

North Tyneside Council

Report to Head of Environment, Housing and Leisure

Date: 5 February 2018

Procedures for Parking solutions and investment priorities tool and updated Parking Permit Scheme

Portfolio(s): Housing and Transport

Cabinet Member(s): Cllr J Harrison

Report from Service Area: Environment, Housing and Leisure

Responsible officer: Phil Scott, Head of Environment,
Housing and Leisure

Tel: 0191 643 7295

Wards affected: All

PART 1

1.1 Executive Summary:

The North Tyneside Transport Strategy, adopted by Cabinet on 8 May 2017, sets out the Authority's vision for transport in the Borough. It seeks to ensure that "North Tyneside will have a safe, easy to use, healthy, affordable, accessible and integrated travel and transport infrastructure that works for residents, businesses and visitors effectively and efficiently." It sets out five principles which are key to achieving this.

On 11 September 2017 Cabinet approved the North Tyneside Parking Strategy ('the Strategy'). The new Strategy includes a parking solutions tool, a parking investment priorities tool and a revised parking permit scheme. When approving the Strategy, Cabinet delegated specific authority to the Head of Environment, Housing and Leisure, subject to specified internal consultation, to implement these elements.

This report outlines proposals to implement the parking solutions and investment priorities tool, the procedures for applying them and to introduce the revised parking permit scheme along with a set of fees and charges.

1.2 Recommendation(s):

It is recommended that the Head of Environment, Housing and Leisure:

- i. Agrees to the introduction of the new procedures associated with the use of the parking solutions and investment priorities tools set out in the North Tyneside Parking Strategy, described in paragraph 1.5.2 of this report and to review the operation of them within 12 months; and

- ii. Agrees to introduce the updated parking permit scheme along with a set of fees and charges as described in paragraph 1.5.3 of this report.

1.3 Forward Plan:

Twenty eight days notice of this report has been given and it first appeared on the Forward Plan that was published on 30 October 2017.

1.4 Council Plan and Policy Framework

This report is relevant to the following priorities set out in Our North Tyneside, the Council Plan 2016 to 2019:

- Our People will be listened to, and involved by responsive, enabling services
- Our Places will have an effective transport and physical infrastructure – including our roads, cycleways, pavements, street lighting, drainage and public transport

1.5 Information:

1.5.1 Background

The North Tyneside Transport Strategy, adopted by Cabinet on 8 May 2017, sets out the Authority's vision for transport in the borough. It seeks to ensure that ***“North Tyneside will have a safe, easy to use, healthy, affordable, accessible and integrated travel and transport infrastructure that works for residents, businesses and visitors effectively and efficiently.”*** It sets out five principles which are key to achieving this:

- i. **Improve safety, health and well-being outcomes and sustainability;** in relation to people, communities and the environment
- ii. **Support economic growth;** through effective movement for people, businesses and goods and to support the regional aim of “more and better jobs”
- iii. **Improve connectivity;** with all parts of the borough, the region, the rest of the country and the world
- iv. **Enable smart choices for all;** help people, businesses and visitors find out how to get to where they need to
- v. **Manage demand;** on transport networks and assets and address current and future transport challenges

The design and provision of new car parking relating to new developments brought forward through the planning process has been agreed by Cabinet, as part of Supplementary Planning Document LDD12 – Transport and Highways (approved on 8 May 2017).

On 11 September 2017 Cabinet approved the North Tyneside Parking Strategy ('the Strategy'). The Strategy highlights that on average 96% of the lifetime of a car is spent parked (RAC report – Spaced: Perspectives on Parking Policy) and parking management is an ongoing challenge. It recognises that many historic areas of North Tyneside were constructed before the era of widespread car ownership and therefore it is often difficult to balance the needs of residents, local businesses and visitors. It is therefore important that the approach to meeting those needs should be consistent, coherent and based on a set of agreed priorities for parking investment which is affordable and sustainable.

The new Strategy includes a parking solutions tool, a parking investment priorities tool and a revised parking permit scheme. When approving the Strategy, Cabinet delegated specific authority to the Head of Environment, Housing and Leisure, subject to specified internal consultation, to implement these elements.

1.5.2 Parking Solutions and Investment Tools – Application of New Procedure

The parking solutions tool and parking investment priorities tool, contained within the Strategy, set out a process. This involves identifying the nature and cause of the local parking problem and seeking to address this through engagement with other organisations and partners, with the focus on resolving the situation through such means before any commitment is made by the Authority to introduce new parking measures. This provides a transparent and consistent process by which new parking measures will be assessed to either proceed to become an investment priority or not.

