

Public Document Pack

Date of meeting Monday, 12th January, 2015
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 DECLARATIONS OF INTEREST

To receive declarations of interest from Members on items included on the agenda.

2 MINUTES OF THE PREVIOUS MEETING

(Pages 3 - 6)

To consider the minutes of the meeting held on 11 August 2014

**3 VERBAL UPDATE ON RECENT REQUESTS REGARDING
PARKING ISSUES**

To receive a verbal update, by the County Council, of recent requests regarding parking related issues.

4 STAFFORDSHIRE PARKING BOARD - DECEMBER 2014

(Pages 7 - 56)

Members: Councillors Mrs Astle, Huckfield, Kearon, Loades, Tagg, J Tagg and Wallace
(Chair)

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. Should you require this service, please contact Member Services during the afternoon prior to the meeting.

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, 11th August, 2014

Present:- Councillor Robert Wallace – in the Chair

Councillor Huckfield – Newcastle Borough Council

Councillor Loades – Staffordshire County Council

Also in Attendance: Angela Nutter – Staffordshire County Council
Graham Williams – Newcastle Borough Council

1. **APOLOGIES**

Apologies were received from Councillor Kearon

2. **DECLARATIONS OF INTEREST**

There were no declarations of interest stated.

3. **MINUTES OF THE PREVIOUS MEETING**

Resolved:- That the minutes of the meeting held on 17 March, 2014 be agreed as a correct record.

4. **MATTERS ARISING FROM THE MINUTES**

Arising out of consideration of the above minutes, the Chair asked for an update on the Traffic Regulation Order for Duke Street.

In response, it was indicated that staff shortages had meant that little work had been done by the County Council on residents parking schemes throughout the County but that they were looking to acquire additional resources in order to progress them at a quicker rate.

Resolved:-

- (i) That the information be received.
- (ii) That Members be kept informed of any timetable that may emerge for this work and that the County Council be asked to provide such information to this joint committee when it becomes available.

5. **PRIORITISATION OF TRAFFIC REGULATION ORDERS FOR 2014/15**

The joint committee was asked to decide upon the four traffic regulation requests to be progressed by the County Council during 2014/15.

To assist in their deliberations, the officers report included an appendix showing the previously approved schemes and including a new scoring matrix that could be used when prioritising future schemes in subsequent years.

- Resolved:-**
- (a) That the undermentioned locations be prioritised for implementation by the County Council in 2014/15:
 - (i) Chester Road, Audley
 - (ii) Duke Street, Newcastle
 - (iii) Kimberley Road, Newcastle
 - (iv) Eccleshall Road, Loggerheads.
 - (b) That the County Council be requested to complete the priority scoring matrix for any new and remaining parking related requests which should be available to this Committee when it looks at setting priorities for 2015/16.

6. RESIDENTS PARKING ZONES

The Joint Committee considered a report reviewing the number and type of residents parking permits that were available to the users of the premises in designated residents parking areas.

The review was taking place in accordance with an earlier resolution of the Joint Committee that the permit types introduced last year be reviewed after they had been in place for twelve months.

A summary of the existing permit types, including proposals to introduce a new general visitor permit at a cost of £45 was appended to the officer's report.

Two other proposals put forward for approval were as follows:

- (a) Reduction in cost of visitor permit to £30
- (b) Removal of vehicle registration number from the relevant permits.

- Resolved:-**
- (i) That the revised residents parking permit types, as set out in the officers report, be approved.
 - (ii) That concern be expressed to Staffs County Council regarding the cost of permits for those residents who required a carer to visit them and that the offer made by Councillor Loades to have this matter included on the work programme of the County Council's Health Select Committee, of which he was vice-chair, be welcomed.

7. STAFFORDSHIRE PARKING BOARD

The Joint Committee received a report referring to the meeting of the Staffordshire Parking Board held on 8 July, 2014.

Detailed discussions were ongoing regarding the way in which civil enforcement was being implemented across the County. The current preferred option related to a joint County wide procurement for the districts with Stoke on Trent City Council providing on-street enforcement throughout the County. This proposal had been placed before the Board and a final decision was expected to be made and would be notified to Members of this Joint Committee when it was issued.

Resolved:- That the information be received.

8. URGENT BUSINESS

(i) Duke Street / Slaney Street, Newcastle

The Chair referred to problems with access into Duke Street from Slaney Street due to the absence of parking restrictions on a short length on each of these streets at their junction.

In particular, larger vehicles such as ambulances and refuse wagons were experiencing difficulty in negotiating the junction safely.

Resolved:- That the County Council be requested to investigate this problem, that had been the subject of earlier representations, and to consider placing it on the list of Residents Parking Zones for future action.

(ii) West Brampton / Florence Street, Newcastle

Concern was expressed that the police were not adequately enforcing the Traffic Regulation Order in place for the above streets.

Resolved:- That the concerns be forwarded to Staffordshire Police.

COUNCILLOR ROBERT WALLACE
Chair

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NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

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

12th January 2015

1. **REPORT TITLE** **Staffordshire Parking Board**
- Submitted by:** **Engineering Manager – Graham Williams**
- Portfolio:** **Environment and Recycling**
- Ward(s) affected:** **All**

Purpose of the Report

To inform members of the content of the Staffordshire Parking Board meeting in December 2014.

Recommendations

1. That members receive the report.

1. **Background**

- (i) The Staffordshire Parking Board is the strategic overarching county wide body which sets parking policy and publishes the annual parking report for the whole of the County.
- (ii) The Board currently sits twice a year in July and November/December each year.

2. **Proposals**

- 2.1 The agenda for the last meeting of the Staffordshire Parking Board on the 8th July contained reports relating to the Civil parking Review and Enforcement Priorities. The three reports are
- Civil Parking Review – Update
 - Enforcement Priorities – Consultation
 - Establishing Future Priorities for Traffic Regulation Orders, Residents Parking Zones and On Street Charging

The reports (attached) were accepted by the committee without any significant changes. Printed copies of the reports are available in the members room

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

- (i) Creating a clean, safe and sustainable Borough.
- (ii) Creating a Borough of opportunity.

4. **Legal and Statutory Implications**

4.1 None for the Borough Council.

5. **Financial and Resource Implications**

5.1 None for the Borough Council.

Local Members Interest
N/A

Joint Staffordshire Parking Board – 15th December 2015

Civil Parking Enforcement – Review Update

Recommendations of the Cabinet Member for Economy, Environment and Transport.

- 1 That the Joint Staffordshire Parking Board (JSPB) notes progress on the review of Civil Parking Enforcement since the last update.
- 2 That the Board notes the decision taken by the County Council on 9th September 2014 about the arrangements for on-street civil parking enforcement and associated matters from April 2015.
- 3 That the Board notes, and is provided with the opportunity to comment on the ongoing work that will take place during the establishment, transition and mobilisation of the Clear Streets Partnership in relation to the required outcomes.

Report of the Deputy Chief Executive and Director for Place

Background

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 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.

Engagement during the review

- 7 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.
- 8 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.
- 9 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.
- 10 The review identified a number of strengths and opportunities to improve the service in line with the Council's outcomes: "For a Connected Staffordshire where everyone has the opportunity to be healthy, happy and prosperous". These 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.¹
- 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 2008.²
- 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 requirements³ and best practice⁴ and is generally delivered effectively with a clear commitment to service delivery and good customer service from officers and providers involved.

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

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

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

⁴ Operation 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 ongoing 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.

- 11 Following workshops with Members of the Joint Staffordshire Parking Board and consideration of Civil Parking Enforcement at the meeting of the Prosperous Select Committee on 6th September 2013 the following additional outcomes were recommended 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.
- 12 On 25th 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.
- 13 On 16th October 2013, the Cabinet of Staffordshire County Council considered a paper on Keeping Staffordshire Moving : Civil Parking Enforcement and resolved that new

arrangements should be sought for the delivery of Civil Parking Enforcement in Staffordshire to achieve the outcomes previously summarised in paragraphs 6 and 9.

- 14 A number of broad options were initially identified for further consideration including:
 - 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.

- 15 On 16th 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.

- 16 In the period January to March 2014, each of the eight district Local Parking Committees (LPC) received a report from the County Councils Cabinet Member for Children, Communities and Localism informing them of the review and inviting each Committee to express its view on the future arrangements against the required outcomes and timetable.

- 17 In general, each of the Committees noted the contents of the report, the report taken to the JSPB and the timetable for the review. The following additional resolutions were taken.
 - a. The East Staffordshire LPC also resolved that Staffordshire County Council note the Borough Council's expression of interest in continuing the service in the Borough of East Staffordshire.

