

Classification: Public

Key Decision: No

Gravesham Borough Council

Report to: Cabinet

Date: 04 January 2020

Reporting officer: Simon Hookway, Assistant Director (Communities)
Nick May, Parking & Environmental Enforcement Services
Manager

Subject: Controlled Parking Zone (CPZ) review

Purpose and summary of report:

To inform Members of the outcome of the formal consultation for the remaining Controlled Parking Zone's (CPZ) in the borough and to seek approval to implement the proposals as contained within this report that have been established in consultation with residents and businesses.

Recommendations:

1. Members support the implementation of the parking controls as advertised on the Proposed Amendment Orders (Appendix XX).

1. Background

- 1.1 Since January 2018, Parking Services have been working with Buchanan Order Management to carry out a review of the Town Centre CPZ. This project has been completed and the new Permit Parking Area (PPA) scheme was implemented on 13th May 2019.
- 1.2 We have had requests from residents and Members/Parish Councils to conduct a similar review of the remaining CPZ's in the borough and it was always our intention to complete a review of these CPZ's once the Town Centre CPZ review was completed. There are five CPZ's in operation at St James's Avenue, Meopham, Northfleet, Sole Street and Higham
- 1.3 Gravesham Borough Council introduced Controlled Parking Zones (CPZs) at various times and the schemes are intended to protect residents from all day parking by commuters and in St James's Avenue's case town centre workers too.
- 1.4 All areas are enforceable Monday – Friday (except St James's Avenue which is enforceable Monday - Saturday) but there are differences in the time of restriction and length of restricted time (either 30minutes or one hour). Residents can apply for waiver permits to park in any of the roads within the CPZ.

- 1.5 Residents can purchase waiver permits to exempt their vehicles or visitors vehicles from the restrictions. Under the current Traffic Regulation Order (TRO) one permit is available if the property has off-street parking. If the property does not have off-street parking, two waiver permits are available. Separate visitor permits or daily parking tickets (scratch cards) cannot be purchased.

2. CPZ review & Informal Consultation

- 2.1 Using experience and best practise from the Town Centre CPZ review we started the rural CPZ review by conducting an informal consultation, which is not legally required but it is considered to be best practice and really important in order to gather residents' thoughts and feedback, especially when dealing with large parking schemes.
- 2.2 The informal consultation started by sending a letter and survey to all residential and business addresses located within current schemes to determine whether residents felt a CPZ is still considered necessary, whether a CPZ area or times of control should be changed, or whether a CPZ should be removed and replaced with a different scheme.
- 2.3 The letters and surveys (Appendix 3) were posted to residents and businesses on 15th July 2019 and residents had six weeks to return the completed survey.
- 2.4 Following the closing date the results were assessed by Parking Services officers to assess how the residents felt about the existing parking arrangements and how they would like to see things work in the future.
- 2.5 Using the majority view from the responses received throughout the initial six week consultation, changes to the existing zones were mapped out as proposals. Due to some of the changes being significant it was that a further period of informal consultation should take place in order to test the proposals and the likelihood of them being agreed through formal consultation.
- 2.6 Therefore, letters were sent to all residents potentially affected by the proposed changes, detailing what would be changed should the initial proposals be implemented. The second informal consultation started on 06 January 2020 and responses had to be submitted by 31 January.
- 2.7 The letters explained to residents that if no response was received from a property, it would be assumed that the residents of that property were supportive of the proposals.
- 2.8 The main proposed changes across all schemes were:
 - 2.8.1 Change all CPZ's to Permit Parking Areas
 - 2.8.2 Keep the current permit limits of 2 permits per property if no off street parking is available and 1 permit property if the property does benefit from off street parking but also introduce a separate visitor permit and these will be limited to one per property.
 - 2.8.3 Make the resident permits registration specific. The visitor permit will not be registration specific so it can be used by any person visiting the property.

- 2.8.4 With the Meopham CPZ only, it was proposed to split the current large single zoned scheme into three separate zones and permits would only be eligible for the zone they were issued for.

3. Formal Consultation

- 3.1 Using feedback received from the informal consultations we were able to progress to the statutory formal consultation which started on 03 September 2020. As per legislation the consultation period was 21 days and during this time residents were able to, in writing, support or object to the proposals or supply general feedback. This could be done by emailing parking.consultation@gravesham.gov.uk or putting the comments in writing to GBC Parking Services..
- 3.2 To comply with the Road Traffic Regulation Act 1984, a Notice of Intention was published in the Public Notices section of the local paper (Appendix 2). Notices were also placed in affected streets.
- 3.3 In addition to the Public Notice and to reach as many households as possible a letter was sent to every household affected, detailing the proposals (Appendix 3).
- 3.4 Normally during any formal consultations, draft Deposit Documents would be placed in the Civic Centre for residents to view. As this was not possible at this time, and following the British Parking Association advice, the Deposit Documents were placed on our website and the letters/Notice directed residents to the website.

