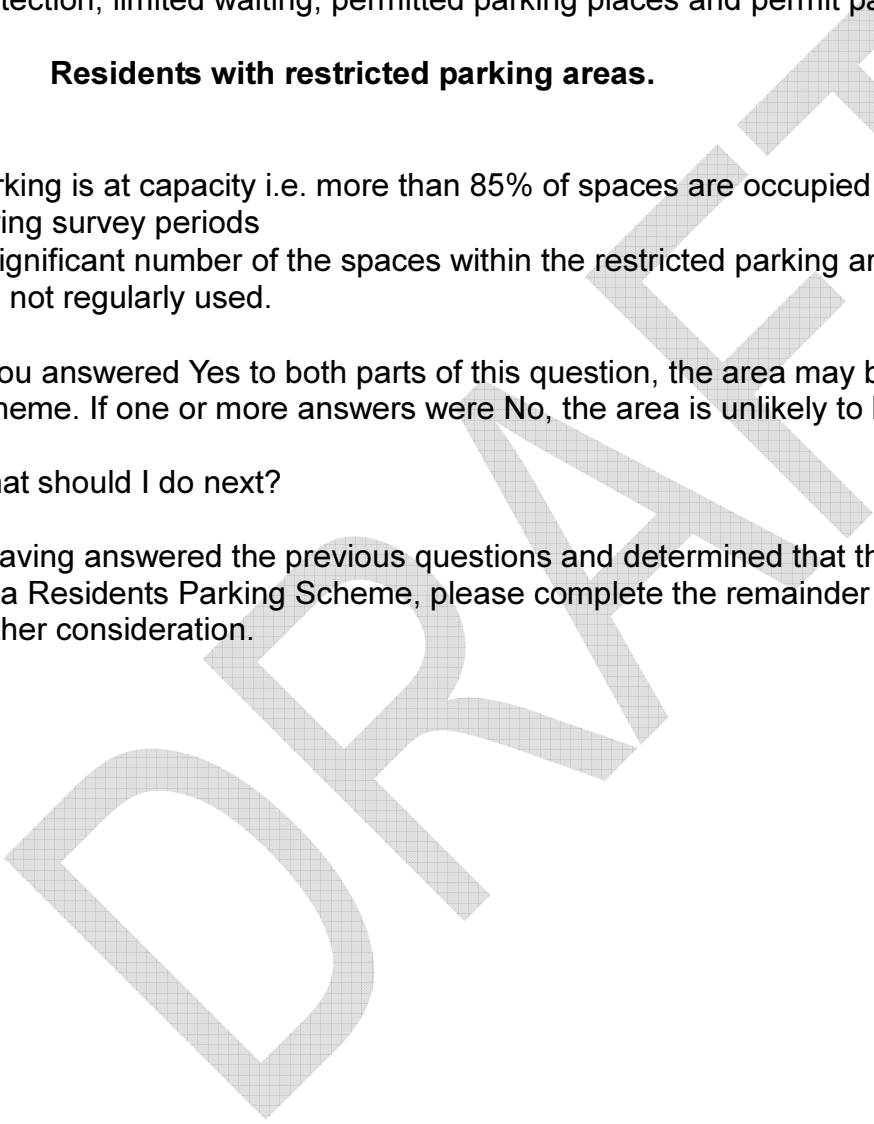
Parking is at capacity i.e. more than 85% of spaces are occupied during survey periods
A significant number of the spaces within the restricted parking area are not regularly used.

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.

--

Please describe 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

--



Summarise the residents on and off street parking arrangements
Summarise other comments from the consultation

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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					
Priority Assessment Grand Total						0	18	

* 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

Version	Approved By	Date
Draft	David Walters	2 nd December 2013

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Local Members Interest
N/A

Newcastle Joint Parking Committee 20th 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 16th 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 16th December 2013 Prioritisation of Parking Related Traffic Regulation orders.

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

Local Members Interest
N/A

**Joint Staffordshire Parking Board
16th 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 14th 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				
Highest Single Score from above		Highest Single Score from above		Total of scores from above		Highest Single Score from above		Highest Single Score from above	
Min Score	0		1		1		0		1
Max Score	5		5		15		2		5
50%	2.5		2.5		8		1		2.5

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
	Impact/implications
Resource and Value for money 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.
Risks identified and mitigation offered	There are no risks associated with this report at this stage.
Legal imperative to change 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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