

RESIDENTS' PARKING POLICY

To: Cambridge Joint Area Committee
Meeting Date: 24th January 2017
From: Executive Director: Economy, Transport & Environment
Electoral division(s): All

Purpose: To update Committee on the progress of the Members Working Group and seek endorsement of the proposed overarching Residents' Parking Policy and the Cambridge Residents' Parking Schemes Extension Delivery Plan.

Recommendation: The committee is invited to:

- a) Endorse the Residents' Parking Policy (appendix A)
- b) Endorse Cambridge Residents' Parking Schemes Extension Delivery Plan (appendix B)

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1. BACKGROUND

- 1.1 The Parking Policy forms a central part of the County Council's approach to providing a high quality transport system which supports and balances the needs of residents, businesses and visitors; enabling the delivery of Cambridgeshire's ambitious plans for development and economic growth across the county.
- 1.2 Successfully managing parking is one of the most effective means of tackling congestion. The ease and convenience with which the public and businesses can access a location by car can have a major influence on a location's overall success and in particular its economic vitality and viability.
- 1.3 At the Cambridge Joint Area Committee on 26th January 2016, a paper was presented which highlighted the importance of developing a comprehensive Parking Policy that is fit for purpose, meeting the needs of local communities across Cambridgeshire. It emphasised the need to support and complement the county's overarching Transport Strategies as well as specific programmes such as City Deal. Due to demand it was proposed that the process of reviewing the Parking Policy started with the policy surrounding Residents' Parking.
- 1.4 It was recommended and agreed by the Cambridge Joint Area Committee, that a members working group should be formed to assist in the development of the new Residents' Parking Policy to ensure an inclusive approach was adopted and informed recommendations made to the Highways and Community Infrastructure Committee (H&CI). Whilst the working group would predominantly look at Cambridge City, the expectation is that the policy framework be adopted County wide.
- 1.5 The members working group included: Cllr Blencowe (Chair), Cllr Scutt, Cllr Kavanagh, Cllr Taylor, Cllr Smart and Cllr Smith. Cllr Adey and Cllr Baigent replaced Cllr Smart & Cllr Smith at the Cambridge Joint Area Committee meeting on 7th June 2016.
- 1.6 Residents' Parking Schemes are created via a Traffic Regulation Order (TRO) under the Road Traffic Act 1984 and this will be the next step if the Committee endorses the Residents Parking Policy and Extension Delivery Plan.

2. MAIN ISSUES

- 2.1 The aims of the Residents' Parking policy review included:
 - Developing a policy that has the flexibility to meet the evolving needs of the local communities in Cambridge and across the county.
 - Ensuring Residents' Parking Schemes, as a whole, are cost neutral to the County easing the pressure on the on-street parking account which currently supports this service.
 - Engaging local communities and stakeholders to ensure the new Residents' Parking Policy reflects and balances the needs of those that live, work and visit Cambridge and Cambridgeshire.
 - Ensuring the alignment of the policy with the concepts and objectives of City Deal.
- 2.2 During the review process, information, concerns and ideas have been sought from a number of sources as detailed below.

2.2.1 Members working group

The Members Working Group has played a leading role in defining this policy, the group has brought together and considered individual and community ideas on resident parking within Cambridge City. A comprehensive expansion of the existing residents' parking scheme was considered and recommended by the group as a means of tackling the evolving and ever-changing demands on parking across the City. The package of recommendations made by the working group has been integral to the development of this policy, the Residents' Parking Scheme Extension Delivery Plan and the sustainability of this service.

2.2.2 On-line surveys

Resident Associations and stakeholder groups, which included the Universities, Trade Associations, disability groups and other interested parties such as Smarter Cambridge Transport, were asked for their comments, views and ideas regarding Resident parking via two on-line surveys:

- The first survey was a general survey regarding residents' parking and had a 52% response rate.
- The second solely looked at part-time residents' parking restrictions, only 27% responded to this survey with 87% supporting reduced operational hours. This feedback was considered by the working group.

2.2.3 Public Forums

Four public forums were arranged offering those that had taken part in the on-line surveys the opportunity to discuss their ideas/concerns with the working group, 21% of those that took part in the on-line survey attended. Whilst many aspects of parking were discussed, the underlying concerns of attendees included:

- Safety, in particular that of pedestrians and cyclists
- Access for the emergency services and those undertaking statutory duties
- The impact of commuter parking on local communities
- The need for a coherent solution for the whole of the city of Cambridge
- The requirement for any policy to offer sufficient flexibility to address local needs.

2.2.4 County Council Parking Services Team

Investigating the feasibility/achievability of the proposed changes including: limiting permit numbers, introducing new permit types and virtual permits.

2.2.5 County Council Policy and Regulation Team

Investigating the legality/reasonableness of introducing Residents' Parking Scheme that have limited operational hours. Legal advice from specialist Counsel has subsequently been sought.

2.2.6 Finance

A review of the on-street account was undertaken to identify the costs associated with Residents' Parking Schemes. Permits costs will be reviewed in due course to ensure that implementation and management of the schemes is cost-neutral.

2.2.7 Mott Macdonald Parking Survey

A survey was undertaken by Mott MacDonald (funded by the City Deal), reflecting the demand on parking in particular areas across the city. It identified a number of areas where demand regularly outstrips available parking space on-street.