 - b. The Newcastle-under-Lyme LPC also resolved that Staffordshire County Council be informed that the Authority wishes to maintain locally controlled Civil Parking Enforcement

 - c. The Lichfield LPC also resolved that consideration be given to involving Parish Councils in future Civil Parking Enforcement Schemes

- 18 On 5th March 2014 an event was held with around 10 suppliers representing the majority of aspects of the service from back office systems and processing of noticing through to enforcement and equipment suppliers. The key issues arising from the event are summarised below:
 - A recognition that the industry has changed significantly in the last 5 years;
 - Increasing capability and use of technology, ICT, handheld devices, SMART cars, agile working, using cars as a base;
 - Large component of service cost is accommodation;
 - Suggestion that an 'all in one' solution would be best;
 - The market will continue to evolve, need for SCC to ensure that we build in flexibility to take advantage;
 - The market is fairly new to the commissioning approach (outcomes) and is generally used to output based contracts i.e. specification and price; and
 - Many commented that they had not been to this type of event before and welcomed the opportunity for early engagement.

- 19 Irrespective of the new delivery method chosen, in order to begin the process of achieving the required outcomes, the first step was for the County Council to serve notice on the district councils. The notice to end the existing on-street civil parking enforcement agreement from 31st March 2015 was therefore given in March 2014.
- 20 In the period January to June a number of meetings were held between officers of the county council, district councils and Stoke-on-Trent City Council to explore the various options. During these discussions a further option was also identified and considered i.e. the development of a county wide 'Clear Streets partnership' with Stoke-on-Trent City Council including enforcement and back offices activities.
- 21 Discussions with district councils indicated that:
- The preferred option for the majority was either status quo or a variation to the existing arrangement. There was however recognition that there could be some benefits from economies of scale resulting from combined arrangements for the delivery of enforcement and management;
 - Some districts considered a consortia approach to be relevant however only one expressed a clear interest during initial discussions and this was not progressed;
 - One district (Cannock Chase) has advised the County Council that following its Cabinet meeting on 20th March 2014 "the Council ceases to undertake Civil parking Enforcement on behalf of the County Council with effect from 31st March 2015";
 - A further district has expressed an informal view that it does not wish to continue carrying out parking enforcement on street;
 - At least one district is looking at using different systems for the management of off-street car parks. This could reduce the future need for off street enforcement and the benefits of retaining a combined on and off-street enforcement service; and
 - The majority (if not all) are not prepared to consider any financial risk over and above the existing arrangements.
- 22 On 8th July 2014, the Joint Staffordshire Parking Board received a report on the draft business case for the new arrangements. The report identified a partnership with Stoke-on-Trent City Council as the preferred option. The main issues raised by the Joint Staffordshire Parking Board were around TUPE and whether or not the districts would be able to secure an off-street enforcement service through the arrangement if required. A copy of the report is available at:
<http://moderngov.staffordshire.gov.uk/documents/s51730/CPE%20Proposal%20report%20revised%20final%20version.pdf>
- 23 Reassurance was provided that in relation to the on-street element TUPE would apply and, that the districts would be able to seek off-street enforcement services and back office services from Stoke-on-Trent City Council if required.
- 24 Following the decision taken by the County Council on 9th September 2014 (paragraph 2) an update report was made available to each of the Local Parking Committees the content of which is substantially the same as this report contained in paragraphs 4 to 23 above and, paragraphs 25 to 38 below.

- 25 The review of the existing service carried out in 2012-13 showed that the objectives of Clear Streets (paragraph 6) were being achieved, people park more considerately, satisfaction with the way that illegal on-street parking is being tackled has improved but, there is an increasing local demand for enforcement and parking restrictions.
- 26 The new arrangements will continue to deploy resources against a clear set of enforcement priorities established to support the Clear Streets. Civil Enforcement Officers will however be dedicated to on-street enforcement.

A service that is financially sustainable at a level that supports the required outcomes

- 27 Under current arrangements, the enforcement service is provided and managed by each district with the county council underwriting any deficit. On-street enforcement activity continues to operate at a net cost to the county council (£239k in 2013-14). A combined service provides increased opportunity to reduce overheads through shared back office and management, a reduction of the number of organisations involved from twelve to two, and greater purchasing power particularly with a single brand.
- 28 A qualitative analysis has been carried out against each of the options against the required outcomes. Two options emerged: a county wide framework for shared services on and off street; and a 'Clear Streets' partnership with Stoke-on-Trent City Council. A summary of the analysis is provided in Appendix 1.
- 29 As the majority of contract costs will be staffing and TUPE is likely to apply, the extent of any cost savings are not fully determined at this stage but are more likely to arise through the combination of the service into a single delivery arrangement with a suitable partner. Engagement with the market has also confirmed that an end to end arrangement is likely to be the most efficient way of delivering the service.
- 30 A shared service arrangement should incur reduced start-up costs, a shortened time to establish the arrangement, improved performance, reduced duplication and lower costs. The volume of work commissioned through the joint arrangement will also be greater with flexibility to adapt to changing circumstances.
- 31 The finances for the current service are managed separately in an individual district account. Where the account remains in surplus at the end of the agreement (after taking into account any decommissioning costs and, set up costs within that district) any surplus will be ear-marked for highway improvements within the district in which the surplus was generated.

Future governance

- 32 The Joint Staffordshire Parking Board and, Local Parking Committees form part of the existing agreement. New governance arrangements to take over responsibility for the current terms of reference for these bodies are being developed as part of the establishment of the 'Clear Streets Partnership' and will be in place by April 2015.
- 33 The County Council already has a local network of Community Highway Liaison teams who coordinate Members "Divisional Highway Programmes". From April 2015 it is anticipated that the prioritisation of parking related restrictions will form part of this process. This will ensure that the way these requests are considered remains democratically accountable through liaison with parish and other local bodies enabling local concerns to be identified and actions prioritised.

- 34 Requests for Residents Parking Zones will continue to be technically assessed in a similar way to the existing process. A new arrangement will be required across the county for their prioritisation and the detail of this is under consideration as part of the transition. This will take into account the need to engage with key stakeholders sufficiently early in the process to ensure that legislative processes can subsequently be followed in an efficient and effective manner. A key part of the process will be the development of the role of the 'Local Champion' to ensure that the benefits, disadvantages and costs of any such scheme are understood and the scheme has the required level of support from the local community.
- 35 In developing the new arrangements there will be appropriate engagement with key stakeholders that will be part of any governance arrangements. As key stakeholders, Members of the Board are being consulted on the future proposals for the prioritisation of parking related restrictions and residents parking zones as part of a separate agenda item.

Communications

- 36 A communications plan for the transition is being developed and will look to take advantage of different forms of communication including for example district council and county council publications.

Operational Delivery

- 37 Enforcement activity will be focussed on achieving the agreed outcomes including a more flexible and adaptable approach to on-street enforcement which will see resources deployed across district boundaries. As key stakeholders, Members of the Board are being consulted on the future proposals for the enforcement hierarchy as part of a separate agenda item.
- 38 The new delivery model will take advantage of 'agile' methods of working. Staff could for example be deployed from a variety of locations including but not limited to highway depots, touchdown centres and other county (and non-county) council premises.

Background Papers

1. Staffordshire County Council - decision 9th September 2014
2. Joint Staffordshire Parking Board 8th July 2014 Civil Parking Enforcement – Review
3. Staffordshire County Council Cabinet 16th October 2013 – Keeping Staffordshire Moving – Civil Parking Enforcement (Item 37)
4. Joint Staffordshire Parking Board 21st June 2013
5. Joint Staffordshire Parking Board 26th March 2013
6. Joint Staffordshire Parking Board 18th December 2012

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Annexe 1 : Analysis of options against outcomes

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

	(a) District	(b) District consortia	(c) Single framework on & off street	(d) Cty on-street (external provider)	(e) Cty on-street (Inhouse)	(f) Clear Streets Partnership with SoT
Local knowledge	H	H	H	H	H	H
Local Parking Committee	H	M	L			
Local delivery	H	H	H	H	H	H
A flexible and adaptable resource to deliver enforcement						
Cross District boundary working		L	M	H	H	H
Ability to meet rising demand for enforcement		L	M	M	M	M
Greater opportunity for county wide intelligence lead enforcement		L	H	H	H	H
Ability to share costs to upskill management/workforce		L	M	H	H	H
Ability to take advantage of new technology/methods of working		L	M	H	H	H
A service that is able to take advantage of opportunities for joint commissioning						
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	M
Opportunity to combine with other Police enforcement	M	M	M	H	H	H
Long term agency agreement	H	H	H			H
A parking strategy that brings together on-street and off-street parking provision and management.						
A holistic approach to on and off street parking at a local level	H	M	M			M
Ability to meet rising demand for additional restrictions	L	L	M	H	H	H
High	11	9	10	17	17	20
Medium	3	6	16	3	2	4
Low	6	12	1	2	3	0
Total (H=3, M=2, L=1)	45	51	63	59	58	66

