

BRIEFING REPORT

1. INTRODUCTION

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

2. CPZ - CRITERIA

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

2.1.1. Where a CPZ is to be considered, or requested, an initial 'fact find' will be undertaken to accurately establish the following information: -

- 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.

3. CPZ - PROCESS

3.1. The process for establishing a CPZ is as follows (*appendix 1 is a flow chart of the processed stages*): -

Scheme Request

3.2. 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.

'Fact find' – Up to 4 weeks

3.3. 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 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)

- 3.4. 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.
- 3.5. 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.
- 3.6. 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.

Highways Impact Assessment – Up to 6 weeks

- 3.7. 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
- 3.8. 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.

Scheme Design – Up to 6 weeks

- 3.9. The scheme is designed, by Plymouth Highways, using data established from the ‘fact find’ and ‘Highways Impact Assessment’. The Cabinet Member responsible for parking is to be briefed on scheme proposals.

Informal Consultation – Up to 6 weeks

3.9.1. 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

3.10. 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.

3.11. A minimum of 51% 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.

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

3.12. 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.

Approval/Not Approval

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

Implementation – Up to 6 weeks

3.14. The scheme can now be implemented.