

Local Members Interest
N/A

**Cannock Chase Joint Parking Committee
28th January 2014**

Prioritisation of Parking Related Traffic Regulation Orders

Recommendations of the Cabinet Member for Children, Communities and Localism.

- 1 That the Cannock Chase Joint Parking Committee notes the content of the report (Appendix A) taken to the Joint Staffordshire Parking Board on 16th December 2013 outlining the introduction of the prioritisation of Parking Related Traffic Regulation Orders and the recommendation from the Board that the new way of working is adopted by the eight District Local Parking Committees.
- 2 That in the period January to March of each year the Committee identify/review a two year forward programme. This will be based on a rolling programme of four parking related orders currently funded by the County Council and, any additional parking related orders funded by the District CPE account where there is no deficit and the scheme is in surplus sufficient to pay for the proposal after consideration of any reserve.
- 3 To enable effective use of resources, those four schemes identified in the first year of the programme remain fixed for the forthcoming year.
- 4 That the programme for the second year of the programme is subject to change pending any requests for parking related orders that are received which the Committee considers to have a higher priority than those already identified.
- 5 That a list of requests that score more than 50% of the available marks i.e. 10 points is maintained beyond the two year programme. Those requests that receive less than 10 points via the initial assessment process as modified by the Committee are considered a low priority and the applicant informed of the decision of the Committee.
- 6 That at six monthly intervals, the Committee receives a list of new requests assessed against the assessment matrix and is able to reconsider priorities of schemes beyond the current year of the programme.

Report of the Deputy Chief Executive and Director for Place

Reasons for recommendations

- 7 The Cannock Chase Joint Parking Committee terms of reference enables Members to influence the prioritisation of parking related TROs and therefore to empower the Committee to be responsive to locally important issues.

- 8 Currently, a variety of methods are used to inform and advise Members in deciding the priority that each request receives.
- 9 Members of the various Local Parking Committees have previously raised their concerns over the number of requests for parking related orders and, the information available to aid the prioritisation for further progression.

Background Papers

1. Joint Staffordshire Parking Board 16th December 2013 Prioritisation of Parking Related Traffic Regulation orders.

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Local Members Interest
N/A

**Joint Staffordshire Parking Board
16th December 2013**

Prioritisation of Parking Related Traffic Regulation Orders

Recommendations of the Cabinet Member for Children, Communities and Localism.

- 1 That the Joint Staffordshire Parking Board agrees to the use of an initial assessment matrix for parking related traffic regulation orders (TRO) to assist the Local Joint Parking Committees (LPC) in the prioritisation of such requests.
- 2 That the assessment matrix is used by all eight Local Parking Committees across the county.
- 3 That in the period January to March of each year the Local Parking Committees identify/review a two year forward programme. This will be based on a rolling programme of four parking related orders currently funded by the County Council and, any additional parking related orders funded by the District CPE account where there is no deficit and the scheme is in surplus sufficient to pay for the proposal after consideration of any reserve.
- 4 To enable effective use of resources, those four schemes identified in the first year of the programme remain fixed for the forthcoming year.
- 5 That the programme for the second year of the programme is subject to change pending any requests for parking related orders that are received which the LPC considers to have a higher priority than those already identified.
- 6 That a list of requests that score more than 50% of the available marks i.e. 10 points is maintained beyond the two year programme. Those requests that receive less than 10 points via the initial assessment process as modified by the LPC are considered a low priority and the applicant informed of the decision of the LPC.
- 7 That at six monthly intervals, each LPC receives a list of new requests assessed against the assessment matrix and is able to reconsider priorities of schemes beyond the current year of the programme.

Report of the Deputy Chief Executive and Director for Place

Reasons for recommendations

- 8 The Local Parking Committee's (LPC) terms of reference enable Members to influence the prioritisation of parking related TROs and therefore to empower the Committee to be responsive to locally important issues.