Annexe 2 : 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]
Assessment next to Outcomes and impact areas		
Prosperity, knowledge, skills, aspirations	+ve	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	+ve	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	Neutral	N/A
Supporting healthier living	+ve	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	+ve	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	+ve	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	Neutral	N/A
Citizens & decision making/improved community involvement	+ve	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	+ve	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	Neutral	N/A

community property portfolio		
Equalities impact		
Age	Neutral	N/A
Disability	Neutral	N/A
Ethnicity	Neutral	N/A
Gender	Neutral	N/A
Religion/Belief	Neutral	N/A
Sexuality	Neutral	N/A
	Impact/implications	
Resource and Value for money In consultation with finance representative	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.	
Risks identified and mitigation offered From corporate risk register categorisation	...	
Legal imperative to change 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

Joint Staffordshire Parking Board

15th December 2014

Civil Parking Enforcement - On-street Enforcement Priority

Recommendations of Staffordshire County Council Cabinet Member for Economy, Environment and Transport:

1. Note the content of this report.
2. Seek the views of key stakeholders on the proposed on-street enforcement priorities post April 2015.

Report of Director for Place and Deputy Chief Executive

PART A

Why is it coming here – what decisions are required

3. The Joint Staffordshire Parking Board (JSPB) is currently responsible for the adoption of general policies, strategies and guidance for the introduction and on-going operation of civil parking enforcement. Local Parking Committees (LPC's) are responsible for setting deployment strategies for all on-street enforcement activity.
4. The JSPB and LPC's are part of the current agreement with District Councils for the delivery of on-street parking controls which ends on 31st March 2015.
5. As part of the forthcoming changes to civil parking enforcement from April 2015, the County Council is reviewing a number of policies associated with parking enforcement and the views of key stakeholders are therefore being sought on the future on-street enforcement priorities.

Reasons for recommendations:

6. The aim of on-street enforcement is to deliver the required outcomes for 'Clear Streets' by maximising compliance with regulations. 'Clear Streets' will:

- maintain and where possible improve the flow of traffic thereby making the County a more pleasant and environmentally safe place to live and visit make our streets safer for all road users;
 - 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; and actively discourage indiscriminate parking that causes obstruction to other motorists, public transport, pedestrians, cyclists and people with disabilities.
7. Raising revenue is not the objective for 'Clear Streets' but the service is expected to be financially sustainable at a level that supports the required outcomes.
8. The basis for this is fair, consistent, transparent, policy-driven and quality-led operational on-street enforcement.

PART B

Background

9. As competing parking demands intensify and conflict, the need for skilled and effective on-street parking management based on clearly defined priorities increases. The on-street parking enforcement priorities shall generally be as follows:

Highway Safety

Preventing dangers due to parking:

- Near Accident locations such as junctions
- Near Pedestrian Crossings
- Dangerously or double parking
- Pedestrian areas

Aid to Movement

Preventing obstruction and congestion on:

- Strategically sensitive roads
- Town Centre shopping streets
- Public Transport routes
- Main traffic routes (Non-principal Road)
- Other busy streets (Access Roads to Residential Areas/Local Shopping Parades)

Obstruction & Nuisance

Preventing hindrance to road users at:

- Bus stops
- Schools
- Vehicle access (dropped kerbs)
- Pedestrian areas
- Taxi Ranks
- Grass verges & pavements / walkways
- Special entertainment events

Deliveries & Servicing

Control and enable the conveyance of goods at:

- Service yards
- Permitted loading areas

Parking Bays

Control effective use of permitted parking areas in:

- Disabled Badge Holder Bays
- On-street Pay & Display
- Residents parking & controlled parking zones
- Limited waiting

10. The Parking Enforcement priorities are set out in greater detail in Annexe 2 and are based on the current arrangements with the following key changes.
 - 'Aids to Movement' – change of focus from main routes to 'strategically sensitive' (traffic sensitive) roads. This designation will bring enforcement in line with the wider management of access to the network i.e. the planning and co-ordination of highway and utility works and the changes planned as part of the introduction of a highway permit scheme in Staffordshire.
 - 'Preventing hindrance to road users at vehicle access crossings' – changed to incorporate legislative changes since the enforcement priorities were last reviewed.
 - Reference to Borough/District Council off-street car parks removed in 'Control effective use of permitted parking areas'.
11. Other enforcement requests will be balanced and prioritised depending upon the location, frequency of patrols and resources available. In many of these circumstances, for example outside schools, enforcement activity is only one of a number of techniques available to reduce unsafe, obstructive and inconsiderate parking. In these cases, the focus will be on changing behaviours through education and information to press the message home that unsafe parking is unacceptable backed up, where required by enforcement.
12. In considering where to deploy available resources, additional priority will be given to enforcement activities that support the following:

- The needs of disabled people and effective enforcement of parking regulations to enable easy access to activities and facilities;
- Road safety initiatives (especially for pedestrians, cyclists and other vulnerable road users), and emergency access requirements;
- Managing local parking problem areas around schools in support of education campaigns; and
- Enforcement against observed parking patterns of demand to allow targeting of known problem areas.

13. Inconsiderate parking contravenes the Highway Code, which requires drivers to show consideration for all road users. Certain parking contraventions remain the responsibility of the Police. A small number can be enforced by the Police as criminal offences or by the local authority as a civil parking infringement.

Civil Enforcement Officers are responsible for enforcing:

- limited waiting bays
- double/single yellow lines
- on street pay and display bays
- residents' parking zones
- Blue Badge bays
- loading bays
- bus stops
- taxi bays
- school keep clears
- clearways
- dropped kerb access (also police)
- double parking (also police)
- pedestrian crossings (also police)

The police are responsible for enforcing:

- double white lines
- obstruction – for example, pavements with no parking restrictions
- dangerous parking where there are no restrictions in place, for example, on bends, brows of hills and junctions
- dropped kerb access (also CEOs)
- double parking (also CEOs)
- one-way traffic
- box junctions
- access only
- white-hatched areas
- pedestrian crossings (also CEOs)

14. The Clear Streets Partnership will continue to work with the Office of the Police and Crime Commissioner and Staffordshire Police in order to communicate relevant information between both stakeholders.

15. In some roads, parked vehicles dominate the street scene and can cause dangerous obstruction to other road users, such as parents with pushchairs and visually/mobility impaired people and wheelchair users. The Clear Streets Partnership will seek to minimise inappropriate footway parking in the Partnership area where enforceable, (i.e. where there are parking restrictions or at places where dropped kerbs can be enforced) to ensure that local pedestrian access and amenity is not adversely affected.
16. Special enforcement powers provide the ability to enforce when vehicles are parked where the footway has been lowered and where double parking occurs. The introduction of Part 6 (CPE) of the Traffic Management Act 2004 on 31 March 2008 gave Councils in England the power to issue Penalty Charge Notices (PCN) to motorists who parked at dropped kerbs or double parked (i.e. more than 50 cm from the edge of the carriageway) in Special Enforcement Areas without the need to promote individual Traffic Regulation Orders. The powers were not intended for use as a matter of course but only when either (i) local authorities were formally requested to take enforcement action against parked vehicles by owners/occupiers of premises served by crossings and; (ii) crossings in place to assist pedestrians and cyclists were blocked by parked vehicles.
17. Statutory Instrument 2009 No. 1116 which came into force on 31 June 2009, clarified the situation for local authorities outside London with Civil Parking Enforcement powers, allowing them to enforce parking restrictions at dropped kerbs or against double parking without the need for traffic signs or road markings indicating the restriction in place.
18. The Joint Staffordshire Parking Board approved the use of these powers on 13th July 2009 including changes to the policy for the processing of penalty charges and, an appropriate publicity campaign. These powers will continue to be applied across the county post April 2015 and will be included in the publicity campaign prior to that date. The Enforcement Hierarchy has been updated to reflect these powers. The contravention does not apply where a vehicle is parked outside residential premises by or with the consent of the occupier of the premises. Enforcement action will not generally be taken outside residential premises unless and until the enforcement authority is requested to do so by the occupier.
19. It is not generally an offence for a vehicle to be parked on a footway, the exceptions being Heavy Goods Vehicles (Section 19, Road Traffic Act 1988); Cycle Tracks (Section 21, Road Traffic Act 1988); where a Traffic Regulation Order (TRO) exists. Driving on the footway and obstruction of the footway (subject to certain exceptions) remain endorsable offences and may be enforced by the Police. Civil enforcement powers can therefore only be used where the parking contravenes a relevant Traffic Regulation Order.
20. It should be noted that although the County Council has civil parking enforcement and special enforcement powers for the majority of the highway

network not all roads in Staffordshire are covered. Excluded roads are generally those that are the responsibility of the Highways Agency. Maps of the enforcement areas are provided in Annexe 3.

