

## PLYMOUTH CITY COUNCIL

**Subject:** Controlled Parking Zone Policy  
**Committee:** Cabinet  
**Date:** 9<sup>th</sup> October 2018  
**Cabinet Member:** Mark Coker, Cabinet Member for Strategic Planning & Infrastructure  
**CMT Member:** Anthony Payne, Strategic Director for Place  
**Author:** Mike Artherton Group Manager - Parking, Marine and Garage Services  
**Contact:** mike.artherton@plymouth.gov.uk  
**Ref:**  
**Key Decision:** Yes  
**Part:** I

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### **Purpose of the report:**

This report sets out proposals to amend the current Controlled Parking Zone (CPZ) policy to ensure the policy reflects the Council's values.

This paper sets out a policy which considers the needs of all road users, including residents, businesses and visitors to Plymouth, when considering the adoption of a CPZ on the public highway.

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### **Council's corporate plan 2016 - 19:**

The proposals within this report support 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'. The proposals within this report support the Council's priorities as a **Growing City** and a **Caring Council** through maintaining an efficient transport network, supporting economic growth that benefits as many people as possible and ensuring Plymouth is a welcoming city.

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### **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.

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

See attached Equality Impact Assessment

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### **Recommendations & Reasons for recommended action:**

That Cabinet -

- I. Approve changes to the Councils Controlled Parking Zone Policy, as set out in the briefing paper, to ensure the Councils CPZ policy reflects the Councils values and priorities.
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**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 bring the policy more in-line with our values as a Cooperative Council and ensuring community engagement is at the heart of this process.

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**Background papers:**

None

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**Sign off:**

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Originating SMT Member – Lou Hayward											
Have you consulted the Cabinet Member(s) named on the report? Yes											

## 1. INTRODUCTION

- 1.1. This report puts forward a number of proposed amendments to the Councils CPZ policy aimed at ensuring the policy reflects the Councils values and priorities: -
- 1.2. The proposals within this report support 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' and supports the Councils priorities as a **Growing City** and a **Caring Council** through maintaining an efficient transport network, supporting economic growth that benefits as many people as possible and ensuring Plymouth is a welcoming city.
- 1.3. The proposals within this report support our values as a **Democratic** Council, ensuring meaningful engagement with citizens, businesses and all road users on CPZ proposals.
- 1.4. The proposals within this report support our 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.
- 1.5. The proposals within this report support our values as a **Cooperative** Council, adopting an inclusive approach to engagement, considering the wider needs of, and impact on, all who use and access the Highway network.

## 2. BACKGROUND

- 2.1. 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 it does not guarantee residents a parking space.

## 3. CURRENT POSITION

- 3.1. On 13<sup>th</sup> February 2018 Cabinet approved a number of amendments to the Councils CPZ policy, these amendments are summarised as follows: -
  - 3.1.1. Introduction of a 'fact find' at the start of the process. Where a CPZ is to be considered, or requested, an initial 'fact find' is undertaken to accurately establish the facts around the availability and utilisation of available parking.
  - 3.1.2. Introduction of a 'Highways Impact Assessment' (HIA) stage. An assessment is undertaken to consider the wider impact of a CPZ upon all whom use the Highway network, this includes access to shops, educational centres, medical centres and access to places of worship; the HIA also considers displacement.
  - 3.1.3. Amend the minimum turnout required to the residential ballot from 51% to 50% of residential properties within the area of the said proposal.
- 3.2. The current policy has been reviewed to ensure the policy, and process for considering CPZ's, is aligned to the Councils values and priorities.

## 4. PROPOSED AMENDMENTS

- 4.1. Following the review of the current CPZ policy it is proposed to make the following amendments: -

### **Introduce a Community Engagement as part of 'Fact Find'**

- 4.2. As part of the initial fact find stage it is proposed that 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. This will both help officers understand community concerns/challenges, but also ensure that the community fully understand what a CPZ is and ensure, throughout the process, the community can make informed decisions. This proposed engagement reflects our values as a Cooperative Council.
- 4.3. These engagement sessions will also help the Council consider solutions, which include considering solutions which address concerns without the requirement for a CPZ.

### **Introduce Community Engagement as part of 'Developing Scheme Proposal'**

- 4.4. It is proposed that Plymouth Highways will engage the local community, via community drop in sessions and through online submissions, regarding CPZ proposals developed in consideration of all information obtained to date through both the 'fact find' and the 'Highways impact assessment'. These sessions will enable the community to feedback on outline proposals, helping the Council to get proposals right first time, before proceeding to ballot the community. This proposed engagement reflects our values as a Cooperative Council.

### **Amend Community Ballot Requirements**

- 4.5. It is proposed to amend the minimum required turnout from 51% to 50% and to maintain the current requirement for 51% of those who respond to be in favour of the proposals.

## 5. PROPOSED PROCESS

- 5.1. The proposed process to consider a CPZ is set out below, and can take up to 11 months from initial request through to completion (*appendix 1 is a process flow chart for determining a CPZ*): -

### **Stage 1 - Scheme Request**

- 5.2. 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' – Up to 8 weeks**

- 5.3. 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 businesses 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)

5.4. 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 solutions which address concerns without the requirement for a CPZ.

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

5.5. 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

### **Stage 4 - Scheme Design - 4 weeks**

5.6. The scheme is designed, by Plymouth Highways, using data established from the 'fact find', 'Highways Impact Assessment' and community engagement.

5.7. Plymouth Highways will hold further engagement sessions with the local community, via community drop in sessions and through online submissions, on the outline scheme proposals. 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.

5.8. Cabinet Member to receive a briefing on proposal/s.

### **Stage 5 - Informal Consultation - 6 weeks**

5.9. 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

5.10. 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.

5.11. 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.

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

5.12. 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.

#### **Stage 7 - Scheme Approval or Rejection**

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

#### **Stage 8 – Implementation - 6 weeks**

5.14. The scheme can now be implemented.

## **6. FINANCIAL IMPLICATIONS**

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

## **7. RECOMMENDATION**

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

7.1.1. Implement amendments to the current CPZ policy as set out within this report to ensure the Councils CPZ policy reflects the Councils values and priorities.