



Oversight and Governance

Chief Executive's Department
Plymouth City Council
Ballard House
Plymouth PL1 3BJ

Please ask for Helen Rickman,
Democratic Advisor
T 01752 305155
E democraticsupport@plymouth.gov.uk
www.plymouth.gov.uk
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Performance, Finance and Customer Focus Overview and Scrutiny Committee – To Follow Pack

Wednesday 22 September 2021
2.00 pm
Warspite Room, Council House

Members:

Councillor Penberthy, Chair
Councillor Jordan, Vice Chair
Councillors Burden, Collins, Dann, Derrick, James, Lowry, Stevens and Stoneman.

Please find enclosed additional information for your consideration under agenda item number 6.

Tracey Lee
Chief Executive

Performance, Finance and Customer Focus Overview and Scrutiny Committee

6. Controlled Parking Zones Update

(Pages 1 - 14)

Performance, Finance and Customer Focus Overview and Scrutiny Committee



Date of meeting:	22 September 2021
Title of Report:	Controlled Parking Zone Update
Lead Member:	Councillor Jonathan Dreaan (Cabinet Member for Transport)
Lead Strategic Director:	Anthony Payne (Strategic Director for Place)
Author:	Mike Artherton
Contact Email:	mike.artherton@plymouth.gov.uk
Your Reference:	cpz220921
Key Decision:	No
Confidentiality:	Part I - Official

Purpose of Report

Report to provide members with an update on Controlled Parking Zones

Recommendations and Reasons

No recommendations, report is to provide an update

Alternative options considered and rejected

No options, report is to provide an update

Relevance to the Corporate Plan and/or the Plymouth Plan

The Councils Controlled Parking Policy supports our priority of 'Caring for People and Communities' and is aligned to our values as a Democratic, Responsible, Fair and Collaborative Council.

Implications for the Medium Term Financial Plan and Resource Implications:

No implications, the report is an update

Financial Risks:

No financial risks, the report is an update

Carbon Footprint (Environmental) Implications:

No implications, the report is an update

Other Implications: e.g. Health and Safety, Risk Management, Child Poverty:

* When considering these proposals members have a responsibility to ensure they give due regard to the Council's duty to promote equality of opportunity, eliminate unlawful discrimination and promote good relations between people who share protected characteristics under the Equalities Act and those who do not.

No other implications

Appendices

*Add rows as required to box below

Ref.	Title of Appendix	Exemption Paragraph Number (if applicable) If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.						
		1	2	3	4	5	6	7
A	Briefing report title							

Background papers:

*Add rows as required to box below

Please list all unpublished, background papers relevant to the decision in the table below. Background papers are unpublished works, relied on to a material extent in preparing the report, which disclose facts or matters on which the report or an important part of the work is based.

Title of any background paper(s)	Exemption Paragraph Number (if applicable) If some/all of the information is confidential, you must indicate why it is not for publication by virtue of Part 1 of Schedule 12A of the Local Government Act 1972 by ticking the relevant box.						
	1	2	3	4	5	6	7

Sign off:

Fin	DLN. 21.22. 114	Leg	LS/37 287/J P/140 921	Mon Off		HR		Asset s		Strat Proc	
Originating Senior Leadership Team member: Phillip Robinson											
Please confirm the Strategic Director(s) has agreed the report? Yes											
Date agreed: 10/09/2021											
Cabinet Member approval: Councillor Dreaan											
Date approved: 10/09/2021											

CONTROLLED PARKING ZONE (CPZ) UPDATE

Plymouth Highways

I. INTRODUCTION

- 1.1. This briefing paper provides members with an update on Controlled Parking Zones, setting out how the Council determines requests for permit schemes, work that has been undertaken to support local communities, current challenges around delivering CPZ's and opportunities in the delivery of CPZ's