It is proposed that these tools are implemented using the following procedure:

- 30 September – Deadline for requests to be considered for the following financial year
- Collate all requests, assess, score and rank accordingly applying priorities in line with assessment flowchart in **Appendix 1**. Scores are calculated applying the formula set out in **Appendix 2**
- Inform applicant of next steps and timescales following assessment (e.g. no further action taken; work commencing with third parties to resolve issue; or if problem is an acute road safety matter, expedite resolution)
- Shortlist of schemes for delivery prepared and agreed by Cabinet Member in March for delivery in the following financial year
- Publish approved shortlist of schemes on Authority's website.

(Full details of the annual processing timescales are set out in **Appendix 3**.)

Dealing with Existing Requests

The implementation of the updated permit parking scheme is likely to result in some changes to parking patterns both in streets that are currently restricted and those

adjacent. The intention therefore is to write to all residents who have outstanding requests on file for permit parking restrictions to notify them of changes to the existing permit scheme and request confirmation that they still wish to be considered for permit parking restrictions.

Over the last few years, the number of requests for new/expanded permit parking schemes/areas has significantly increased. The number of requests received each year is beyond the level of new schemes the Authority is able to deliver. This has resulted in a substantial backlog of requests that are awaiting consideration.

There are currently 238 individual requests which have been submitted to the Authority that are awaiting consideration. It is proposed that requests received after 1 January 2017 are considered under the new procedure for dealing with applications. Those applicants will be informed of the outcome, which may include one of the following:

- a. No further action taken at this time
- b. Engagement with other organisations to address concerns
- c. Scheme to be progressed

All requests received prior to 1 January 2017 will be subjected to an accelerated version of the new assessment procedure. These requests will forgo the 18 month engagement period to achieve behavioural change and will instead, following surveys being conducted, proceed straight to neighbour consultation. Subject to achieving a level of support in excess of 51% (as set out with the Strategy), the scheme will be added to the shortlist for approval by the Cabinet Member. Should the number of schemes on the shortlist exceed what can be delivered in a financial year schemes will be prioritised based on date of request.

Process for dealing with requests for advisory disabled bays

The criteria for dealing with requests for advisory disabled bays are set out within the Strategy (requests for mandatory disabled bays are considered separately).

It is proposed that implementation of the criteria is supported by the following supporting procedure:

- Applications are assessed based on criteria including the results of parking surveys used to confirm that demand for parking adjacent to the property is high for the majority of the day. Demand will be evaluated by establishing whether or not on-street parking is available within a distance of 20m of the property.
- Appeals will only be considered if it can be demonstrated that the criteria has not been followed. In such cases, the appeal will be referred to the Cabinet Member for consideration.

1.5.3 Permit Parking Scheme – Fees and Charges

The Strategy recognises that parking management and pricing is an important tool for managing demand and can encourage the use of more sustainable modes of transport, such as public transport.

A key aim of the Strategy is to manage transport demand by having an effective parking permit scheme in place. The Strategy aims to achieve this by updating the existing parking permit scheme where a charge will be applied to cover management and administrative costs.

The updated parking permit scheme along with proposed fees and charges is included in **Appendix 4**. The proposed timetable for introducing the scheme is set out in **Appendix 5**. The new scheme will be applied to the purchase of a new permit or renewal of an existing permit from July 2018, dependant on the outcome of the public consultation process.

1.6 **Decision options:**

The following decision options are available for consideration by the Head of Environment, Housing and Leisure:

Option 1

Approve the recommendations set out in section 1.2.

Option 2

Not approve the recommendations set out in section 1.2.

Option 1 is the recommended option.

1.7 **Reasons for recommended option:**

Option 1 is recommended in order to support the effective management of parking in North Tyneside.