Annexe 1 : Community Impact Assessment for Civil Parking Enforcement On-street
– Enforcement Priority

Name of Policy/Project/Proposal: Civil Parking Enforcement On-street – Enforcement Priority		
Responsible officer: David Walters		
Commencement date & expected duration: Annual		
	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	Neutral	

community involvement		
Physical environment including climate change	Neutral	
Maximisation of use of community property portfolio	Neutral	.
<p>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.</p>		
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</p> <p>In consultation with finance representative</p>	<p>Raising revenue is not the objective for 'Clear Streets' but the service is expected to be financially sustainable at a level that supports the required outcomes.</p>	
Risks identified and	There are no specific risks arising from this report	

mitigation offered	
Legal imperative to change In consultation with legal representative	There are no specific legal implications arising from this report. Parking enforcement should be fair, consistent, transparent, policy-driven and quality-led.

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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Email: david.walters@staffordshire.gov.uk
Room No: Staffordshire Place 1, Highways and Built County

List of background papers

1. Keeping Staffordshire Moving : Civil Parking Enforcement – Staffordshire County Council Cabinet, 16th October 2013
2. Keeping Staffordshire Moving : Highway Permit Scheme – Staffordshire County Council Cabinet, 16th October 2013
3. Traffic sensitive streets – Regulation 16 of The Street Works (Registers, Notices, Directions and Designations) (England) Regulations 2007
4. Introduction of New Dropped Kerb Enforcement Powers - Joint Staffordshire Parking Board – 13th July 2009
5. Statutory Instrument 2009 No. 1116 - The Local Authorities' Traffic Orders (Procedure) (England and Wales) (Amendment) (England) Regulations 2009

Annexe 2 : Enforcement Hierarchy

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.
	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.
Aid to Movement			
Preventing obstruction and congestion on:	Strategically sensitive roads (during period of sensitivity) .	PRIORITY HIGH	Mainly enforcement of single and double yellow line restrictions, loading restrictions and double parking to enable traffic to flow freely and not be hindered by parked vehicles
	Strategically sensitive roads (outside period of sensitivity)	PRIORITY MEDIUM	Mainly enforcement of single and double yellow line restrictions, loading restrictions and double parking 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, loading restrictions and double parking to enable essential traffic to access the town centre and not be hindered by illegally parked vehicles.
	Public Transport routes (not strategically sensitive)	PRIORITY MEDIUM	Mainly enforcement of single and double yellow line restrictions, loading restrictions and double parking to enable bus traffic to flow freely and not be hindered by illegally parked vehicles.
	Other routes (non-strategically sensitive)	LOW PRIORITY	Mainly enforcement of single and double yellow line restrictions, loading restrictions and double parking 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 and double parking 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.
	Dropped kerb (with waiting restrictions)	PRIORITY MEDIUM	Mainly prevention of obstruction at dropped kerbs.

	Dropped kerb (without waiting restrictions)	PRIORITY LOW	Obstruction of dropped kerbs without yellow line restrictions. The contravention does not apply where a vehicle is parked outside residential premises by or with the consent of the occupier of the premises. Enforcement action will not generally be taken outside residential premises unless and until the enforcement authority is requested to do so by the occupier.
	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:	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 & controlled parking zones	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.

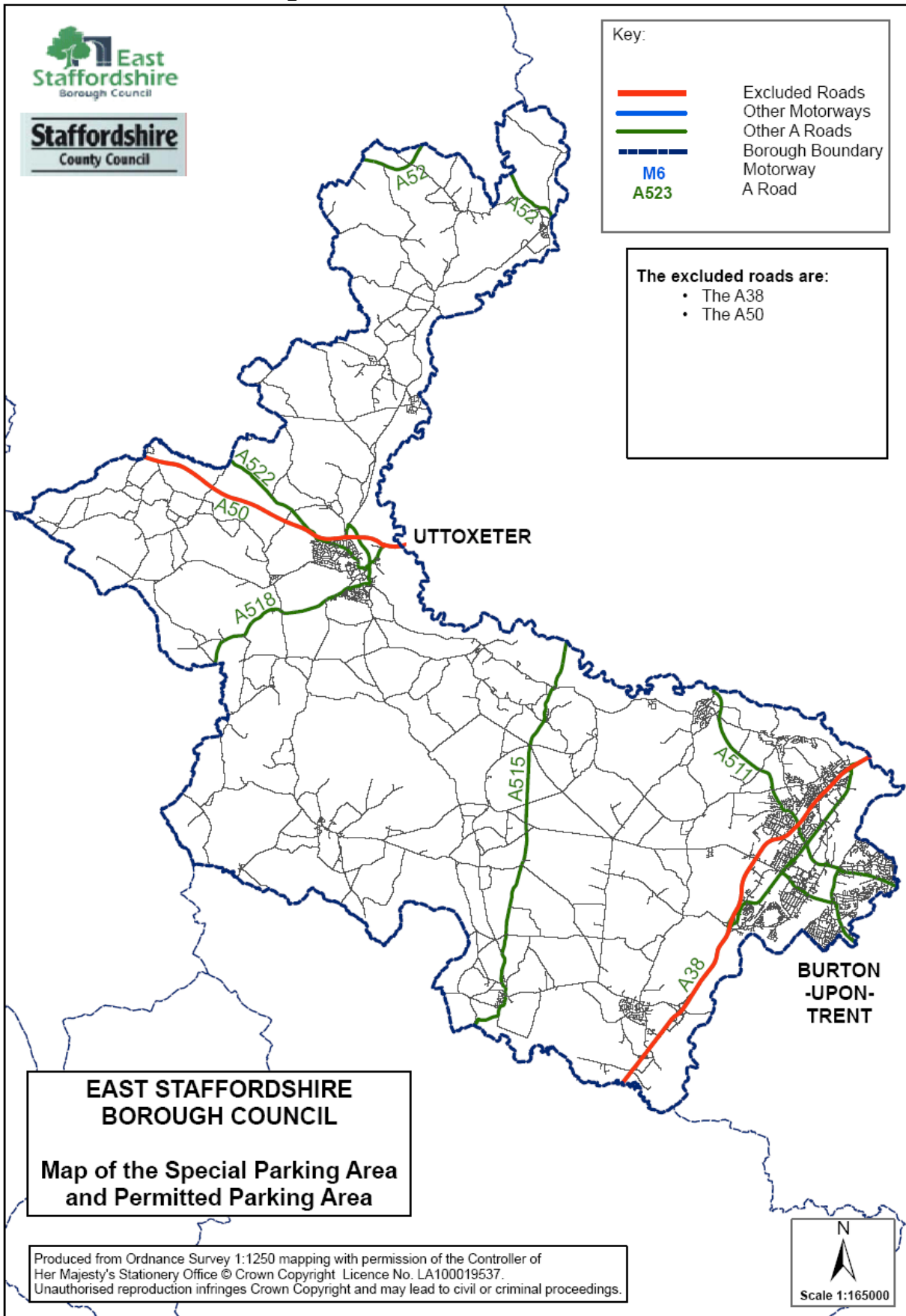
Strategically significant streets

Traffic sensitive streets – Regulation 16 of The Street Works (Registers, Notices, Directions and Designations) (England) Regulations 2007:

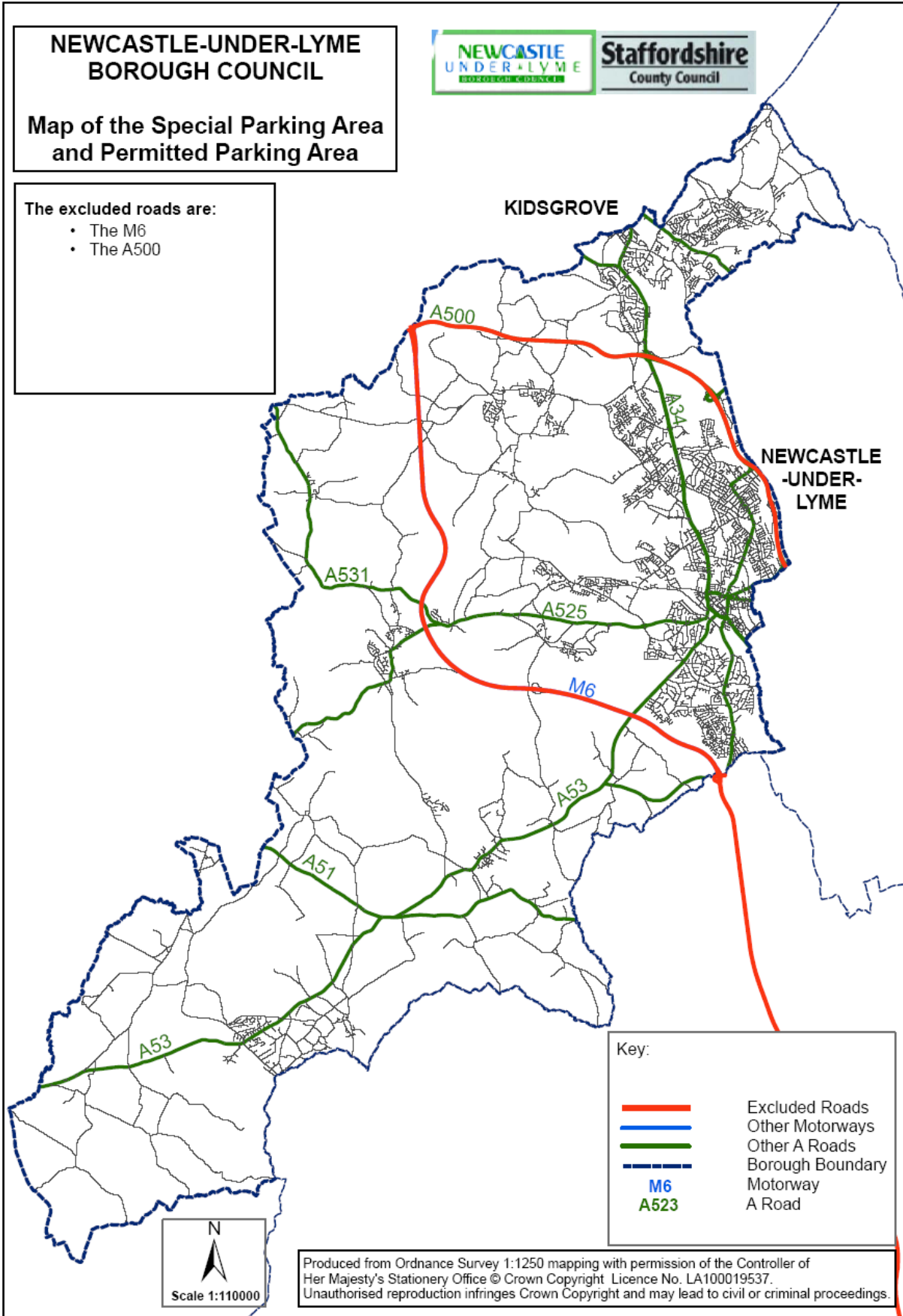
- is one on which at any time the street authority estimate the traffic flow to be greater than 500 vehicles per hour per lane of carriageway, disregarding bus or cycle lanes;

- is a single carriageway two-way road, the carriageway of which is less than 6.5 metres wide, having a traffic flow in both directions of not less than 600 vehicles per hour;
- is one on which more than 25% of the traffic flow in both directions consists of heavy commercial vehicles;
- is one on which the traffic flow in both directions includes more than eight buses per hour;
- is designated by the local highway authority, as part of its winter maintenance programme, as one requiring the treatment of any part of it with salt or other chemicals, when low temperatures are expected, to prevent the formation of ice;
- is within 100 metres of a critical signalised junction or a critical gyratory or roundabout system;
- has a pedestrian traffic flow of at least 1300 people per hour, per metre width of footway; or
- is on a tourist route or within an area where international, national or significant major local events take place.

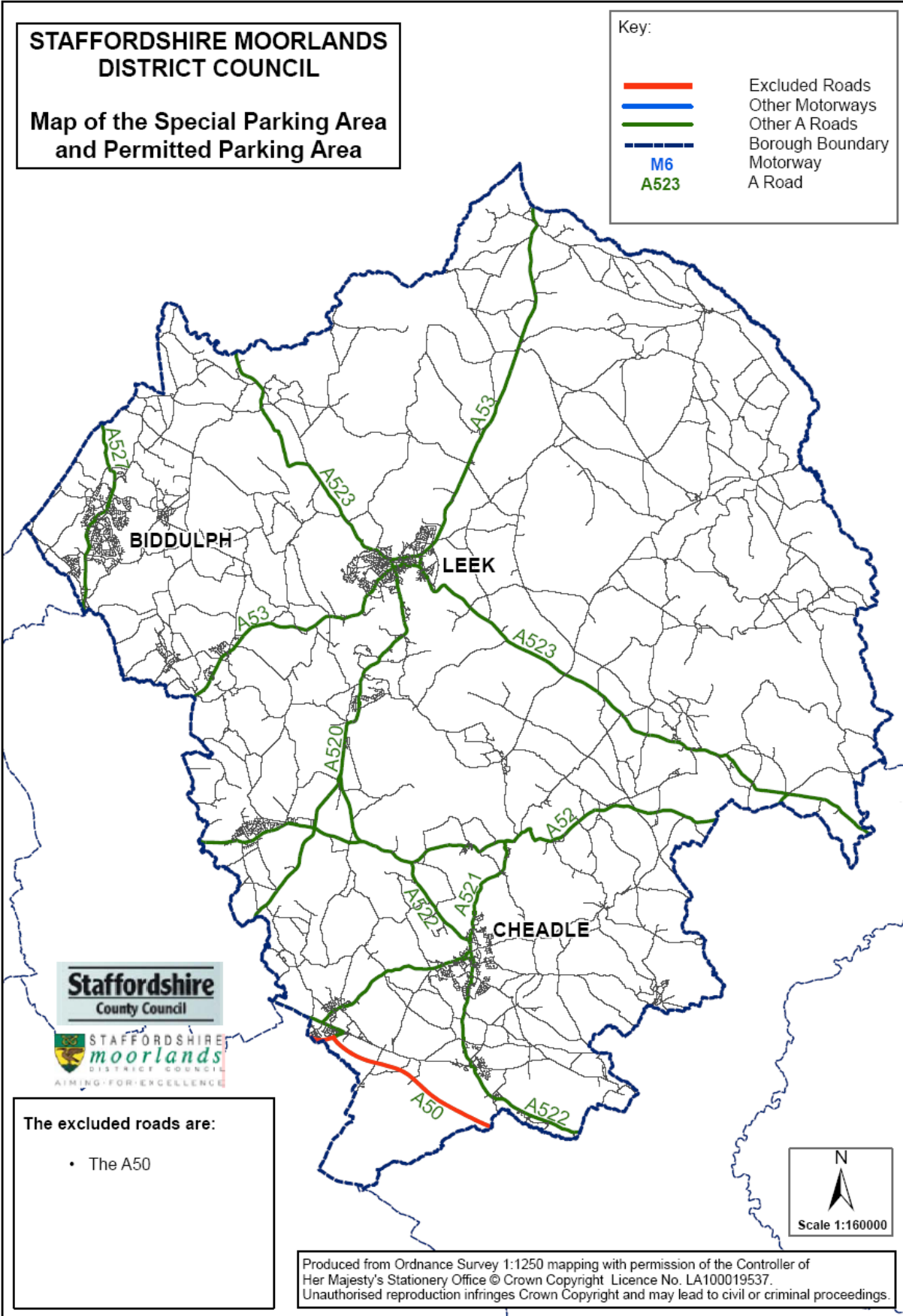
**Annexe 3 – Maps of the Enforcement Areas
East Staffordshire Borough**