- 9 Currently, a variety of methods are used to inform and advise Members in deciding the priority that each request receives.
- 10 Members of the various Local Parking Committees have previously raised their concerns over the number of requests for parking related orders and, the information available to aid the prioritisation for further progression.

Background:

- 11 The Joint Staffordshire Parking Board is responsible for the adoption of general policies, strategies and guidance for the introduction and ongoing operation of Civil Parking Enforcement in Staffordshire.
- 12 Local Parking Committees were established as part of the introduction of Decriminalised (later Civil) Parking Enforcement in Staffordshire. At the time of their introduction, the terms of reference only required new requests for parking related TROs to be supported by the LPC with no influence over their prioritisation.
- 13 At the meeting of the Joint Staffordshire Parking Board on 14th September 2009, it was agreed that the Local Parking Committee's (LPC) terms of reference were extended to enable the eight Committees to influence the prioritisation of requests for new, or amendments to existing, parking related Traffic Regulation Orders (TROs) within their administrative boundary.
- 14 The Board also considered and agreed to a proposed operating procedure, relevant parts of which are outlined below.
 - A target of advertising four parking related TROs per rolling 12 month period would be set per authority and progress reported regularly to the LPC enabling local monitoring of success
 - All future requests for new, or amendments to existing, parking related TROs, wherever the source, would be sent a holding letter and reported to the next available LPC where the level of support from the Committee would be gauged. Following the LPC's decision, a letter would be sent to the requestor advising of the Committee's decision.
 - At the LPC's request, further investigations would then be undertaken by Staffordshire Highways to assist them in prioritising the request against the previously agreed priorities. At six monthly intervals, the LPC would be given the opportunity to reconsider priorities and in light of local needs re-prioritise from priority three downwards. This is based on the assumption that the top two priorities will be sufficiently progressed through formal publication of the necessary TROs in the local press
 - A further letter would then be sent to the requestor informing them of the relative priority that the LPC had placed on their request and giving an indication of when the consultation would commence, based on the achievement of four new requests being processed per year.

- 15 In April 2013, the Stafford Borough Local Parking Committee considered and agreed to the use of an initial assessment matrix as a pilot to assist members in the prioritisation of requests for parking related TRO's.
- 16 The assessment matrix has been developed with reference to the objectives of "Clear Streets" shown below.
 - Maintain and, where possible, improve the flow of traffic there by making the County a more pleasant and environmentally safe place to live and visit.
 - Take into account the needs of local residents, shops and businesses, thereby sustaining the County and District Council's economic growth.
 - Actively support the needs of disabled people bearing in mind that, in some cases, they are unable to use public transport and are entirely dependent upon the use of a car. This will ensure that people with disabilities are able to have equal access to all facilities within the County.
 - Actively discourage indiscriminate parking that causes obstruction to other motorists, public transport, pedestrians, cyclists and people with disabilities. This will ensure that the Districts remain accessible to all equally and safely.
- 17 The following items will be considered as part of the assessment process, generally via a desktop study.
 - Clear Streets
 - Obstruction
 - This aspect considers the impact of any obstruction ranging from a driveway/turning head that will receive a low priority to, obstruction on a principal/high speed road that will receive a high priority. The highest score from any single element will be counted
 - Visibility
 - This aspect considers whether visibility is being obscured ranging from low priority for access only, through to a high priority for forward visibility on a major/high speed road or, major/major road junction. The highest score from any single element will be counted.
 - Safety/Accessibility/Economy
 - This considers a number of aspects including a high proportion of vulnerable users, emergency access to key services, contribution to prosperity, enforcement priority, accident history and injury, provision of additional parking capacity. The combined total score will be taken from this section.
 - Community
 - Cause
 - This aspect considers community concern/cause/impact ranging from individual neighbour issues that will receive a low priority, through to limited off street parking or high demand for on street parking. The highest score from any single element will be counted.
 - Representation
 - This aspect considers the level of support for the request ranging from an individual request that will receive a low priority, through to a request via an elected member resulting from representation from the local community. The highest score from any single element will be counted.