2. BACKGROUND

- 2.1. As with many other Councils Plymouth City Council has adopted the use of Controlled Parking Zones to support communities with challenges in parking, where those challenges are attributed the use of street parking by the non-residential vehicles.
- 2.2. A Controlled Parking Zone (CPZ) is a parking scheme where, during the operational hours of the scheme, only permitted vehicles can park within the boundary of the scheme. A CPZ is intended to support residents by preventing non-residents parking, such as commuters, however it does not guarantee residents a parking space.
- 2.3. The first CPZ was introduced within Plymouth in 1974 and further zones have been added over the years to the point that Plymouth currently has 54 CPZ's (details of the parking zones is available online via <https://www.google.com/maps/d/u/0/edit?mid=lg4YYK-LG2Kfb06ZT8MOt2ewlTREoNdRf&usp=sharing>)
- 2.4. In 2013 the Council undertook a Scrutiny Review of CPZ's centred on establishing the criteria to consider a scheme, alongside the process to implement a CPZ. Cabinet adopted a CPZ policy on 15th July 2014.
- 2.5. The CPZ policy was last amended in October 2018, with the introduction of a 'fact find'; a process where data is captured to evidence an area meets the criteria for a CPZ and seeks to establish the extent of the parking challenges (*Appendix A is the CPZ policy, Appendix B is the process map for determining CPZ's*).
- 2.6. There are no restrictions to the number of permits which a residential property may apply for within a CPZ however, in May 1997, to limit the detrimental impact on residents parking through property developments and alterations, a decision was approved at the Plymouth Joint Highways Committee to exclude properties from residents parking schemes which obtained planning permission to either: -
 - Be demolished or re-developed,
 - Be changed from single occupancy to multi occupancy
 - Be subject to any other change involving an increased parking demand
- 2.7. Developers and property owners are informed, at the planning application stage, whether any developments or alterations that they are seeking to undertake would see the property excluded. Permit exclusions are applied consistently and fairly as these can be exceptionally emotive with the potential to impact on a property's value, or perceived value of a property to prospective tenants. The developer/property owner then decides whether to proceed, or not, with the proposed amendments. Plymouth City Council consistently and fairly applies the exclusion through a traffic order. An exclusion can be appealed if the developer/property owner is able to demonstrate the planning permission was not acted upon, that the proposed works/changes were not undertaken.

- 2.8. Plymouth City Council understands that it is important that some businesses and service providers require to park in residential streets to provide their services, such as trade professionals or care providers. Therefore, the Council provides support to these businesses and service providers through access to business and care service permits, permits that allow parking for a designated period within residents parking bays, but do not allow commuting.

3. CURRENT POSITION

- 3.1. Since the CPZ policy was last amended in 2018, Plymouth Highways has applied the CPZ policy in support communities. This includes facilitating community engagements on parking challenges, assessing and quantifying parking requests against the policy, alongside the delivery of new and/or extending schemes. Some of these include:
- September 2018
Eggbuckland Ward (Trewithy Court, Trewithy Drive and Widey Court)
A “fact find” was undertaken around parking at these locations informing that the area did not qualify for permit parking as set out within the Councils CPZ policy. The scheme request was not progressed further.
 - December 2018
Devonport Ward (Morice Town)
The Council facilitated a number of community engagement sessions around requests for permit parking and community concerns with parking. The request met the qualifying requirements for a CPZ leading to residents being balloted. Residents expressed varying views and support to the proposals, failing to reach the support required to progress. Whilst the community were not in unison on a permit scheme, the community agreed on proposals to introduce yellow lines to improve safety and accessibility through traffic restrictions. These works were completed in September 2019.
 - 1st February 2019
Devonport Ward (Zone IIA)
A request for permit parking satisfied the criteria for a CPZ, leading to a community ballot on a proposed scheme. The community voted in favour of implementing the scheme with the streets of Drummond Place, Milne Place, Molyneaux Place and Pym Street.
 - 22 March 2019
Sutton and Mount Gould Ward (Mount Gould)
The Council supported a number of community engagement sessions on parking challenges and solutions, including permit parking. Unfortunately, residents expressed varying views, both in support and not in support, of permit parking in order to proceed at this stage. Whilst not progressing a permit scheme, proposals to support access to Tothill Park, proposals to introduce limited waiting along Lanhydrock Road, are being delivered within the 2021/22 Living Streets programme.
 - 31 January 2020
Sutton and Mount Gould Ward (Zone BB – Cattedown)
The Council facilitated a number of community engagement sessions around requests for permit parking and community concerns with parking. The request met the qualifying

requirements for a CPZ leading to residents being balloted. The community voted in favour of implementing the scheme, which was completed on 31st January 2020.