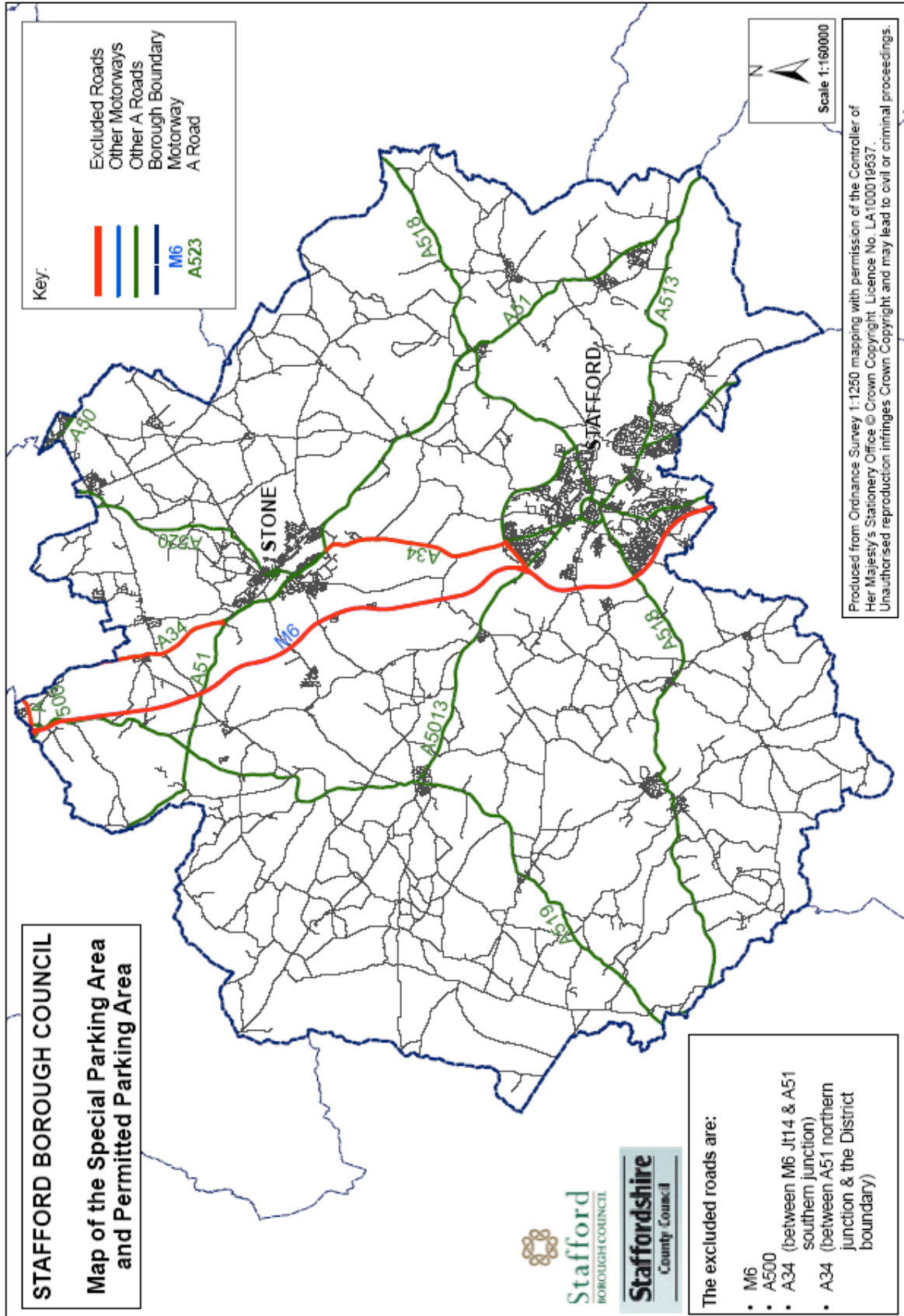
Newcastle under Lyme District



Staffordshire Moorlands District

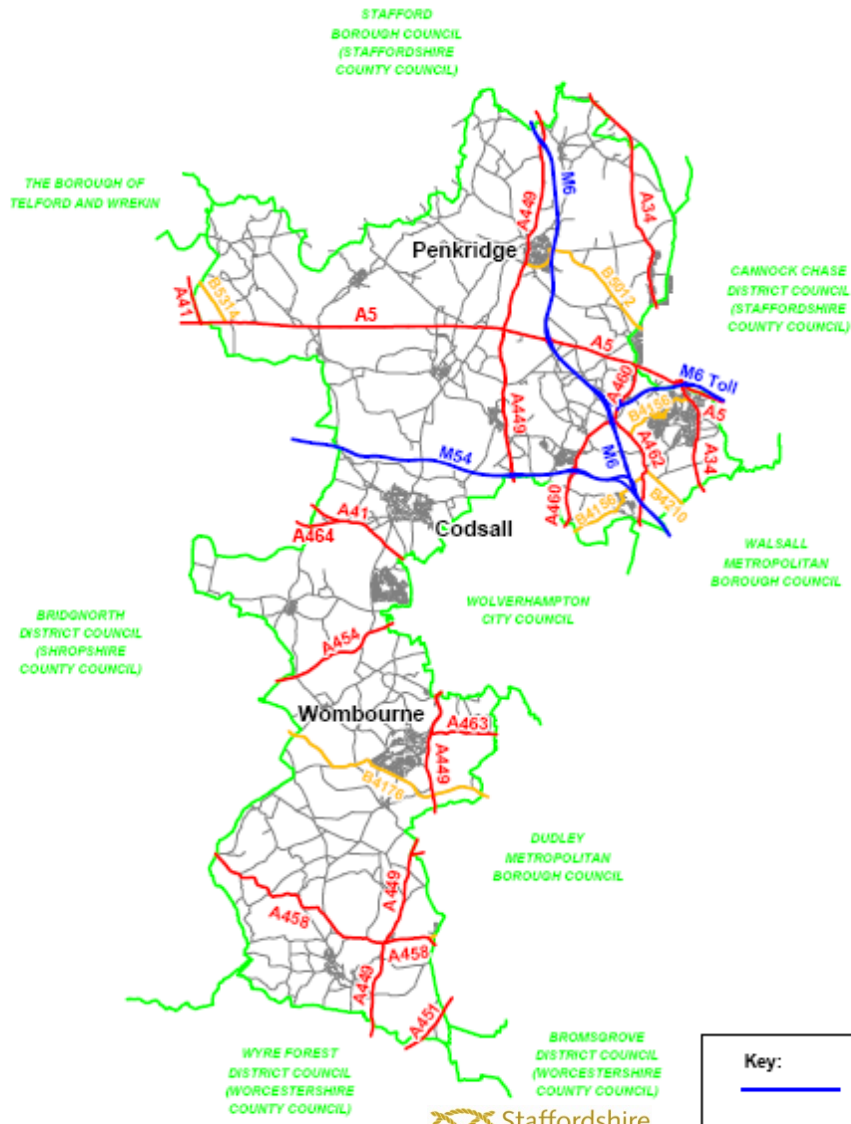


Stafford Borough



South Staffordshire

SOUTH STAFFORDSHIRE DISTRICT COUNCIL Map of the Civil Enforcement Area and Special Enforcement Area



The excluded roads are:

- the M6 including its on and off slip roads, for its entire length through the District
- the M6 Toll including its on and off slip roads, for its entire length through the District
- the M54 including its on and off slip roads, for its entire length through the District

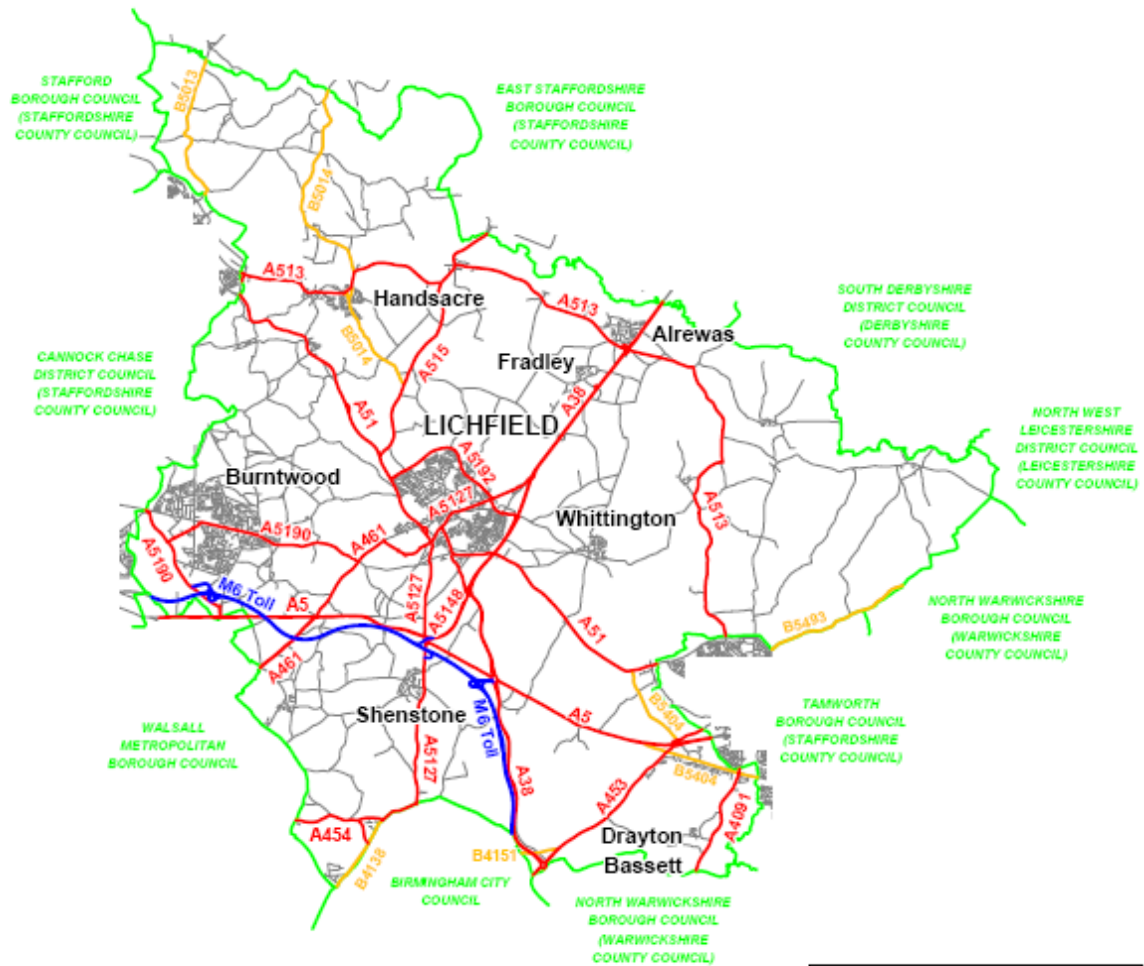


Key:	
—	Excluded roads
—	A roads
—	B roads
—	Borough boundary
M6	Excluded roads
A5	A roads
B4176	B roads