1.8 **Appendices:**

- Appendix 1 – Request assessment flowchart
- Appendix 2 – Assessment criteria and scoring system
- Appendix 3 – Annual timescale for processing requests
- Appendix 4 – Parking permit scheme, fees and charges
- Appendix 5 – Parking permit scheme implementation timescale
- Appendix 6 – Equality Impact Assessment

1.9 Contact officers:

Colin MacDonald, Senior Manager – Technical and Regulatory Services, 0191 643 6620

Andrew Flynn, Integrated Transport Manager, 0191 643 6083

Nicholas Bryan, Highway Network Manager, Capita, 0191 643 4808

Garry Hoyle, Parking Manager, Capita, 0191 643 6599

John Cram, Integrated Transport Officer, 0191 643 6122

Alison Campbell, Senior Business Partner, 0191 643 7038

1.10 Background information:

The following background papers/information have been used in the compilation of this report and are available at the office of the author:

- (1) North Tyneside Transport Strategy (approved by Cabinet on 8 May 2017)
http://www.northtyneside.gov.uk/browse-display.shtml?p_ID=568803&p_subjectCategory=41
- (2) North Tyneside Parking Strategy (approved by Cabinet on 11 September 2017)
http://www.northtyneside.gov.uk/browse-display.shtml?p_ID=569773&p_subjectCategory=41
- (3) Traffic Management Act 2014
<http://www.legislation.gov.uk/ukpga/2004/18/contents>

PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING

2.1 Finance and other resources

The existing parking permit scheme is expensive to administer with an increasing number of requests for new permit parking schemes across the Borough. The new scheme proposes a new approach to fees and charges and will make greater use of 'virtual' parking permits. Together this will make the scheme more effective and reduce costs. The proposal is designed to ensure that the costs of operating the scheme can be met from income and therefore generates a saving within the general fund in accordance with the business case.

An income target of £0.100m was included in the 2017-18 Budget setting process. This is currently being delivered by other means but implementing the proposals in paragraph 1.5.3 of the report will ensure delivery in 2018/19 and beyond.

The scheme will apply to new permits as old permits expire and will be launched from July 2018. From 2019/20 income is forecast to increase as the two year residents' permits scheme is fully implemented. Any surplus income generated by the scheme is legally required to be used for the management of parking and highway facilities as described in paragraph 2.2 of the report.

Implementation costs relating the parking solutions tool, the parking investment tool and the permit parking scheme can be managed from existing budgets within the Parking Service. These budgets are managed by the Technical Services Partner in accordance with the established managed budget protocol.

2.2 Legal

The Traffic Management Act 2004 places a duty on the Authority to manage highways in order to secure the expeditious movement of traffic (including cycling and walking) on its network and on adjacent networks. The management of on and off street parking provision is a key component of ensuring the highway is managed effectively.

Section 55 of the Road Traffic Regulation Act 1984, as amended, requires that local authorities must ensure that any revenue surplus related to on-street parking which is not used for enforcement, or management of parking facilities, is used for legitimate purposes only and that its main use is to improve, by whatever means, transport provision in the area so that road users benefit.

2.3 Consultation/community engagement

2.3.1 Internal Consultation

Internal consultation has taken place with the Cabinet Member for Housing and Transport, the Cabinet Member for Finance and Resources and the Head of Finance.

2.3.2 External Consultation/Engagement

No external consultation is required for this decision. The parking permit scheme; which forms part of the North Tyneside Parking Strategy; was approved by Cabinet in September 2017. However, in relation to implementation of the update parking permit scheme the proposed implementation timetable outlines both statutory and non-statutory engagement with residents that will take place.

2.4 Human rights

There are no human rights issues directly arising from this report.

2.5 Equalities and diversity

The development of a permit parking scheme has had regard to the Authority's obligations under the Equality Act 2010. An Equality Impact Assessment has been undertaken and this is included within Appendix 6 of the report. It notes that the proposals aim to ensure a positive impact for people with a disability.

2.6 Risk management

There are no risk management issues directly arising from this report.

2.7 Crime and disorder

There are no crime and disorder implications directly arising from this report.

