

## **RUSHMOOR PARKING POLICY**

### **SUMMARY:**

- In February 2019 Cabinet approved the Council entering into new Agency Agreements with Hampshire County Council for both Civil Parking Enforcement (CPE) and Traffic management (TM ) commencing 1<sup>st</sup> April 2020.
- As part of these agency agreements the Council are required to operate within the Hampshire County Council (HCC) Operational Parking Policy
- The HCC policy provides some capacity for the Council to adapt it to allow for specific local issues.
- One such policy is the criteria for the support by residents for the introduction of parking schemes, previously agreed by cabinet in 2008
- This report sets out these proposed local policies, and seeks Cabinet agreement for the adoption of the new policy
- This report also suggests that future amendments to the policy should approved by Executive Head of Property and Regeneration and the Portfolio Holder for Operational Services.

### **RECOMMENDATION**

- Cabinet is recommended to approve :-
  - The Rushmoor Parking Policy set out in Appendix A
  - The Delegation of decisions for future operational amendments to the Policy to the Executive Head of Property and Regeneration, in consultation with the Operational Services Portfolio Holder.

## **1. INTRODUCTION**

- 1.1. The Council have provided agency support to Hampshire County Council for Traffic management for over 30 years with the level of responsibility diminishing through various revised Agency Agreements over recent years.
- 1.2. In 2002 The Council entered into a further agency Agreement to deliver Civil Enforcement and has continued to deliver this service alongside the Traffic Management Function.

- 1.3. In February 2019 Cabinet approved the Council entering into new amended Agency Agreements with Hampshire County Council for both Civil Parking Enforcement (CPE) and Traffic management (TM) these commence from 1<sup>st</sup> April 2020.
- 1.4. As part of these agency agreements the council must operate within the Hampshire County Council Operational Parking Policy.
- 1.5. The Hampshire County Council Policy allows Rushmoor Borough Council to develop its own local policies to facilitate local needs.
- 1.6. The Council's Traffic and Parking Management Teams have worked together in developing the Local Policy for Residents Parking Schemes (Appendices A).
- 1.7. Both the County Council's and the Proposed Rushmoor Borough Council's policies follow national policies set out within the Road Traffic Regulations Act 1984.

## **2. BACKGROUND**

- 2.1. The Council has not previously had a Parking Policy, however in 2008 Cabinet approved the criteria for residents' support prior to the delivery of new parking schemes (Appendix B).
- 2.2. Car ownership has grown significantly over recent years with parking in residential streets becoming very problematic, residents are regularly looking to the Council to resolve the issues they face.
- 2.3. One of the solutions is the introduction of residents parking schemes.
- 2.4. Most of the Boroughs current residential parking schemes have been in place for over 15 years, with residents and Members regularly raising concerns over how they serve the community.
- 2.5. The main issues being raised are lack of parking spaces, HMO's being provided with permits, medical carer parking and non-residents' parking.
- 2.6. The Council is improving its service to the public through the introduction of the introduction of virtual permits to replace the current paper permits. This is part of the ICE programme that will help deliver efficiencies and savings.
- 2.7. The Proposed Policy seeks to introduce several key changes to how residents Parking Schemes are both developed and managed, these are with an aim to improve the value of schemes to residents whilst allowing them more flexibility.

### 3. DETAILS OF THE PROPOSAL

#### General

- 3.1. The Proposed Policy, which will apply across the borough, has been developed through a combination of information and comments received from the general public, councillors and other stakeholders along with information collated through the parking review.
- 3.2. It aims to improve the current operation and provide the majority of residents within residential parking areas with a more flexible and better value offer through limiting the number of misused visitor permits.
- 3.3. It seeks to consider and balance the needs of residents and those who visit them either socially or providing essential medical care by including them within the virtual permit scheme.
- 3.4. It integrates the virtual permit scheme into the policy allowing residents to interchange their permits between vehicles, both their own and visitors' vehicles through the web portal thus improving operational efficiency.
- 3.5. It seeks to manage the over subscription of permits due to issues such as HMO's and flats by limiting them to the same number of permits as any traditional property
- 3.6. It sets out a new approval criteria for new schemes which takes into account the number of properties consulted by introducing an incremental percentage needed to allow a scheme to proceed.
- 3.7. The key elements to note within the policy are currently highlighted in "***bold italics***" in the attached Rushmoor Borough Council Policy Document (Appendices A ).