- 1 February 2020
Stoke Ward (Zone AN - Corea Terrace, First Avenue, Rectory Road and Second Avenue)
The Council facilitated a number of community engagement sessions around requests for permit parking and community concerns with parking. The request met the qualifying requirements for a CPZ leading to residents being balloted. The community voted in favour of implementing the scheme, which was completed on 1st February 2020.
- 27 February 2019
Stoke Ward
The Council facilitated a number of community engagement sessions around requests for permit parking and community concerns with parking. This request was to be followed upon completion of the existing schemes in delivery. Regrettably, further engagement opportunities were impacted by COVID-19.
- 1 March 2020
St Peter and Waterfront Ward (Zone N – Millbay)
The Council facilitated a number of community engagement sessions around requests for permit parking and community concerns with parking. The request met the qualifying requirements for a CPZ leading to residents being balloted. The community voted in favour of implementing the scheme, which was completed on 1st March 2020.
- 31 March 2020
Devonport Ward (Keyham)
Following engagement with the community, the community were balloted on proposals for a permit scheme. Unfortunately, the ballot failed to achieve the required response required in order to proceed.
- 1 July 2020
Efford and Lipson Ward (Zone DD)
The community were balloted on the proposed extension of existing permit parking, to include Salcombe Road. The community voted in favour of the proposal, which was completed on 1st July 20.
- 17 August 2020
Devonport Ward (Zone IIA)
Scheme was extended to include Albert Road and Exmouth Road became operational on 17th August 20.

2021

- 8 January 2021
Ham Ward (Weston Mill)
The Council facilitated community engagement with the residents of Western Mill, exploring a range of parking challenges and solutions with the community. Proposals have been taken forward to provide additional parking for residents within the Western Mill Quay car park.

Residents expressed varying views in respect to considering permit parking within the community.

- 7 March 2021
Compton Ward (Western College Road, Mutley)
The Council supported engagement with the community in respect to parking difficulties and challenges that had been raised to the Council. The Council are continuing to support and are exploring this request further.
- August 2021
Moor View Ward (504k, Derriford)
Consultation has been undertaken with local residents following parking concerns being raised to the Council. Residents have surveyed to understand more about their challenges and thoughts on a range of potential solutions to these challenges. The results of this survey are currently being reviewed.

4. LOOKING FORWARD – CHALLENGES

- 4.1. There are a number of challenges that have emerged as Plymouth Highways has sought to support communities with parking challenges and the delivery of CPZ's: -

Impact of COVID-19

- 4.2. COVID-19 has seen significant changes in parking behaviours within community streets, specifically following the sustained move to 'work from home'. This has seen an increase in residential vehicles within streets, levels above that which was experienced pre COVID-19. This can create a challenge whereby a CPZ is not effective where the parking challenges are as a result of the volume of the residents own vehicles and not the influx of commuters.
- 4.3. Because of these changes brought about through COVID-19, the determination of scheme request was paused, due to the inability to assess the utilisation of residential streets in the same way as pre COVID-19 and of the need to consider the wider impact of these changes going forward.

Scheme Times

- 4.4. The CPZ defines that a new scheme should operate for a minimum of three hours; this is the minimum intervention aimed at deterring commuter parking. A number of historical schemes operate for less than this, which includes one-hour schemes. Some of these schemes are known to have a very limited impact on supporting residents due to a limited ability to deter commuters/non-residential vehicles, where vehicles are observed to move for the period of the restriction, only to return shortly after.
- 4.5. One hour schemes are inefficient to enforce, presenting service challenges in effectively patrolling these permit zones within the one-hour period.

Scheme Boundaries

- 4.6. Whilst the CPZ police does not prescribe the minimum geographical size for a COZ scheme, new schemes consider displacement and impact on nearby streets within each proposal; including whether a new scheme is required over the extension of an existing scheme, (*i.e. scheme at Millbay was an extension of the existing zone N*). A number of

historical schemes are geographically small, where opportunity may present themselves to 'merge zones' and establish synergy across areas, reducing variations in schemes.

Community Support

- 4.7. The CPZ policy is a democratic policy, aligned to our corporate values as a democratic council. The policy places the community at the heart of the decision making, where a scheme can progress only where the community demonstrates majority support to a proposed scheme. A number of proposed schemes over the last couple of years have not progressed due to the community having opposing views on the introduction of permit parking. The policy sets out that a scheme is not to be proposed within 12 months of having previously failed to achieve the required support.
- 4.8. This outcome is, somewhat understandably, not welcomed by those in the community who supported such proposals, who wanted a permit scheme, and can often lead to complaints and further Councillor casework.