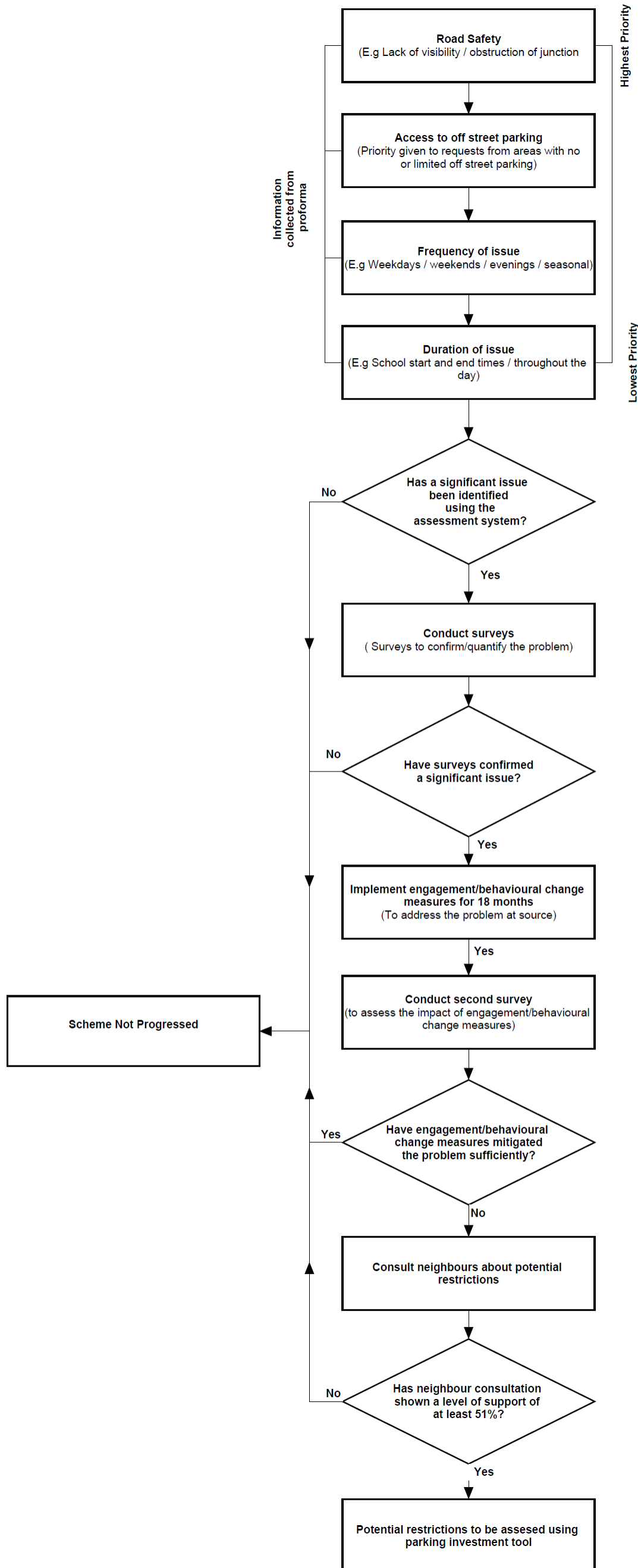
2.8 Environment and sustainability

There are no environment and sustainability implications directly arising from this report.

PART 3 - SIGN OFF

- Deputy Chief Executive
- Head of Service
- Mayor/Cabinet Member
- Chief Finance Officer
- Monitoring Officer
- Head of Corporate Strategy

Appendix 1 – Request assessment flowchart



Appendix 2 – Assessment Criteria and Scoring System

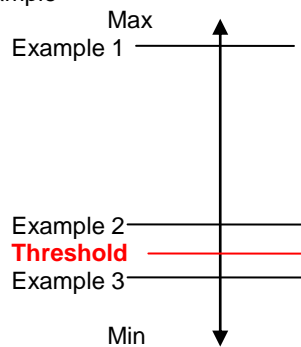
All requests are assessed using the criteria and associated scoring system below:

Category	Assessment Criteria	Priority	Variables	Outcome
	Acute road safety or service vehicle access issue.	High	Yes	Progress to next stage
		Low	No	Assess using categories below
A	Off street parking?	High	No	
		Low	Yes	
B	Frequency (Day)	High	Weekdays	
		Low	Weekends/Bank Holidays	
C	Frequency (Time)	High	Daytime	
			Evenings	
		Low	School start & end times	
D	Duration	High	More than 4 hours	
			Between 2-4 hours	
		Low	Less than 2 hours	

Application of the threshold

Any requests relating to parking which is causing an acute road safety issue and/or access problems for public service or refuse collection vehicles will be progressed to the next stage of the assessment process. Other requests which are assessed as above a certain threshold will be progressed to the next stage of the assessment process, which involves surveys being conducted to confirm or validate the reported issue. Any requests assessed as below the threshold will not be progressed any further and the requester will be notified.

Assessment threshold example



Examples

1. Request for restrictions in a residential street (with no off street parking) adjacent to a major employment site, as commuter parking is occurring on a daily basis during the week for the majority of the day.
2. Request for restrictions in a residential street (with no off street parking) at the coast, as visitors to the area are parking for several hours on weekends and bank holidays.
3. Request for restrictions in a residential street (with off street parking) as parents are parking during the week at school start and end times.