#### Alternative Options

- 3.8. The Council could select not to have its own Parking Policy and work solely with the County Councils.
- 3.9. Cabinet could select some elements of the proposed policy and reject others.

#### Consultation

- 3.10. Hampshire County Council Safety and Parking Team have been consulted on the local policy.
- 3.11. The Portfolio Holder for Operational Services has reviewed the proposed policy in conjunction with the Hampshire County Council Operational Policy and supports the proposals.

- 3.12. The Council's Policy Panel Advisory Board were consulted on the 25<sup>th</sup> March 2020 on the proposed changes to the criteria for consultation.

#### **4. IMPLICATIONS**

##### **Risks**

- 4.1. There is the potential of complaints from existing HMO's in relation to the reduction in permit allocations, this will be managed jointly by both the Traffic Management and Parking teams.

##### **Legal Implications**

- 4.2. The proposed Policy falls within the guidelines set by the Road Traffic Act 1984.

##### **Financial and Resource Implications**

- 4.3. The policy ensures that the Council recovers all costs relating to the delivery and ongoing operational costs for residential parking schemes.

##### **Equalities Impact Implications**

- 4.4. There are no direct Equalities Impact Implications, each Parking Management scheme is evaluated individually in relation to its impact .

##### **Other**

- 4.5. Subject to the policy being approved by Cabinet, it is proposed to develop a communications plan which will ensure both Residents and Members are fully informed of the proposed changes.
- 4.6. It is proposed that a Members Workshop should take place to allow all Members an opportunity to be updated the new Policy building upon previous member parking workshops.

#### **5. CONCLUSIONS**

- 5.1. The proposed Parking Policy clearly sets out the Councils position regarding the design, implementation and management of Residents parking Schemes.
- 5.2. It will ensure most residents enjoy value for money from their permit scheme, along with flexibility by way of the virtual permit proposals.
- 5.3. It addresses the needs of Medical Carers reducing the challenges they currently face when needing to park in residents parking areas.

- 5.4. For several years Members have requested improvements to the criteria and operation of parking schemes. It is believed the proposed policy addresses this. The Portfolio Holder for Operational Services supports the proposed Policy.
- 5.5. The proposed Policy which serves residents parking schemes throughout the borough will reduce operational costs, ensure all schemes are self-financing and provide an improved quality of life for its residents.

#### **BACKGROUND DOCUMENTS:**

Appendix A Rushmoor Borough Council Policy for Residents parking schemes.

Appendix B 2008 Policy for introducing parking restrictions in residential areas.

#### **CONTACT DETAILS:**

**Report Author** – John [Trusler/ john.trusler@rushmoor.gov.uk/](mailto:john.trusler@rushmoor.gov.uk) 01252 398265

**Head of Service** – Paul Brooks/ [paul.brooks@rushmoor.gov.uk](mailto:paul.brooks@rushmoor.gov.uk) /01252 398544



**RUSHMOOR BOROUGH COUNCIL**

**Policy for  
Residential Parking Schemes**

**January 2020**

## **Residents' parking schemes**

A number of schemes operate whereby on-street parking is reserved for the use of residents when they are having difficulty parking on the street near their home due to the parking of non-resident vehicles. This is achieved through issuing virtual permits which can be allocated to individual vehicles by residents via a web link , and designating parking places for permit holders. Schemes of this type are expensive to implement, administer, enforce and maintain and therefore they must operate on a full recovery basis.

Specific details such as how many permits should be available to each household, the cost of permits and the times the parking restriction applies will vary in accordance with the local problem being addressed and the available road space to park within the parking zone .

The objective of the criteria is to create parking opportunities for residents with little or no off-street parking near busy town or village centres or other locations attracting commuters and visitors, where there is a high demand for on-street parking. It should be noted, however, that it is important to strike a balance between residents' parking and the on-street parking necessary to assist the economic vitality of local centres and access to facilities.