- 18 A template for assessment of requests is provided in Appendix 1.
- 19 A template for the reporting of requests to the Local Parking Committee is provided in Appendix 2.
- 20 A copy of the current Hierarchy of Enforcement Priorities used to assess this criteria is provided in Appendix 3.
- 21 The introduction of a consistent initial assessment process will support the existing processes and assist members in identifying future priorities, provide further transparency to the democratic decision making process and, enable early identification and removal of requests that are considered a low priority against the "Clear Streets" objectives.
- 22 In addition to the rolling programme of four parking related TROs per year, there may be occasions where it becomes necessary to consider and implement a parking related TRO as a result of other factors such as a serious or fatal injury. These will be considered and resourced by the County Council separately to the above process.

Proposed Operating Procedure

- 23 As a result of the proposed changes to the assessment process, the existing operating procedure will require revision with the proposed solution outlined below.

Initial assessment following the introduction of the assessment matrix

- a. LPCs will receive a list of all existing requests for new, or amendments to existing parking related TROs at the earliest opportunity after the December meeting of the Joint Staffordshire Parking Board considered against the initial assessment matrix. The list will include a score against each of the headings outlined in the matrix and shown as an example in Appendix 2. This assessment will generally be carried out via a desktop study of available information.
- b. LPC's will have the opportunity to consider the prioritisation allocated via the above method and either agree to the score or, re-prioritise on local need.
- c. Those schemes that score less than 50% of the available score i.e. 10 points are managed as (g) below.

Ongoing assessment

- d. Beyond the initial assessment referred to above, in the period January to March of each year, the Local Parking Committee's identify/review a two year forward programme based on a rolling programme of four parking related orders funded by the County Council and, any additional parking related orders funded by the District CPE account where there is no deficit and the scheme is in surplus sufficient to pay for the proposal after consideration of any reserve.
- e. To enable effective use of resources, those four schemes identified in the first year of the programme remain fixed for the forthcoming year.

- f. That the programme for the second year of the programme is subject to change pending any requests for parking related orders that are received which the LPC considers to have a higher priority than those already identified.
- g. That the LPC are kept informed of any locally requested additional parking related orders that are being funded and delivered by other means e.g. the Divisional Highway Programme.
- h. That a list of requests that score more than 50% of the available marks i.e. 10 points is maintained beyond the two year programme. Those requests that received less than 10 points via the initial assessment process as modified by the LPC, are considered a low priority and the applicant informed of the decision of the LPC.
- i. That at six monthly intervals, each LPC receives a list of new requests assessed against the assessment matrix and is able to reconsider priorities of schemes beyond the current year of the programme.
- j. All those that request new or, amendments to existing parking related TROs will be advised of the assessment process and that the requests will be reported to the LPC. Following consideration by the LPC, the requestor will be advised of the decision.
- k. For those requests that are added to the forward programme, a letter is sent to the requestor advising them of the relative priority that the LPC has placed on their request and giving an indication of when the scheme is likely to appear in the two year forward programme.

Finance

- 24 Traffic Regulation Orders have associated administrative and legal costs (approximately £2,000 - 3,000), as well as the cost of the design and implementation of the scheme e.g. signs and road markings, typically a further £2,000 to £3,000). The County Council funds a rolling programme of four parking related TROs per District each year and no changes are currently proposed as a result of this report.