5. LOOKING FORWARD – OPPORTUNITIES FOR DISCUSSION

- 5.1. Having identified a number of challenges associated with the delivery of CPZ's, there are also a number of areas for potential discussion: -

Changing Working Behaviours

- 5.2. Following the lock downs and government advice around the response to COVID-19, a number of employers are continuing to allow staff to work from home, with many advising that this is something their organisations will retain. There is an opportunity to review the current CPZ policy, to ensure it remains appropriate in this changing environment, especially in consideration to any new data and insights from the sustained short, medium and long-term implications of employees and businesses continuing to work from home.

Scheme Times

- 5.3. There is an opportunity to review existing permit schemes to rationalise the timings of schemes and bring them into line with the current CPZ policy. The Council has received representations from residents, particularly in areas where schemes operate for just one hour, expressing concerns over the effectiveness of the schemes. Bordering schemes which operate for short periods also create the opportunity for commuters to 'hop' between zones, moving from one residents street to another. The policy sets out a minimum scheme operation of 3 hours, as this is deemed to be the minimum intervention to deter commuting.

Scheme Boundaries

- 5.4. In similar context to scheme timings there is an opportunity to review the geographical boundaries of schemes, to consider merging schemes where zones may be small or where there is no benefit for areas to be split. Merging zones would create see less variations to zones and signage, and create synergies to scheme timings.

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CONTROLLED PARKING ZONE (CPZ) POLICY (OCTOBER 2018)

Plymouth Highways



I. INTRODUCTION

1.1. This policy sets out the process and criteria for CPZ's in Plymouth. The policy considers the needs of all road users, including residents, businesses and visitors to Plymouth

2. CORPORATE VALUES AND PRIORITIES

2.1. This policy supports the Council in achieving our vision to be 'One of Europe's most vibrant waterfront cities, where an outstanding quality of life can be enjoyed by everyone'. This policy supports the Council's priorities to **Care for People and Communities** and to **Create a Varied, Efficient and Sustainable Transport Network**.

2.2. This policy supports the Council's values as a **Democratic** Council, ensuring meaningful engagement with citizens, businesses and all road users on CPZ proposals.

2.3. This policy supports the Council's values as a **Responsible** Council, ensuring the impact of a CPZ upon all road users and access to services is considered, and awareness of any CPZ proposals is communicated to citizens and businesses in Plymouth.

2.4. This policy supports the Council's values as a **Collaborative** Council, adopting an inclusive approach to engagement, considering the wider needs of, and impact on, all who use and access the Highway network.

3. CPZ - CRITERIA

3.1. The following criteria must be met for a CPZ to be considered: -

3.1.1. Not less than 85% of the kerb space regularly occupied between 8am and 6pm on 5, or more, days of the week;

3.1.2. Not more than 50% of the car owning residents have, or could have parking available within the curtilage of their own property, or within 200 metres walking distance by way of garages or other private off-street space, such as a driveway;

3.1.2.1. A garage being defined as a building designed to accommodate a parked motor vehicle, with the minimum dimension being 5.0 metres long by 2.5 metres wide. Any garage that measures smaller than the minimum dimensions will not be classed as an off-road parking space.

3.1.2.2. A driveway being defined as an area of land designed to accommodate a parked motor vehicle, with the minimum dimension being 5.0 metres long by 2.5 metres wide. Any driveway that measures smaller than the minimum dimensions will not be classed as an off-road parking space.

- 3.1.3. The peak or normal working day demand for residents' spaces should not 125% of the zones parking capacity (*i.e. If a zone which has provision for 100 residents parking spaces, the peak or normal working day demand for residents parking cannot exceed 125*).

4. CPZ - PROCESS

- 4.1. The process to consider a CPZ as set out below highlights that a CPZ can take up to 11 months from initial request through to delivery on the ground, set out as follows: -

Stage 1 - Scheme Request

- 4.2. Ward Members make requests for a new, amendment to or a review of a CPZ to Plymouth Highways. All Ward Members should be in agreement to such a request. Multiple requests will be prioritised in consultation with the Cabinet Member responsible for Parking.

