

PLYMOUTH CITY COUNCIL

Subject: Controlled Parking Zone Policy
Committee: Cabinet
Date: 13 February 2018
Cabinet Member: Councillor Ricketts, Cabinet Member for Transport and Housing Delivery
CMT Member: Anthony Payne, Strategic Director for Place
Author: Mike Artherton Parking, Marine and Highway Policy Service Manager
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Ref:
Key Decision: Yes
Part: I

Purpose of the report:

This report sets out proposals to amend the current process and criteria for Controlled Parking Zones, scheme exclusions and changes to 'Essential Visitors' permits.

The proposals seek to establish a process for considering Controlled Parking Zones which better considers the needs of all road users, including residents, businesses and visitors to Plymouth, a process which considers the wider impact of CPZ's on the public highway and to provide additional support to persons in need of daily care.

Council's corporate plan 2016 - 19:

The proposals within this report support the Council in achieving our vision as a **Growing Plymouth** and a **Pioneering Plymouth**. The proposals set out within this paper adopt an inclusive approach to engagement, considering the wider needs of all who use and access the Highway network and the impact of such proposals on all who use the Highway network.

Implications for Medium Term Financial Plan and Resource Implications: Including finance, human, IT and land

There are no financial implications in amending the current CPZ policy as set out within this report.

Other Implications: e.g. Child Poverty, Community Safety, Health and Safety, Risk Management and Equality, Diversity and Community Cohesion:

See attached Equality Impact Assessment

Recommendations & Reasons for recommended action:

That Cabinet -

1. Approve changes to the Councils Controlled Parking Zone Policy
2. Approve changes to Essential Visitor Permits

Alternative options considered and reasons for recommended action:

Not to implement amendments to the current Controlled Parking Zone policy is rejected as this would not amend the policy to consider the wider needs of all road users, consider the wider impact of CPZ's on road users and the potential impact of CPZ's on access to services and facilities.

Not to implement amendments to Essential Visitor Permits is rejected as this would not provide additional support to persons in need of essential daily care.

Background papers:

NONE

Sign off:

Fin	PLI 718. 187	Leg	LS/2 9848 /JP/Ja n18	HR		Corp Prop		IT		Strat Proc	
Originating SMT Member – Lou Hayward											
Have you consulted the Cabinet Member(s) named on the report? Yes											

I. INTRODUCTION

- 1.1. This report sets out proposals to amend the current process and criteria for Controlled Parking Zones, scheme exclusions and changes to 'Essential Visitors' permits.
- 1.2. The proposals seek to establish a process for considering Controlled Parking Zones which better considers the needs of all road users, including residents, businesses and visitors to Plymouth, a process which considers the wider impact of CPZ's on the public highway and to provide additional support to persons in need of daily care.
- 1.3. The proposals within this report support the Council in achieving our vision as a **Growing Plymouth** and a **Pioneering Plymouth**. The proposals set out within this paper adopt an inclusive approach to engagement, considering the wider needs of all who use and access the Highway network and the impact of such proposals on all who use the Highway network.
- 1.4. In support of the Council's vision for a Caring Plymouth, the proposals expand those consulted and engaged on proposals, including engagement with PADAN (Plymouth Area Disability Action Network) in respect to further engagement with persons with disabilities.
- 1.5. It is **Democratic** as the proposals ensure meaningful engagement with citizens, businesses and all road users on CPZ proposals.
- 1.6. It is **Responsible** as the proposals within the report ensure 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.
- 1.7. It demonstrates Plymouth City Council's commitment as a **Partner** through working with businesses, community groups, stakeholders, services and PADAN (Plymouth Area Disability Action Network) on proposals for CPZ's.

2. Plymouth Plan

- 2.1. The Plymouth Plan sets the overarching long term vision for the city to 2034 and beyond. The city's ambition is for the population to grow from the current level of 262,172 to over 300,000 by 2034, and for the number of households to rise from 117,432 to circa 132,926 over the same period. The proposals set out within this report are aimed at supporting the wider businesses and citizens of Plymouth, contributing to the overall health, wealth and well-being of the City.

3. BACKGROUND

Controlled Parking Zones (CPZ's)

- 3.1. 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 does not guarantee residents a parking space.
- 3.2. There are currently 54 CPZ's in operation in Plymouth.

3.3. In 2013 the Council undertook a Scrutiny Review of CPZ's centred on establishing the criteria to consider, and the process to implement, a CPZ.

3.4. A number of recommendations came out of the Scrutiny Review, together with officer recommendations, which were approved by Cabinet on 15th July 2014. In summary, 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.
- Authority from the Cabinet Member responsible for parking is then sought to implement, or not implement, the proposed scheme in consideration of representations received during the statutory consultation.

3.5. Since 2014 these recommendations have supported Members and residents across the City in implementing CPZ's; a number of scheme requests have also been declined where the defined criteria was not achieved.

Essential Visitor Permits

3.6. The Council provides support to residents whom are highly dependent on essential daily care, care provided by relatives or professional carers, in the form of an 'Essential Visitor Permit'. An Essential Visitor permit allows a carer to park within a Controlled Parking Zone, to access a property, during a schemes operational hours.

4. CURRENT POSITION

Controlled Parking Zones (CPZ's)

4.1. A review of the current CPZ policy and process has been undertaken by Plymouth Highways, a review exploring what works well, what doesn't work so well and where opportunities exist to improve the current policy and process.

4.2. The review has led to a number of proposed amendments to the current CPZ policy and process, amendments aimed at ensuring consideration of the wider impact of CPZ's to all road users, to create greater awareness of any consultation to consider a CPZ and of understanding to the impact of a CPZ.