Note. The process will be reviewed periodically to ensure consistency of approach.

Appendix 3 – Annual timescale for processing requests in relation to the parking solutions tool and parking investment priorities tool

30 September	Requests will be accepted throughout the year, however this is the deadline for requests to be considered for the following financial year
October-December	<p>Review all requests:</p> <ul style="list-style-type: none"> ▪ If no action to be taken, applicant notified. ▪ If action to be taken involves working with third parties to address the concern: <ul style="list-style-type: none"> i. working with third parties will commence, to take place over a period of 18 months; ii. the applicant is notified; and iii. engagement with neighbours takes place to establish level of concern/support. ▪ If request relates to an acute road safety matter, it will be considered for investment alongside other similar requests. <p>Shortlist of schemes developed.</p>
January-February	Evaluate list of schemes against the budget. Approved list of schemes agreed through internal procedure to confirm delivery programme for following financial year
March	List of schemes for financial year published on the Authority's website

NB. Locations for which third parties have been engaged for a period of 18 months, for which the issue still persists, and which have received majority support from neighbours, will be considered for investment alongside other potential schemes.

Appendix 4 Parking permit scheme, fees and charges

Classification	Restriction on number	Permit type, as agreed by Cabinet September 2017	Existing charge	Proposed charge
Resident Permit	None	Virtual Permit Max. of 3 per household	First permit free (valid for 2 years) Additional permits £20 per permit per year	£25 per permit per year
Visitor Voucher	None	Virtual Permit Max. of 50 per household per year (each voucher provides a max 3 hour period)	£1 for each 3 hour period	£1 for each 3 hour period
Visitor Permit	1 per household	No change	Free (valid for 2 years)	£50 per permit per year
Business Permit	None	Paper Permit Max. of 2 per business	First two permits £50 per permit per year Additional permits £250 per permit per year	£250 per permit per year
Care Home Resident Permit	1 per unit	No change	Free (valid for 2 years)	£25 per permit per year
Community Worker's Permit	1 per applicant	No change	£20 per permit per year	£25 per permit per year
Tradesmen Voucher	None	Virtual Permit Up to 10 vouchers valid for 3 hours each (further vouchers at the Council's discretion).	£1 for each 3 hour period	£1 for each 3 hour period
Landlord Voucher	None	Virtual Permit Up to 10 vouchers valid for 3 hours each (further vouchers at the Council's discretion).	£1 for each 3 hour period	£1 for each 3 hour period
Bed & Breakfast / Hotel Voucher	None	Virtual Permit Justification will be sought from the applicant if high numbers of vouchers are requested.	£1 for each day	£5 for each day

Those shown in the table above are the only types of permit which are to be available.

Appendix 5 Permit parking scheme implementation timescale

Issue letter to all eligible households to: i. notify them of the proposed changes; and ii. give them the opportunity to request the withdrawal of their street from the scheme (in permit-only and limited waiting with exemption for permit holder schemes) if the majority of households in a street are in favour	February 2018
Permit charges and limitations on number of permits per property	
Advertise a Traffic Regulation Order (TRO) for new permit system	February 2018
Address any objections through the normal TRO protocols	March-April 2018
Cabinet Member delegated decision to set aside any objections made and not withdrawn, and confirm the TRO	April 2018
Implement TRO	May-June 2018
Amend Council website with new permit parking guidance	June 2018
Letter to all eligible households providing further details of the virtual system and indicating when the changes will commence	June 2018
New Permit system goes live	July 2018
Removal of streets from permit scheme	
Collate all responses to determine the level of support on a scheme by scheme basis	March 2018
Instruct Legal to advertise a Traffic Regulation Order (TRO) for removal of streets from permit scheme	April 2018
Address any objections through the normal TRO protocols	May 2018
Cabinet Member delegated decision to set aside any objections made and not withdrawn, and confirm the TRO	June 2018
Evaluate outstanding requests for new schemes	
Letter to all people who have submitted a request for a new permit scheme notifying them of the changes	February 2018
Apply the parking solutions tool and parking investment tool to all the requested sites where residents have confirmed that they support the introduction of a permit scheme	March-April 2018
Agree list of schemes with Cabinet Member for financial year and commence consultation with residents	April-May 2018

Timescale may vary depending on the volume of objections received through the TRO process.