Stage 2 - 'Fact find' – 8 weeks

- 4.3. Plymouth Highways will undertake an assessment to establish the following: -

- Available On Street kerb space;
- Available Off Street parking (*PCC and Private car parks*);
- Whether residents have access to driveways (see 4.6) and/or garages (see 4.5);
- Whether business have private parking or land to accommodate parking;
- How much of the available parking is accessible to residents, businesses and visitors;
- Opportunities to create additional parking i.e. through removal of restrictions;
- Engagement with the Councils Sustainable Transport and Public Transport teams in respect to the availability and accessibility of alternative transport i.e. Public Transport Services;
- Occupancy of the available parking (over 7 days a week)

- 4.4. Plymouth Highways will engage the local community, via community drop in sessions and through online submissions, to capture detailed understanding of local parking concerns and provide information around what a CPZ is, how it works, permits, costs and exclusions; to ensure communities are fully informed. These engagement sessions will also help the Council consider solutions, which include considering solution which address concerns without the requirement for a CPZ.

- 4.5. A garage being defined as a building designed to accommodate a parked motor vehicle, with the minimum dimension being 5.0 metres long by 2.5 metres wide. Any garage that measures smaller than the minimum dimensions will not be classed as an off-road parking space.

- 4.6. A driveway being defined as an area of land designed to accommodate a parked motor vehicle, with the minimum dimension being 5.0 metres long by 2.5 metres wide. Any driveway that measures smaller than the minimum dimensions will not be classed as an off-road parking space.

- 4.7. This outcome of the fact find is to be presented back to the Cabinet Member responsible for Parking. Process can be stopped at this point if evidence shows sufficient parking available or criteria not met.

Stage 3 - Highways Impact Assessment (HIA) - 8 weeks

4.8. Plymouth Highways will proceed to undertake a 'Highways Impact Assessment' (HIA). The HIA explores the impact of a CPZ on the following areas: -

- Road Safety
- Access to places of worship
- Access to services (i.e. hospitals and medical/health centres)
- Access to schools and education facilities
- Sports and leisure facilities
- Dispersal and displacement of parking

4.9. Plymouth Highways will engage the local community, via community drop in sessions and through online submissions, on outline proposals in response to the parking challenges, information obtained through the 'fact find' and in consideration to the 'Highways impact assessment'. These sessions enable feedback to outline proposals and for proposals to be amended to provide the best solution, ahead of any balloting with the community.

Stage 4 - Scheme Design - 4 weeks

4.10. The scheme is designed, by Plymouth Highways, using data established from the 'fact find', 'Highways Impact Assessment' and community engagement. The Cabinet Member responsible for parking is to be briefed on scheme proposals.

4.11. The minimum operational hours of a scheme is to be 3 hours, with the option of 3, 6, 12 or 24 hours a day. Schemes should operate 7 days a week. The exactly periods of day to which the scheme is operational will be determined based on the fact find and specific challenges of the said area. The overarching principal should be to adopt 'the minimum intervention to address the problem'.

Stage 5 - Informal Consultation - 6 weeks

4.12. The proposed scheme will be subject to non-statutory consultation (herein referred to as 'informal consultation'). Details of the proposal must be shared with: -

- Ward Members
- Residents
- Businesses
- Visitor/Tourism sector/representatives (i.e. Hospitality Association)
- Education (i.e. schools, nurseries, colleges)
- Health and medical centres (i.e. hospitals, surgeries, dentists)
- Religious institutions (i.e. church's and places of worship)
- Emergency Services

4.13. Each residential property (defined as each individual property reference on Council Tax) within the boundary of a proposed scheme will be balloted and be entitled to one vote on whether they support, or do not support, the CPZ proposals.

4.14. A minimum of 50% turnout is required and a minimum of 51% of responses received to be in support of the proposal. The outcome of the consultation is presented to the Cabinet Member responsible for parking to seek authority to proceed to formal Road Traffic Act consultation.

- 4.15. If a scheme does not achieve the required turnout or support, the scheme will not proceed. A scheme will not be revisited/re-balloted, for a period less than 12 months from the date of the unsuccessful original ballot.

