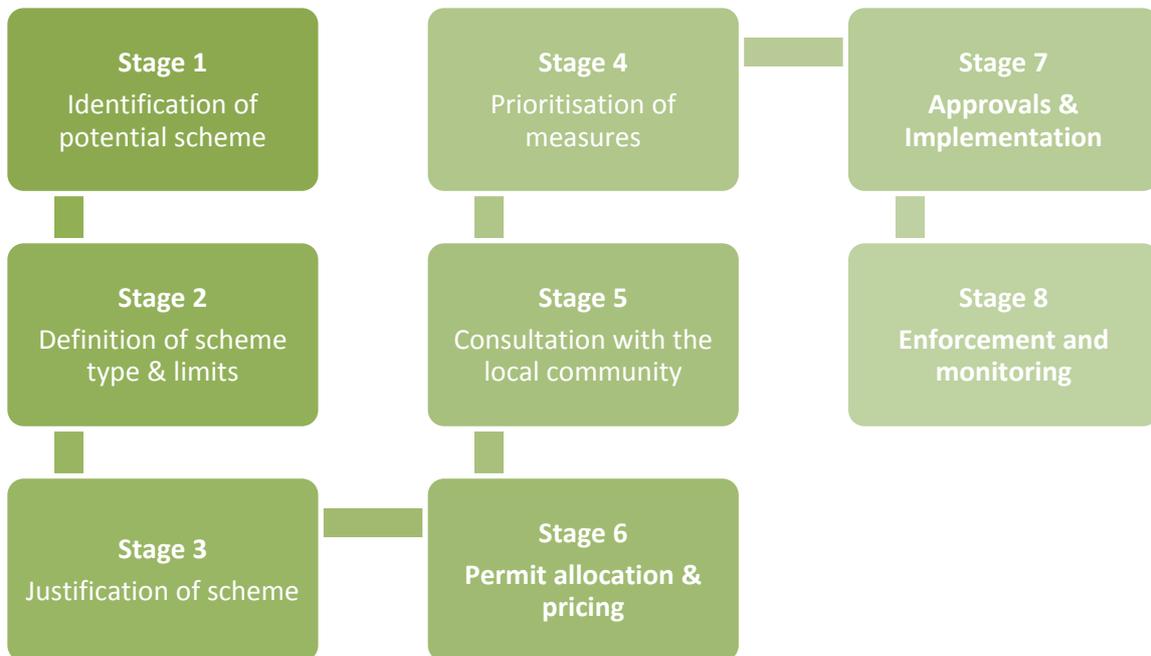


## Appendix 3 – Parking Strategy proposed approach for Residents’ Parking Zones

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At present, there are only a limited number of residents’ parking zones in operation in Central Bedfordshire (Flitwick, Dunstable, Leighton Buzzard and Biggleswade). It is recognised that in some locations there is increasing demand from the local community to control the negative effects of non-residential on-street parking.

Given this, a process has been developed that sets out how Central Bedfordshire Council intends to investigate, implement and operate residents’ parking zones across the authority’s area. The council will use the following steps in determining the creation of a new parking zone:-



### Stage 1: Identification of Potential Scheme

Stage 1 of the process will be based on evidence from a significant proportion of the local community, Town or Parish Council or by the council itself. The council encourages residents to register requests for consideration of a residents’ parking scheme through its highways help desk or via the web site.

Before the council proceeds with any formal investigation it will seek the opinion of

the town or parish council who cover the area of the request in question. If the relevant Town or Parish Council does not support the request then the council will take no further action unless there are extenuating circumstances. Following on from this request, it is at the council's discretion where and when to conduct surveys to analyse the presence or severity of the problem. The council has set the following as the standard criteria for the level at which local community consultation may take place.

### **Criteria which Provides Evidence of a Residential Parking Problems**

**Daytime problem** - 60% of available kerb space is occupied by non-residents vehicles for more than 6 hrs during which 85 % of the available kerb space is occupied by all parked vehicles.

**Nighttime problem** - 40% of available kerb space is occupied by non-residents' vehicles for more than 4 hrs during which 85% of the available kerb space is occupied by all parked vehicles.