Residents' parking schemes should only be provided if most residents have little or no off-street parking space and if residents' difficulty in finding space to park is caused by the parking of non-resident vehicles. In situations where a road is being used as long stay parking by commuters, for example, but most residents have off-street parking, a single yellow line restriction preventing parking for part of the day will be more appropriate if a need for restricting parking has been identified.

The following criteria will apply when considering the need for a residents' parking scheme:

(a) Assessment of need:

1. Schemes shall not be considered where a resident has the ability to provide, at reasonable cost to them self, parking within their own curtilage. This may be dependent upon local planning policy. Exceptions could be made in areas where the alteration of premises to accommodate parking may have an adverse impact on the appearance of a street;
2. Surveys should be undertaken to confirm that there is a shortage of on-street space for residents and/or their visitors due to parking by non-resident vehicles. The survey should identify the amount of available kerb space and how long vehicles are parked on a typical day in order to determine the level of difficulty for residents;



3. Generally, not more than half of the residents should have sufficient parking available within the curtilage of their property or allocated to that property in the form of private garages or other parking space.

(b) Determination of feasibility and type of scheme:

1. The normal working day or peak demand for resident spaces needs to be identified. If this demand cannot be met it will need to be determined as to whether it would be better to leave the current parking situation as it is or to progress a permit scheme which would assist some but not all residents;

2. Consideration must be given to the overall parking needs for the area. Locations that are close to shopping and business areas where there is a lack of short stay on-street parking or convenient off-street parking may need to allow a proportion of short-stay parking for non-resident vehicles. Where such a need is identified, time limited parking should be provided. Such parking could include an exemption on the time limit for permit holders;

3. If the spaces are to be reserved exclusively for permit holders because it has been shown that parking of non-residential vehicles is not necessary to meet the needs of the area, consideration should be given to signing the scheme as a Permit Parking Area or Zone in order to minimise the requirement for signs and road markings and therefore reduce the visual impact of the scheme.

4. Careful consideration should be given to the impact of the signs and markings of permit schemes in conservation areas;

5. The Highway Authority (the County Council) must be satisfied that a reasonable level of enforcement of the scheme can be maintained;

6. It must be shown that the introduction of the scheme will not cause unacceptable problems (such as displaced parking) in adjacent roads. It may be necessary to widen the potential area covered.

(c) Consulting and implementation:

1. Prior to formal advertisement of the Traffic Regulation Order, residents should be consulted on the proposals and these should be acceptable to the greater proportion of residents ( See percentage figures below ). The consultation should include details such as the cost of permits, how many permits residents will be entitled to and arrangements for visitors;

## **Consultation criteria**

**1-10 properties 62%, 11-30 properties 72%, 31 properties – onwards 82%**

**A nil response will be considered as not having any objection to the proposals**

2. Local businesses and amenities located within and close to the area affected by the proposals should also be consulted.

Other important considerations:

- Eligibility for permits
  - Maximum 2 permits per household this may reduce to 1 according to the road space available within each scheme
  - Households with off street parking may only be eligible for a maximum of 1 permit in some cases no permits based on an evaluation of their off street parking provision
  - **Any existing HMO`s or flats which at the time of this policy coming into operation will revert to the same allocation of permit numbers as a single property/ dwelling house at the next renewal date**
  - **Properties converted to Houses of Multiple Occupancy ( HMO`s ) or flats will only be entitled to the same maximum number of permits as any one singular property/dwelling house within the scheme**
  - **Charges must be made for permits at a level that will ensure the scheme is fully self-financing. The permit charge will be reviewed annually and agreed in line with the Councils current fees and charges review policy. The County Council has set a minimum annual permit charge that will be subject to annual review and inflation;**
    - Spaces cannot be allocated to specific properties and a permit does not guarantee a parking space;
  - The formalisation of parking spaces through a residents' parking scheme may lead to a reduction in the amount of parking space available;
  - **An arrangement for short term permits for use by visitors and medical carers may also be considered, these must also be charged at a level where full cost recovery is achieved. They will be reviewed annually in line with the council's fees and Charges Policy. Medical carers permits will only be valid for a maximum 6 months at any one time**
  - Schemes will take into account the needs of non-residential properties within the parking area ie: nursery schools, local

convenience shops etc. Appropriate times restrictions will be introduced within these areas