Stage 6 - Formal Consultation (Road Traffic Act) - 10 weeks

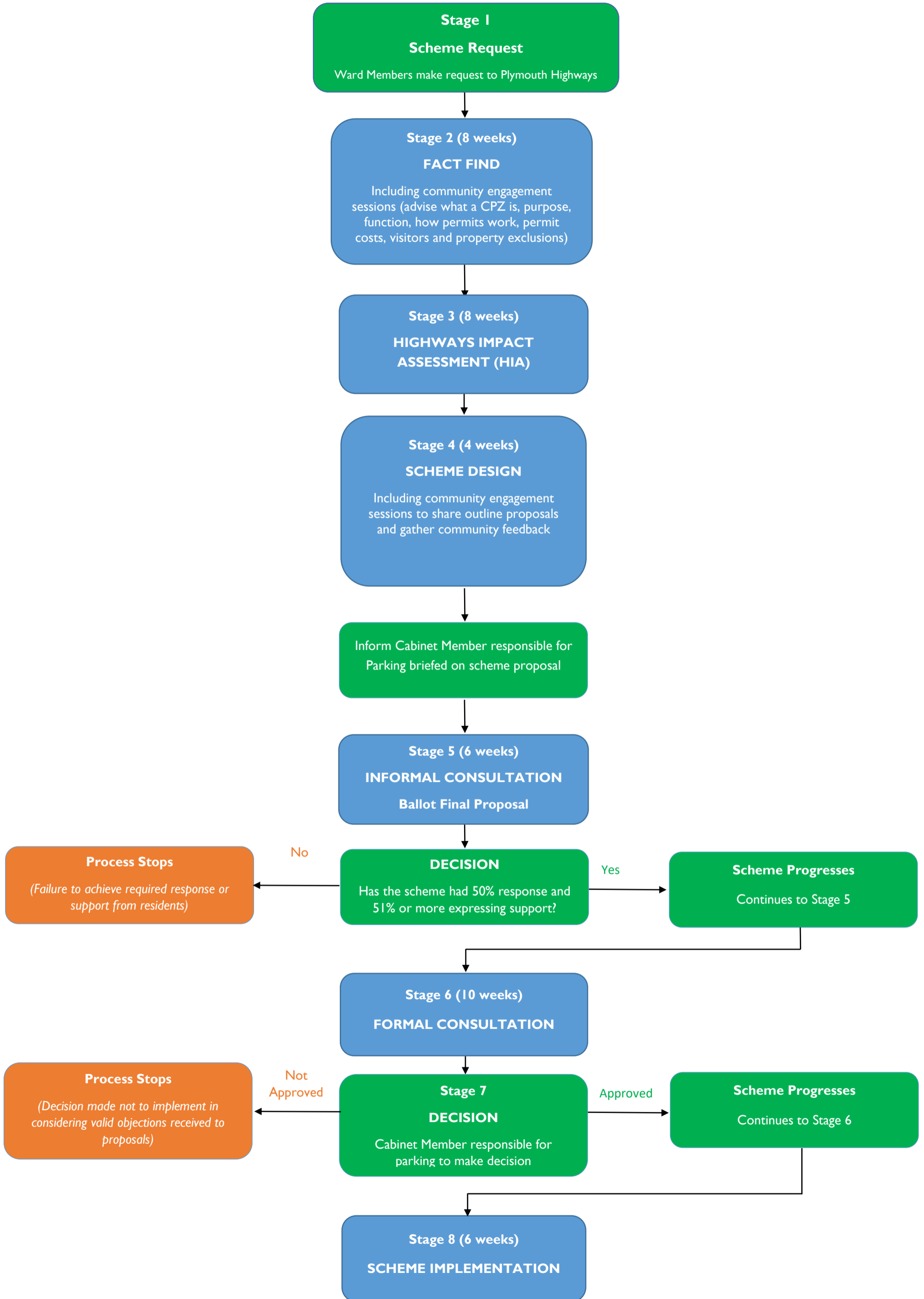
- 4.16. Commence statutory (Road Traffic Act) consultation. Ward Members, residents, emergency services and businesses will be advised of the consultation and of the opportunity to make representations.

Stage 7 - Scheme Approval or Rejection

- 4.17. Approval required from the Cabinet Member with responsibility for parking to implement, or not implement, giving consideration to the representations received during the formal Road Traffic Act consultation.

Stage 8 – Implementation - 6 weeks

- 4.18. The scheme can now be implemented.



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