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Appendix 1: Prioritisation of requests for Parking Related Traffic Orders

Clear Streets Objectives					Community				
Obstruction		Visibility		Safety/Accessibility/ Economy		Cause		Representation	
Issue	Score	Issue	Score	Issue	Score	Issue	Score	Issue	Score
Driveway/Turning head	0	Access	1	High proportion of vulnerable users	1	Individual neighbour	0	Individual	1
Footway/pedestrian crossing point	2	Pedestrian crossing (uncontrolled)	2	Emergency access (in immediate vicinity of Police, Fire Hospital Emergency access, Ambulance stations)	2	School (Keep Clear Markings)	1	Numerous individuals	2
Minor/residential/industrial estate roads	2	Forward visibility on minor road, minor/minor road junction	2	Contribution to prosperity within the County	1-3	Third party/day parking	1	Group (petition) or community representatives (parish council)	3
Main/distributor roads	3	Minor/major road junction	3	Enforcement Priority	1-3	Limited off street parking or high demand for on street parking	2	Emergency services	4
Principal/high speed roads	5	Forward visibility on major/high speed road, major/major road junction	5	Accident data and injury history	1-3			Elected member (County/Borough)	5
				Provision of additional parking capacity	3				
Highest Single Score from above		Highest Single Score from above		Total of scores from above		Highest Single Score from above		Highest Single Score from above	
Min Score	0		1		1		0		1
Max Score	5		5		15		2		5
50%	2.5		2.5		8		1		2.5

Appendix 3 : Hierarchy of Enforcement Priorities

Highway Safety			
Preventing dangers due to parking:	Near Accident locations such as junctions.	PRIORITY HIGH	Mainly enforcement of single and double yellow line restrictions and loading restrictions at or close to junctions and bends particularly where visibility is poor to minimise dangers to moving traffic, pedestrians and other road users.
	Near Pedestrian Crossings	PRIORITY HIGH	Mainly preventing danger to pedestrians at crossing places. (This does not include the offence of stopping on white zigzag markings, which remains a police enforcement function.)
	Dangerous or double parking	PRIORITY HIGH	Mainly where drivers are parked on the carriageway but in a manner that is likely to cause a hazard to other drivers and road users.
	On Pedestrian Footways	PRIORITY MEDIUM	Mainly enforcement of single and double yellow line restrictions and loading restrictions where drivers are using the footway causing obstruction and hazard to pedestrians, wheelchair and pushchair users. This also applies where there are no yellow line restrictions in the Traffic Regulation Orders.
Aid to Movement			
Preventing obstruction and congestion on:	Main access roads into Staffordshire (Principal Roads).	PRIORITY HIGH	Mainly enforcement of single and double yellow line restrictions and loading restrictions to enable traffic to flow freely and not be hindered by parked vehicles.
	Town Centre shopping streets	PRIORITY HIGH	Mainly enforcement of double yellow line restrictions and loading restrictions to enable essential traffic to access the town centre and not be hindered by illegally parked vehicles.
	Public Transport routes	PRIORITY MEDIUM	Mainly enforcement of single and double yellow line restrictions and loading restrictions to enable bus traffic to flow freely and not be hindered by illegally parked vehicles.
	Main traffic routes within Staffordshire (Non-principal Roads)	PRIORITY MEDIUM	Mainly enforcement of single and double yellow line restrictions and loading restrictions to enable traffic to flow freely and not be hindered by illegally parked vehicles.
	Other busy streets (Access Roads to Residential Areas/Local Shopping Parades)	PRIORITY LOW	Mainly enforcement of single and double yellow line restrictions to enable traffic to flow freely and not be hindered by illegally parked vehicles.
Obstruction & Nuisance			