Exclusions from CPZ's

4.3. Whilst details of exclusions are available and that it is the tenants/buyers responsibility to undertake such checks prior to taking tenancy, the Council is aware that residents sometimes move into properties unaware that the property is ineligible for parking permits.

Essential Visitor Permits

4.4. An administration fee of £30 currently applies for an Essential Visitors Permit. In 2016/17 the Council issued 120 permits and received £3,600.

5. PROPOSED AMENDMENTS

Controlled Parking Zones

5.1. The following amendments are proposed to the current policy and process for determining CPZ's: -

- 5.1.1. Where a CPZ is to be considered, or requested, an initial 'fact find' will be undertaken to accurately establish the following information: -
- Available On Street kerb space;
 - Available Off Street parking (*PCC and Private car parks*);
 - Whether residents have access to driveways (see 3.4) and/or garages (see 3.3);
 - 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)
- 5.1.2. 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.
- 5.1.3. 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.
- 5.1.4. The outcome of the 'fact find' to be reported back to the Cabinet Member with responsibility for Parking. This data will be assessed against the following amended criteria: -
- Not less than 85% of the kerb space regularly occupied between 8am and 6pm on 5, or more, days of the week;
 - 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;
 - 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.

5.1.5. Where the above criteria is met, 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

5.1.6. The outcome of the HIA will be presented to the Cabinet Member responsible for Parking and, subject to the outcome of the HIA, proceed to undertake non-statutory consultation (herein referred to as 'informal consultation') on the proposal of a CPZ scheme 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

5.1.7. 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.

Essential Visitor Permits

5.2. To provide further support to persons whom rely on daily essential care it is proposed to remove the administration fee for an Essential Visitor Permits and provide these at no cost.

6. SCRUTINY RECOMMENDATIONS

6.1. Proposed amendments to the current CPZ policy and process were presented to the Place and Corporate Overview and Scrutiny Committee on 3rd January 2018.

6.2. A number of recommendations were made at the Place and Corporate Overview and Scrutiny Committee to the proposed amendments to CPZ's, these are summarised below together with officer response: -

Scrutiny Committee Recommendation A: -

6.3. Need for a clear communication strategy focussing on the impact on residents of a CPZ, in order to ensure awareness and understanding of the impact of such a scheme;

Officer Response: -

- 6.4. This recommendation is agreed. The proposed amendments to the current CPZ policy aim to provide greater awareness and understanding of the impact of a CPZ, specifically: -
- 6.4.1. The introduction of a new Highways Impact Assessment is specifically to consider, amongst other areas, the wider impact of a CPZ on all who have a right to use the public highway and the impact on accesses services and facilities. This extends on the current process which currently only engages with residents at this stage.
 - 6.4.2. The PADAN will be engaged at the 'Informal Consultation' stage to raise awareness of CPZ proposals amongst the disabled community and provide additional opportunity to ensure the impact of any CPZ proposals on persons with disabilities and/or persons requiring care are considered.
 - 6.4.3. At the informal consultation stage residents will be engaged on areas such as the function of a CPZ, how it works, access to permits and catering for visitors.
 - 6.4.4. At this stage residents will also be informed that exclusions can apply to properties, within a CPZ, upon obtaining planning approval that is likely to lead to an increase in parking demand; that such permit exclusions can be appealed where it can be demonstrated the change has not led to an increase in parking demand and/or that the scheme zone is undersubscribed.

Scrutiny Committee Recommendation B: -

- 6.5. Consideration be given to the informal/formal consultation process in mixed areas, in order that not only residents but businesses and schools are able to vote on such schemes;

Officer Response: -

- 6.6. The proposals within this report extend on who is engaged on proposals for CPZ's, above the current process of engagement solely with residents of a proposed scheme.
- 6.7. Whilst engagement and awareness of proposals is proposed to be expanded it is not proposed to extend the vote, the vote to determine support for scheme, wider than residents.
- 6.8. Businesses and other road users are able to make representations on any proposals, expressing support or objections, as part of the formal consultation stage.
- 6.9. The recommendation is to extend the voting stage to businesses and schools is rejected.

Scrutiny Committee Recommendation C: -

- 6.10. Inclusion within the policy of a process for medium term schemes which are strategically driven;

Officer Response: -

- 6.11. Each scheme proposal will be subject to a fact find, to establish the position on parking, and a Highways Impact Assessment to consider the impact of a CPZ. At this stage it would be determined whether a CPZ is an appropriate intervention to address a problem or whether other traffic management solutions, short term, medium term or long term, would be more appropriate.

Scrutiny Committee Recommendation D: -

6.12. Consider who should be included in the informal consultation process (*i.e. whether each resident had a vote, or one vote per household, or residents on the electoral register*) and the inclusion within the policy of a process for counting the consultation responses.

Officer Response: -

6.13. It is proposed to maintain the current policy where each residential property has a single vote on whether they support or do not support a proposal for a CPZ.

7. PROPOSED PROCESS

7.1. The below is a summary of the process proposed for considering a CPZ (*appendix 1 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 5.1.1) – Up to 4 weeks

Information 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.

iii. Highways Impact Assessment (see 5.1.5) – Up to 6 weeks

Information presented back to the Cabinet Member 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, giving consideration to the representations received.

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

Works undertaken to implement the scheme.

8. FINANCIAL IMPLICATIONS

8.1. There are no financial implications in implementing the proposed amendments to the current CPZ Policy as set out within this report.

8.2. Implementing the changes to the 'Essential Visitors Permit' is expected to result in a reduction of permit income of £3,600 based on the number of permits issued in 2015/16.

9. RECOMMENDATION

9.1. It is the recommendation of this report to: -

9.1.1. Implement amendments to the current CPZ policy and changes to Essential Visitor Permits as set out within this report.