

# 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.