

CONTROLLED PARKING ZONE POLICY REVIEW

Briefing Report



1. INTRODUCTION

- 1.1. This Scrutiny briefing paper sets out proposals to amend the current process and criteria for Controlled Parking Zones.
- 1.2. The proposed amendments seek to establish a process which better considers the needs of all road users, including residents, businesses and visitors to Plymouth and which considers the wider impact of CPZ's on the public highway.

2. BACKGROUND

- 2.1. In 2013 the Council undertook a Scrutiny Review of Controlled Parking Zones (CPZ's) centred around establishing the criteria to consider, and the process to implement, a Controlled Parking Zones.
- 2.2. A number of recommendations came out of the Scrutiny Review, together with officer recommendations, and approved by Cabinet on 15th July 2014 (copy attached). The adopted recommendations placed residents at the heart of the CPZ process.
- 2.3. Following the review, the Highways Service have supported Members and residents across the City in managing requests for CPZ's, in accordance with the approved recommendations. This has led to a number of schemes having been implemented and some requests declined, such as where the established criteria was not met.

3. CURRENT POSITION

- 3.1. The below is a headline summary of the current process for considering the adoption of a CPZ: -
 - A CPZ may be considered where “20% of the available road space is regularly occupied by non-residential vehicles and that the impact of this makes it difficult for the residents to park”.
 - Ward Members engage with their constituents in relation to parking difficulties and any CPZ proposals. If Ward Members wish to pursue a CPZ then Members are required to ballot residents to determine support, requiring a minimum response of 30% and a minimum of 51% to be in favour of a CPZ.
 - The CPZ is then subject to statutory Road Traffic Act consultation, this requires obtaining authority from the Cabinet Member responsible for parking to advertise and consult on a proposed CPZ scheme.
 - Upon completion of the statutory consultation authority is then sought from the Cabinet Member responsible for parking to implement, or not implement, the

proposed scheme in consideration of representations which have been made to the proposals under the statutory consultation.

4. OPPORTUNITIES

4.1. The current process and criteria for considering and implementing CPZ's has now been in place since July 2014. A number of opportunities exist to consider amendments to the current policy, amendments aimed at ensuring such proposals capture the wider views of road users, further information relating to the availability and use of parking, and greater consideration to the wider impact of CPZ's; these are: -

4.1.1. The current CPZ policy is centred around, and prioritises, local residents above all other road users. Initial engagement is only held with residents. Whilst businesses, visitors and other road users are able to make representations on any proposals during the statutory consultation, they are not engaged at the start of the process.

4.1.2. The current policy does not consider all of the available parking within a designated area, such as car parks, driveways, garages, businesses off street parking, to fully quantify the total parking available and how much of this is available to residents, businesses and visitors; and whether there is opportunity to increase this i.e. remove unnecessary restrictions.

4.1.3. The current CPZ process does not require a holistic assessment to be undertaken which considers the wider impact of a CPZ on all road users and access to services and facilities, such as places of worship, medical centres, education facilities.

5. PROPOSED AMENDMENTS

5.1. Where a CPZ is to be considered, or requested, it is proposed that an initial 'fact find' be undertaken to accurately establish the following: -

5.2. The amount of available parking: -

5.2.1. On Street kerb space;

5.2.2. Off Street parking (*PCC and Private car parks*);

5.2.3. Whether residents have access to driveways and/or garages;

5.2.4. Whether business have private parking or land to accommodate parking;

5.2.5. How much of the above is available to residents, businesses and visitors;

5.2.6. Review opportunities to create additional parking through removal of restrictions;

5.2.7. Availability and accessibility of alternative transport i.e. Public Transport Services;

5.2.8. Parking occupancy, over 7 days a week, of the available parking

5.3. 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.

5.4. 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.

5.5. The outcome of the above will be reported back to the Cabinet Member with responsibility for Parking. This data will be assessed against amended criteria, more defined criteria, proposed to be as follows: -

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

5.5.2. 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;

5.5.3. The peak or normal working day demand for residents' spaces should be able to be met up to a maximum of 125% of the zones parking capacity.

5.6. Where the above criteria is met, Plymouth Highways will proceed to undertake a 'Highways Impact Assessment' (HIA). The proposed HIA explores the impact of a CPZ on the following areas: -

- Road Safety
- Access to places of worship
- Access to hospitals and medical centres
- Schools and education facilities
- Leisure facilities etc.
- Dispersal/Displacement of parking

5.7. The outcome of the HIA to be presented to the Cabinet Member responsible for Parking and, subject to the outcome of the HIA, proposal to proceed to non-statutory (not Road Traffic Act) consultation on the proposal of a CPZ scheme with: -

- Ward Members
- Residents
- Business Sector
- Visitor Sector/Representatives (PWP, Hotelier Sector etc.)
- Other Stakeholders i.e. Businesses, Education, Medical or Places of Worship
- Emergency Services

5.8. Whilst it is proposed to significantly increase the scope of those whom are consulted on these proposals, in line with the current CPZ policy, it is recommended that residents support, or objections, to a CPZ proposal be quantified. It is proposed to increase the response rate to the 'informal Consultation' from 30% to 51% and to maintain the current requirement that 51% or more of those responding must be in support of such proposals.

6. PROPOSED PROCESS

6.1. The below is a summary of the process proposed for considering a CPZ (appendix I is a flow chart of the processed stages): -

i. **Scheme Request**

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.

ii. **'Fact find'** (see 5.2) – Up to 4 weeks

Information presented back to the Cabinet Members responsible for Parking. Process can be stopped at point if evidence shows sufficient parking available or criteria not met.

iii. **Highways Impact Assessment** (see 5.6) – Up to 6 weeks

Information presented back to the Cabinet Members responsible for Parking. Process can be stopped at this point if a proposed CPZ is likely to lead to a detrimental impact on the highway network, specific users, or access to the highway network.

iv. **Scheme Design** – Up to 6 weeks

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

v. **Informal Consultation** (Ward Councillors) – Up to 6 weeks

All residents within the boundary of a proposed scheme will be balloted on whether they support, or do not support, the CPZ proposals. Minimum of 51% turnout and minimum of 51% of residents 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.

vi. **Formal Consultation** (Road Traffic Act) – Up to 10 weeks

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.

vii. **Approval/Not Approval**

Approval required from the Cabinet Member with responsibility for parking to implement, or not implement, in consideration to the representations received.

viii. **Implementation** – Up to 6 weeks

Works undertaken to implement the scheme