- Permits
  - ***Following a transition period All Permits will be issued via an online portal these will be virtual and assigned to a property.( at the date of the writing of this report the online service is still in development )***
  - ***Residents will be able to interchange permits between vehicles at anytime via a secure login***
  - ***Permits will be charged at a minimum rate set by the County Council for the first permit and will be increased for subsequent permits. All permit rates will be reviewed annually (2020/21 rates, First permit £50 second £70)***

**Core Operational Policy** ( taken from the Hampshire County Councils Operational Policy )

- (i) Residential Parking Schemes must operate on a full cost recovery basis. The on-street parking account must not be used to subsidise the operational costs of Residential Parking schemes.
- (ii) Schemes must be self financing with income from permits covering the full cost of scheme operation including permit administration, scheme management, IT costs, enhanced CEO enforcement time and the ongoing revenue costs associated with the maintenance of the associated signs and lines.
- (iii) A minimum first Permit charge of £1 per week, which will be rounded to an annual minimum payment of £50 is to be charged. Permit charges in smaller zones may need to be higher to cover operating costs. Permit charges must also be subject to inflation and annual charging reviews. However, where a district or borough council decides to keep permit charges below a level where full costs are recovered, they will be required to credit the on-street parking account with a payment equal to the lost income.
- (iv) Charges for second permits must be set at a level that will help ensure schemes are not oversubscribed with excessive permits issued in relation to the available parking within an area.
- (v) Charges for subsequent permits (subject to local policy and where enough kerb space exists) must also be charged at a level that will

discourage an excessive proportion of the available on-street parking being taken by individual properties.

- (vi) Charges for visitor and trade permits also need to be set at a level to achieve full cost recovery and to manage demand.

Future considerations:-

Charging structure for permit charging could be amended to take into account vehicle emissions ie:- higher emission would pay a far higher charge for their permit

## **APPENDIX B**

### **POLICY FOR INTRODUCING PARKING RESTRICTIONS IN RESIDENTIAL AREAS**

#### **Introduction**

This policy is to ensure the best use of resources for traffic management measures. Priority will be given to schemes that meet agreed criteria and where the majority of residents affected are in agreement with the proposals.

#### **Background**

The County Council delegates authority to Rushmoor to exercise its powers to make Traffic Regulation Orders (TROs) through an agency agreement.

The agreement authorises Rushmoor to consult on and make TROs to prohibit or restrict parking on roads and also to produce TROs relating to the movement of traffic (one way streets, turning restrictions, speed limits etc) in consultation with the County.

Funding is allocated by the County for this work.

#### **Criteria for Schemes**

The principal aims and objectives for this work come from the Hampshire Local Transport Plan. They are to:

- i) increase accessibility
- ii) promote safety
- iii) reduce the impact and effect of congestion
- iv) widen travel choice
- v) improve air quality

In the light of these objectives, schemes included in Rushmoor's programme should reflect the following criteria:

- i) there are access problems which could affect the free passage of emergency vehicles and refuse freighters; or
- ii) there is a history of personal injury accidents; or
- iii) there is a history of traffic congestion; or

- iv) in a residential area, where residents rely largely on street-side parking, the space for residents to park is dominated by motorists coming from outside the area (ie: commuters or shoppers).

In residential areas, it is important to recognise that residents do not have a right to park on the road near their homes or to prevent other road users from parking there. As a result, restrictions should only be considered when at least one of the criteria above is met. We would also need to be confident that restrictions can be properly enforced.

### **Principles for consultation**

Experience in Rushmoor and elsewhere shows that problems can arise, when schemes are implemented, if there is not the full support of residents. Our experience has been that we cannot rely solely on the statutory consultation process to determine public opinion.

The following principles will apply to consultations on restrictions in largely residential areas:

- i) where there is a proposal or request for a scheme, a full consultation takes place with residents and businesses in the road affected. This will include any adjoining roads which might also be affected. Ward members and the county councillor will be consulted on which roads should be covered by the consultation;
- ii) the consultation will make it clear that we will assume that households which do not respond are **not** in favour of the scheme; and
- iii) we will normally expect a response of 85% in favour from residents directly affected, before proceeding with a statutory notice for a scheme. We will also need to be comfortable that there will not be a detrimental impact on residents in adjoining roads.