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Lichfield District

LICHFIELD DISTRICT COUNCIL Map of the Civil Enforcement Area and Special Enforcement Area



The excluded roads are:
- the M6 Toll including its on and off slip roads, for its entire distance through the District

Staffordshire
County Council

Not to scale

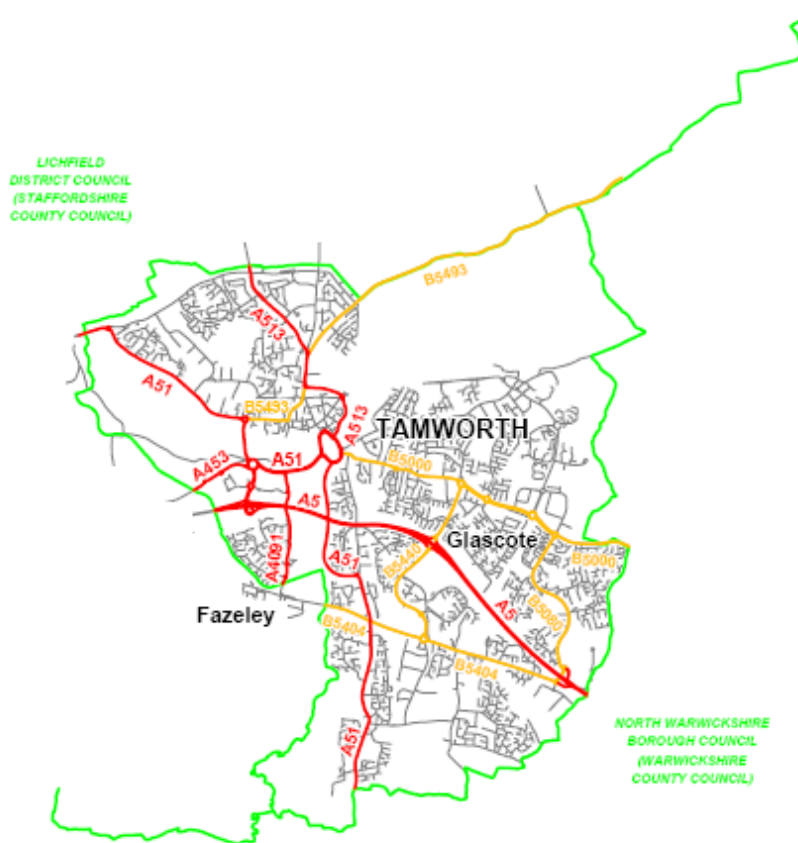
Lichfield
District Council

Key:	
	Excluded roads
	A roads
	B roads
	District boundary
	M6 Toll Excluded roads
	A38 A roads
	B5014 B roads

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Tamworth Borough

TAMWORTH BOROUGH COUNCIL Map of the Civil Enforcement Area and Special Enforcement Area



Key:

- Excluded roads
- A roads
- B roads
- Borough boundary
- ? Excluded roads
- A5 A roads
- B5404 B roads

The excluded roads are:
-


Staffordshire
County Council


Not to scale



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Local Members Interest
N/A

Joint Staffordshire Parking Board

15th December 2014

Civil Parking Enforcement – Establishing future priorities for traffic regulation orders, residents parking zones and on-street parking – Consultation

Recommendations of Staffordshire County Council Cabinet Member for Economy, Environment and Transport:

1. Note the content of this report.
2. Seek the views of key stakeholders on the proposed prioritisation of requests for parking related restrictions, residents parking zones and proposals for on-street parking post April 2015.

Report of Director for Place and Deputy Chief Executive

PART A

Why is it coming here – what decisions are required

3. The Joint Staffordshire Parking Board (JSPB) is currently responsible for the adoption of general policies, strategies and guidance for the introduction and on-going operation of civil parking enforcement. The Board also sets policies and guidance for the implementation of Residents' Parking Schemes (within the Residents' Parking Zone Policy) and on-street pay and display and related charges.
4. Local Parking Committees are responsible for designating the areas for consideration for Residents Parking Schemes and the priority order for their implementation.
5. The setting of on-street charges (if applicable) and designating controlled parking zones is also currently dealt with by Local Parking Committees together with the identification and prioritisation of new, revised or amended Traffic Regulation Orders (TRO) that seek to address local parking-related issues.

6. Local Parking Committees also respond as a consultee to any proposed parking-related TRO or any amendment to an existing parking-related TRO. The LPC also receives formal notification of the progress in implementing any proposed parking-related TRO.
7. The JSPB and LPC's are part of the current agreement with District Councils for the delivery of on-street parking controls which ends on 31st March 2015.
8. As part of the forthcoming changes to civil parking enforcement from April 2015, the County Council is reviewing a number of policies and processes associated with parking related matters and the views of key stakeholders are therefore being sought.

Reasons for recommendations:

9. The aim of parking management in Staffordshire is to deliver the required outcomes for 'Clear Streets' including:
 - Maintain and where possible, improve the flow of traffic thereby making the County a more pleasant and environmentally safe place to live and visit make our streets safer for all road users;
 - 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;
 - Actively discourage indiscriminate parking that causes obstruction to other motorists, public transport, pedestrians, cyclists and people with disabilities.
10. The basis for this is fair, consistent and transparent processes and active engagement with key stakeholders.

PART B

Background

Setting priorities for requests for parking related restrictions

11. The prioritisation of requests for parking related Traffic Regulation Orders is currently carried out by the eight Local Parking Committees. These Committees are part of the current arrangement which ends on the 31st March 2015.
12. The County Council already has a local network of Community Highway Liaison teams who coordinate the Member led Divisional Highway Programmes. From April 2015 the prioritisation of requests for parking related restrictions will form part of this process. This will ensure that the way these requests are considered

remains democratically accountable enabling local concerns to be identified and actions prioritised.

13. Under current arrangements, up to four parking related traffic regulation orders are progressed in a rolling twelve month period on behalf of each Local Parking Committee. It is proposed that initial arrangements post April 2015 will be based on the development of one parking related traffic regulation order in each of the County Council electoral divisions in a rolling two year period. This broadly equates to the current number delivered over a similar period.
14. At its meeting on 16th December 2013, the Joint Staffordshire Parking Board considered a report on the prioritisation of requests for parking related traffic regulation orders. The proposal recommended that in order to inform and advise Members in deciding the priority that each request receives an initial technical assessment is carried out by officers. The report followed a pilot with Stafford Borough Council and the Board was asked to consider recommending that the use of the process be extended to all Staffordshire Borough/District Local Parking Committees in order to provide greater consistency and transparency in determining the priority of parking related TROs across the County.
15. Subsequent to the meeting of the Board the proposal was presented to each of the eight Local Parking Committees. Most of the LPC's have either implemented the process or are in the process of doing so. The prioritisation is based on five key aspects the first four of which are closely aligned to the objectives of 'Clear Streets' the fifth representing the level of support from the local community. The key aspects considered are outlined below:
 - Obstruction – Consideration of the impact of any obstruction ranging from a driveway/turning head (low priority) through to obstruction of a principle/high speed road (high priority);
 - Visibility – Consideration of whether visibility was obscured ranging from access only (low priority) through to forward visibility of major/high speed road or major road junction (high priority);
 - Safety/Accessibility/Economy – Consideration of factors including impact on vulnerable users, emergency access to key services, contribution to prosperity, accident history and provision of additional parking capacity;
 - Cause – Consideration of community concerns ranging from neighbour issues (low priority) through to limited availability of off-street parking or high demand from on-street parking (high priority);
 - Representation – Consideration of the level of support received for a TRO ranging from a single individual (low priority) to an elected Member on behalf a community group (high priority).