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Preventing hindrance to road users at:	Bus stops	PRIORITY HIGH	Enforcement of No Stopping Except Buses restriction in marked Bus Stop locations (where there is a wide yellow line marking) to prevent obstruction of bus stops.
	Vehicle accesses	PRIORITY HIGH	Mainly prevention of obstruction to private driveways that have yellow line restrictions. This is particularly important where residents are in the process of trying to enter or exit their premises. Dealing with obstruction of driveways without yellow line restrictions will be still be a police function.*
	Pedestrian access routes	PRIORITY MEDIUM	Mainly enforcement of single and double yellow line restrictions where numbers of pedestrians are walking, such as shopping areas and pedestrian prioritised streets.
	Taxi Ranks	PRIORITY MEDIUM	Mainly enforcement of single and double yellow line restrictions at Taxi Ranks to prevent obstruction.
	Grass verges	PRIORITY LOW	Mainly enforcement of single and double yellow line restrictions where drivers are using the grass verge and causing damage. This does not apply where there are no yellow lines.
	Special entertainment events	PRIORITY LOW	This is primarily where large events such as football or firework displays cause short term visitors to park vehicles in side/residential streets contravention of waiting restrictions, excluding temporary No Waiting cones placed at such events, which is still a police function.
Deliveries & Servicing			
Control and enable the conveyance of goods at:	Servicing yards	PRIORITY MEDIUM	Enforcement of single and double yellow line restrictions to enable effective use and access to service yards.
	Permitted loading areas	PRIORITY MEDIUM	Enforcement of single and double yellow line restrictions to enable effective use and access to loading bays.
Parking Bays			
Control effective use of permitted parking areas in:	Borough / District Council Car parks	PRIORITY MEDIUM	Issue PCN for infringement of car park Orders
	On-street Pay & Display	PRIORITY MEDIUM	Issue PCN for infringement of on street parking Orders
	Disabled Badge Holder Bays	PRIORITY MEDIUM	Enforce infringement of on street disabled only parking places where there is time a restriction and where vehicle is not displaying a blue Disabled Driver Badge
	Residents parking	PRIORITY MEDIUM	Enforce infringement of on street residents parking places where a vehicle is not displaying a current residents parking or visitor badge for the appropriate Zone.

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	Limited waiting	PRIORITY LOW	Enforce infringement of on street parking Orders where there is no fee but parking is time restricted.
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Appendix 3: Community Impact Assessment

Name of Policy/Project/Proposal: Prioritisation of Parking Related Traffic Orders		
Responsible officer: David Walters		
Commencement date & expected duration: On-going		
	Impact Assessment	
	+ve/ neutral/ -ve	Degree of impact and signpost to where implications reflected
Outcomes plus		
Prosperity, knowledge, skills, aspirations	+ve	Transport, parking and highway operations support the planned economy; with parking enforcement improving traffic flows supporting businesses and communities; Improved public realm.
Living safely	+ve	Road safety: reductions in road casualties and antisocial use of vehicles.
Supporting vulnerable people	+ve	Poorly and inconsiderately parked vehicles can often obstruct pavements badly affecting the passage of wheelchair users.
Supporting healthier living	+ve	Sustainable transport / accessibility options; enhanced public realm.
Highways and transport networks	Neutral	
Learning, education and culture	Neutral	
Children and young people	+ve	Road safety: reductions in road casualties and antisocial use of vehicles.
Citizens & decision making/improved community involvement	Neutral	
Physical environment including climate change	Neutral	
Maximisation of use of community property portfolio	Neutral	
Equalities impact: This report has been prepared in accordance with the County Council's policies on Equal Opportunities and in fact CPE strongly supports social inclusion as the needs of those with disabilities, vulnerable adults and children, as well as economic regeneration are specifically met by a well-managed system of car parking provision and controls.		
Age	+ve	Improved transportation for those too young to drive: Walking, cycling and public transport delivery.
Disability	+ve	Provision of integrated transport infrastructure compliant with DDA requirements.
Ethnicity	Neutral	
Gender	Neutral	
Religion/Belief	Neutral	
Sexuality	Neutral	
Impact/implications		

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Resource and Value for money In consultation with finance representative	The County Council funds a rolling programme of four parking related traffic regulation orders per year within each District. Further orders can be delivered where additional funds are identified.
Risks identified and mitigation offered	There are no risks associated with this report at this stage.
Legal imperative to change In consultation with legal representative	The making of a formal permit parking scheme requires a TRO and this is a formal legal process covered by the County Councils scheme of delegations and constrained by legislation, set procedures and consultation process.

Health Impact Assessment screening:

- In summary no significant negative impacts on public health have been identified in respect to the outcomes of this report.

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