4. Proposals

- 4.1 The Formal Consultation closed on 24 September and all feedback received during the Formal Consultation have been considered and in most cases we have been able to address the residents' concerns and in other cases it has been felt that the proposals advertised in the Formal Consultation will still be beneficial to the residents.
- 4.2 As a guideline on a Formal Consultation process a response of 50% or more from a specific road or area objecting to the proposals would result in the proposals being amended or the proposals being withdrawn. Either way we would need to start the Formal Consultation process again. Objections can only be made for traffic management concerns or if the person objecting to the proposals believes the changes would cause detrimental impact on the free flow of traffic.
- 4.3 There was very little feedback received, which we believe has been the result of the extensive informal consultation and review conducted prior to the Formal Consultation.

4.4 The below table shows the general feedback, support and objections received.

Scheme	Residential Properties	Support	Objection	General Feedback
Meopham	595	19	1	7
St James's Avenue	101	4	0	5
Northfleet	203	5	0	7
Sole Street	171	1	0	1
Higham	243	2	1	14

4.5 In addition to the above figures, in the second informal consultation letter and formal consultation letter, we advised that feedback is important (whether support or objections) but that if we did not receive any response from an address, it would be assumed that the residents of that property are supportive with the proposals.

4.6 The proposals and outcome of the Formal Consultation were presented at the Gravesham Joint Transportation Board on 02 December 2020 and the Board were asked to approve the proposals so the Order can be made and implemented. The Board approved the proposals.

4.7 When introducing new schemes or changing current schemes, this can at times cause displacement to surrounding or near by roads, however we are not expecting displacement of vehicles to be a major concern with any of the schemes, The current schemes have been in place for at least 10 years and the boundaries to the current CPZ schemes remain unchanged under the new proposals so this should minimise displacement. Under the new proposals all areas (except Northfleet) are only seeing small changes to the restricted times so again this will minimise displacement. The Northfleet PPA is the only area that we are proposing to make wider changes and we will monitor the impact that this has, if any, on the surrounding roads closely once the scheme has gone live.

4.8 Therefore it is recommended that the parking controls/schemes advertised as part of the formal consultation are implemented.

5. BACKGROUND PAPERS

5.1 Management Team report, 02 July 2019

5.2 Gravesham Joint Transportation Board, 09 September 2020 & 02 December 2020

Anyone wishing to inspect background papers should, in the first place, be directed to Committee & Electoral Services who will make the necessary arrangements.

IMPLICATIONS	APPENDIX 1
Legal	Through a legally binding agreement, Gravesham Borough Council are responsible to review and change non safety related parking controls within the Borough in consultation with residents and businesses.
Finance and Value for Money	The financial impact of this report is currently unknown but could potentially have a positive impact on the MTFP depending on the level of uptake of permits. Income budgets will continue to be monitored and budgets can be adjusted in future years as required. Any costs associated with signage and line works can be met from current 2020/21 budgets. Administration and enforcement of these schemes will be undertaken within current staffing levels.
Risk Assessment	Traffic Regulation Orders are fundamental to the parking service, and allow for enforcement to take place, which in turn assists with traffic flow and appropriate use of the highway
Data Protection Impact Assessment	<p><i>A data protection impact assessment (DPIA) should be carried out at the start of any major project involving the use of personal data or if you are making a significant change to an existing process.</i></p> <p>a. Does the project/change being recommended through this paper involve the processing of personal data or special category data or criminal offence data? A definition of each type of data can be found on the Information Commissioner's Office website via the above links.</p> <p>b. If yes to question a, have you completed and attached a DPIA including Data Protection Officer advice? No</p> <p>c. If no to question b, please seek advice from your nominated DPIA assessor or the Information Governance Team at gdpr@medway.gov.uk. No</p>
Equality Impact Assessment	<p>a. Does the decision being made or recommended through this paper have potential to cause adverse impact or discriminate against different groups in the community? If yes, please explain answer. No</p> <p>b. Does the decision being made or recommended through this paper make a positive contribution to promoting equality? If yes, please explain answer. No</p> <p><i>In submitting this report, the Chief Officer doing so is confirming that they have given due regard to the equality impacts of the decision being considered, as noted in the table above</i></p>
Corporate Plan	#1 People - Quality Living
Climate Change	The proposed changes will not adversely impact on Climate Change, however in future emission based charging could be proposed for the permit schemes in operation in the borough.
Crime and Disorder	n/a

Digital and website implications	n/a
Safeguarding children and vulnerable adults	n/a