16. In order to inform and advise Members in deciding the priority of future requests, it is proposed that an initial technical assessment continues to be carried out by officers against the criteria identified in the paragraph above.
17. The list of requests that have previously been considered by the Local Parking Committee (LPC) will be provided to Members as part of the existing Divisional Highway Programme process to help inform initial Divisional priorities.
18. Existing Member meetings such as those organised by the Community Partnership Safety Officers may also be used as a mechanism for Members to take an overview of and agree priorities for parking related restrictions across a wider area. This will supplement the engagement as part of the Divisional Highway Programme.
19. Having established the priority within each Division, the order of work during the next two year period will be developed. It is proposed that a number of factors may be considered at this stage including the score allocated to the scheme as part of the technical assessment. Other factors may include opportunity to combine with other works to improve efficiency of delivery; giving a higher priority to those divisions that have not seen the delivery of a parking related order in the previous period; and, the outcome of collective discussions such as those referred to in the previous paragraph.
20. In the absence of being able to agree the order of the work across Divisions, an outline programme will be referred to the Staffordshire County Council Cabinet Member for Economy, Environment and Transport for approval.
21. The programme of work will be published as part of each Divisional Highway Programme.

Setting priorities for Residents Parking Zones

22. The prioritisation of the development of Residents Parking Zones is currently carried out by the eight Local Parking Committees. These Committees are part of the current arrangement which ends on the 31st March 2015.
23. Under current arrangements, the aim has been to progress one Zone in each District at each point in time. However, several of the Committees have not chosen to progress any schemes due limited demand and/or a low level of community support.
24. It is proposed that initial arrangements post April 2015 will be based on the development of up to one parking related Residents Parking Zone in each District in a rolling twelve month period.

25. At its meeting on 16th December 2013, the Joint Staffordshire Parking Board considered a report on the development of a Local Champion role and the prioritisation of requests for Residential Parking Zones.
26. The use of the Local Champion role has now been piloted across two Districts and it is proposed that this will in future be an integral role in the development of a Residents Parking or, Controlled Parking Zone.
27. As part of the report to the Board referred to in paragraph 25, it was also recommended that in order to inform and advise Members in deciding the priority that each request receives an initial technical assessment is carried out by officers. The initial technical assessment is currently based on the following criteria which have been developed with reference to the objectives of 'Clear Streets'.
 - Parked vehicles
 - Status of route
 - Character of route
 - Access
 - Width of carriageway
 - Duration of the parking problem
 - Character of the zone
 - Private parking availability
 - Public parking availability
 - Collisions (accidents)
28. It is proposed that in future an additional assessment criterion will be considered to reflect the level of representation received. This will bring the technical assessment in line with the process for the prioritisation of parking related orders. The assessment will range from a request for a scheme received from a single individual (low priority) to an elected County Councillor on behalf a community group (high priority).
29. The programme will be approved by the Staffordshire County Council Cabinet Member for Economy, Environment and Transport. It is expected that the programme will be reviewed and approved annually and will cover a forward period of two years. This will allow development of alternative schemes if for example the required level of support is not achieved for the first scheme identified for development.
30. No changes are proposed to the current level of support that is required to progress a scheme. This will be established at an early stage through the initial survey carried out in conjunction with the Local Champion. Where the required level of support is not received at this stage it will not normally be possible to progress further.

31. A key part of the process is therefore the role of the 'Local Champion' to ensure that the benefits, disadvantages and costs of any such scheme are understood and the scheme has the required level of support from the local community right from the start.

On-street charging

32. The setting of on-street charges (if applicable) and designating controlled parking zones is currently the responsibility of the Local Parking Committees.
33. One of the outcomes established for 'Clear Streets' is a cohesive and consistent approach to on-street parking and enforcement across the County that supports the local economy and town centres.
34. The majority of the highway network in Staffordshire offers limited waiting bays free of charge the exception being a small number of spaces in Newcastle-under-Lyme and the Borough of East Staffordshire. The vast majority of parking provision in town centres is provided by the District Councils or, private sector providers and hence this has the greatest impact on town centres.
35. The current policy for the provision of on-street charging spaces was approved by the Board on 10th September 2007. The purpose of the policy is to ensure that on-street charges are considered and applied in a uniform way throughout the whole of the county.
36. Since the original policy was approved there have been a number of national reviews that have covered various aspects of enforcement and the impact of charging for parking spaces. These include a review of Local Authority Parking Enforcement by the Parliamentary Transport Select Committee, the Portas Review into the future of our high streets and a Department for Transport consultation on Local Authority Parking that was previously considered by the Board on 16th December 2013.
37. Car park users are not solely influenced by price. They also take account of quality, convenience, safety and accessibility of their destination when they make their parking choices. All parking comes at a price; either the user contributes directly at point of use or, it is paid for via wider taxes, rates or levies.
38. Drivers often place a higher priority on parking availability than on parking price, and price is an important tool both in ensuring availability and in reducing the amount of time traffic spends driving round searching for a space. This creates additional congestion and pollution which is of no benefit to anyone and is

contrary to the traffic management duties. Free parking, where demand exceeds supply, can make town centres less attractive, not more.

39. Pay and display spaces (on-street or off-street) as opposed to limited time waiting bays can result in higher levels of turnover of each space which can support the local shops by reducing the likelihood that people try and park all day or simply move the vehicle just after the enforcement officer visits forcing short stay shoppers to look elsewhere. Enforcement costs are lower as officers only have to make one visit and check that a valid ticket is being displayed rather than multiple visits at the time intervals dictated by the period of restriction.
40. It is therefore proposed that the County Council will carry out a review of the current on-street policy in the context of wider transportation policies. The review will consider how we can be more imaginative in developing parking policies, for example by allowing free parking for limited time at certain times of day, providing discount vouchers for customers that pay for parking, enabling local businesses to validate parking tickets so that the customers get some money off their parking and for parking tickets to be purchased from local shops. The review will also consider the potential wider implications of the introduction of a consistent approach to on-street parking in the local area to encourage a higher turnover of short stay parking during shop opening hours and longer stays in the evening where there may be a wider night time economy.
41. Following the development of a new policy it is anticipated that a programme of reviews will be carried out to determine the scope for creating additional on-street parking spaces in Staffordshire's town centres and how they will be managed.
42. This programme of reviews of on-street parking spaces in town centres will be developed for approval by the Staffordshire County Council Cabinet Member for Economy, Environment and Transport
43. In the interim, where sites for on-street charging have previously been approved by the Local Parking Committee these will continue to be implemented.

Consultation

44. As noted in paragraph 12, Local Parking Committees currently respond as a consultee to any proposed parking-related TRO or any amendment to an existing parking-related TRO.
45. Staffordshire Police are a statutory consultee to this process. District/Borough Councils will also continue to be consulted as part of the process before the

publication of a 'Notice of Proposal' for a parking related Traffic Regulation Order.

46. District/Borough Councils are requested to advise the County Council of the address and contact these requests should be sent to post April 2015.

Annexe 1 : Community Impact Assessment for “Civil Parking Enforcement – Establishing future priorities for traffic regulation orders, residents parking zones and on-street parking – Consultation”

Name of Policy/Project/Proposal:		
Responsible officer: David Walters		
Commencement date & expected duration: Annual		
	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	.
<p>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.</p>		
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</p> <p>In consultation with finance representative</p>	<p>Raising revenue is not the objective for 'Clear Streets' but the service is expected to be financially sustainable at a level that supports the required outcomes.</p>	

Risks identified and mitigation offered	There are no specific risks arising from this report
Legal imperative to change In consultation with legal representative	There are no specific legal implications arising from this report. Parking Policy and operation should be fair, consistent, transparent, policy-driven and quality-led.

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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List of background papers

1. Setting priorities for parking related traffic regulation orders – Joint Staffordshire Parking Board – 13th December 2014
2. Residents Parking Zones – Developing the Local Champion Role - Joint Staffordshire Parking Board – 13th December 2014
3. Terms of Reference for the Joint Staffordshire Parking Board and Local Parking Committees – Joint Staffordshire Parking Board - 9th July 2007
4. Prioritisation of parking related traffic regulation orders – Joint Staffordshire Parking Board – 13th July 2009
5. Policy for the introduction of charges for on-street parking places – Joint Staffordshire Parking Board – 10th September 2007
6. Transport Committee - Seventh Report Local authority parking enforcement – 14th October 2013.
7. The Portas Review: An independent review into the future of our high streets - Mary Portas December 2011

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