

Local Members Interest  
N/A

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

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

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

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

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

**Reasons for recommendations**

- 6 The current Policy and Guidelines for Residents Parking recognise that prior to preliminary investigation a substantial amount of support for a scheme will have to be demonstrated. This could be by way of a formal request from a Parish or Town Council, a petition submitted by a residents group, or a direct approach by the Local County Council Member or District/Borough ward members.
- 7 A Residents Parking Zone (RPZ) is primarily for the benefit of local residents and whilst the original Policy identified the need for strong community support, there is now the opportunity to take this a stage further and develop the role of a “Local Champion”.

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

### **Background Papers**

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

**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

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

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

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

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

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

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

**Reasons for recommendations**

- 8 The current Policy and Guidelines for Residents Parking recognise that prior to preliminary investigation a substantial amount of support for a scheme will have to be demonstrated. This could be by way of a formal request from a Parish or Town Council, a petition submitted by a residents group, or a direct approach by the Local County Council Member or District/Borough ward members.

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

**Background:**

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

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

### **Local Champion**

- 19 The Local Champion will have a key role in demonstrating that there is a majority support for the zone and acting as a link between the Traffic Regulation team and residents and businesses within the zone. This approach will support localism particularly as the drive for a residents' parking scheme should come from the local community itself.
- 20 The Local Champion could, for example, be a resident, the local County Councillor or a member of the district, parish or town council.
- 21 Pending a full review of the current version of the Policy and Guidelines for Residents Parking, it is therefore proposed that the role of Local Champion is incorporated into the way that RPZ's are considered, designed and delivered.
- 22 The Local Champion role will not diminish the influence of the Local Parking Committee (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 6 4 4 4 4 2 2  2					
3	Private Parking Availability	No private off-street parking availability Some private off-street parking availability Majority of properties with off-street parking availability	10 6 2			10		
3	Public Parking Availability Nr. to or within zone which can be utilised by either residents or assist with external parking demand	No Yes Long Stay Short Stay	8 4 6 4			10		
4	Collisions (per type not incident)	Fatal Serious Slight	10 6 2					
<b>Priority Assessment Grand Total</b>						0	18	

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



## Appendix 4: Community Impact Assessment

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

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

**Health Impact Assessment screening:**

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

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**Telephone No:** (01785) 854024

**Email:** david.walters@staffordshire.gov.uk

**Room No:** Staffordshire Place 1, Built County