The cost of developing residents' parking scheme is high and in some cases schemes do not justify the cost of further development if there is not a readily identified problem. There is also significant risk to the council of promoting schemes which may not be self supporting. No schemes will be implemented unless there is a sound financial case which will justify the expense of the scheme and its enforcement and will be financed in full by the residents.

## **Stage 2: Definition of Scheme Type and Limits**

Stage 2 of the process follows on from the site observation and an approval that the criteria for a Residents Parking Scheme have been met. It is at this stage that the type and limit of the scheme needs to be agreed. The scheme could address a long stay or short stay problem.

### *Long stay problem – Shared Use*

A 'Type 1' scheme is one in which existing or proposed parking restrictions are believed to place a disadvantage on the residents. In this case, residents' parking permits could be allocated, and restrict parking to two hours for example, in order to allow access to local facilities but prevent all day parking in the area.

### *Short Stay Problem – Exclusive Use*

A 'Type 2' scheme would arise where the demand for parking by residents and visitors is currently greater than the existing number of parking spaces. In this case, restrictions are required to provide an equal advantage to residents and visitors to park.

## **Stage 3: Justification of Scheme**

This stage involves gathering the evidence from Stages 1 and 2 to assess the feasibility of promoting a scheme. From the evidence of a problem at Stage 1 and identification of the possible type of scheme at Stage 2, an assessment can be carried out as to the scope and impact of implementing a scheme. From this, the possible capital and revenue implications can be calculated. These must be set out in a report showing the conclusions of the findings to date. This will support the consultation and marketing process. The report should provide justification for the scheme or the need for support from the Highways Dept to progress.

## **Stage 4: Prioritisation of Measures**

If there are a number of requests for schemes then the council must prioritise these. The promotion of schemes is costly and with only a finite amount of funding to implement, it is likely that requests will be prioritised based upon the residents ability to meet the funding requirements in order to implement the scheme. Rankings will also be completed against common criteria such as scale of parking problem assessed in Stage 1, the likely cost of implementing a scheme and local community support for the scheme. This will provide a ranked list of requests that can be progressed as funding is achieved by the residents in order to facilitate the request.

## **Stage 5: Consultation with the Local Community**

Developing a strategy for whom and how residents are consulted needs careful preparation. The council needs to identify the area which will be consulted, a methodology and also set a budget. The streets adjacent to those under investigation can also be considered in the consultation process. The views of surrounding local businesses and any within the proposed area are also important in the potential implementation of a scheme.

The council will therefore not adopt a minimum consultation response rate for schemes and will use a majority of 66% or above of all households to carry the vote.

## **Stage 6: Permit Allocation and Pricing**

Stage 6 of this process involves setting permit entitlements and charging. In terms of residential entitlement, this may be based upon a maximum number of permits per household, e.g. one, two or in some cases three or more. In other cases, permits have been allocated based on the availability of parking spaces e.g. 75-100% – allow two permits/household and visitors' permits. Visitor permits may be

awarded by the number of people aged over 18 in a household, at set amounts per year or as above based on space availability. The number of business permits also needs to be considered.

Permits will not be issued to households where there is off street parking available.

In terms of charging, current annual permit costs are reviewed each financial year and will normally increase by the percentage Gross Domestic Product (GDP) in existing schemes relevant at that time of the review. A review of neighboring authority charges will also be undertaken every 5 years and charges adjusted in line with neighboring averages. The cost of permits will increase for each and every vehicle registered to an address within the proposed zone. This is to give fair opportunity to all to park within streets with limited kerb side space.

## **Stage 7: Approvals and Implementation**

Stage 7 of this process is the approvals and implementation stage. At this point there needs to be a reflection made on the consultation process. New or amended Traffic Regulation Orders need to be drafted as part of the implementation process. This stage provides an opportunity to invite formal objections to the scheme. These must be resolved or overridden by the appropriate elected member committee before the scheme can be implemented.

## **Stage 8: Enforcement and Monitoring**

Stage 8, the final stage of the process is applied when the scheme is in effect. The council will decide the level at which to monitor or enforce the scheme. In most cases a residential parking scheme is defined as a low priority within the council's overall traffic management issues. If the council receives a significant number of complaints from residents and compliance is low, it may then be necessary to enforce the scheme further.