- 2.3 The above feedback/information has played an important part in the development of these documents and where practical, has been incorporated into the proposed policy and Delivery Plan.
- 2.4 The attached overarching Residents' Parking Policy (appendix A) has achieved the aims of this element of the Parking Policy review by presenting a comprehensive policy which has the flexibility to meet local community needs. The new policy offers clarity on all aspects of resident parking, rebalances costs and supports the delivery of regional and local policies for transport and economic development. With decisions on parking issues being made at a local level, it offers a consistent strategic approach to parking countywide.
- 2.5 The attached Cambridge Residents' Parking Scheme Delivery Plan (appendix B) addresses some of the concerns raised through the consultation process, reflects the objectives of local transport concepts and creates a fast-track alternative to the Residents' Parking Policy by reducing the number of implementation stages required.
- 2.6 The creation of new residents' parking schemes aims to reduce traffic flow and air pollution by controlling the availability of parking spaces to promote economic growth and reduce the level of congestion.
- 2.7 The Greater Cambridge City Deal Executive Board has been consulted and in principle fully support the proposed Delivery Plan. A decision regarding the City Deal Executive Board commitment to making funding available to cover the implementation costs associated with the scheme detailed in this plan will be subject to the agreement of a business case in March 2017.

3. ALIGNMENT WITH CORPORATE PRIORITIES

3.1 Developing the local economy for the benefit of all

The following bullet points set out details of implications identified by officers:

- The development of a comprehensive and financially sustainable parking policy will tackle congestion, enhance transport capacity, support economic growth and reduce air pollution.

3.2 Helping people live healthy and independent lives

The following bullet points set out details of implications identified by officers:

- Balanced parking provision will offer those with special needs real choices throughout the city by improving transport links and pedestrian access.
- Reduced congestion will have a positive impact on air quality levels.

3.3 Supporting and protecting vulnerable people

The following bullet points set out details of implications identified by officers:

- Careful consideration needs to be given to the number and location of blue badge

holder bays to accommodate the needs of both residents and visitors to Cambridge that hold valid blue badges.

4. SIGNIFICANT IMPLICATIONS

4.1 Resource Implications

The proposed Residents' Parking Policy seeks to use resources to their maximum benefit.

The City Deal Executive Board have been consulted and in principle fully support the proposed Cambridge Residents' Parking Schemes Extension Delivery Plan and funding of the implementation costs associated with the schemes detailed in this Plan. A decision regarding the City Deal Executive Board commitments will be subject to agreement of a business case. The ongoing revenue costs of running these schemes will be generated via the purchase of permits.

4.2 Statutory Legal and Risk Implications

The Resident Parking Policy review carries the following key risks:

- Failure to adequately manage on-street parking will increase congestion and undermine road safety.
- Failure to cover the cost associated with on-street parking management will have a negative impact on budgets.
- Achieving the perceived 'reasonableness' for the introduction of part-time resident parking schemes.

These can be mitigated by:

- Implementing parking policies that keep traffic moving and reduce the risk of accidents on the road network.
- Apply suitable pricing structures, where appropriate, to ensure that all operational costs are covered.
- Seeking impartial and specialist Counsel Advice.

The Council has sought legal advice on the legality of proposals to put in place a Traffic Regulation Order ("TRO") under s 1 of the Road Traffic Regulation Act 1984 to discourage on-street commuter parking in the city centre of Cambridge.

The Council must be able to justify a TRO under one of a number of specific grounds, which include:

- Avoiding danger to road users.
- Preventing damage to the road or any building near it.
- Facilitating traffic use of the road.
- Preventing the use of the road by unsuitable traffic for the character of the road or adjoining property.
- Preserving the character of a road which is particularly suitable for use by pedestrians or horse riders.
- Preserving or improving the amenities of the area that the road runs through.
- Air quality reasons.

The Council must also believe a TRO to be expedient in the circumstances.

The Council also has a general obligation under s122 of RTRA 1984 when exercising any functions under it to "secure expeditious, convenient and safe

movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities on and off the highway.

4.3 Equality and Diversity Implications

Interaction with local Members, stakeholder groups and residents has played a key role to ensuring an inclusive policy that meets the needs of both residents in Cambridge and Cambridgeshire.

Appendix C – Residents’ Parking Policy Community Impact Assessment

Appendix D – Residents’ Parking Scheme Delivery Plan Community Impact Assessment

4.4 Engagement and Consultation

The Cambridge Joint Area Committee formed a members working group to help with the development of these policies. The committee has received regular updates on progress and will be consulted on the proposed policy.

4.5 Localism and Local Member Involvement

Interaction with local Members, stakeholder groups and residents has been essential to ensuring a comprehensive policy that meets the needs of both Cambridge and Cambridgeshire.

4.6 Public Health

The proposed policy will reduce congestion, promote the use of lower emission vehicles and encourage the use of more sustainable travel options for visitors which will have a positive impact on air quality and therefore an impact on public health.

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes (06/01/17) Name of Financial Officer: Sarah Heywood
Has the impact on Statutory, Legal and Risk implications been cleared by LGSS Law?	Yes (06/01/17) Name of Legal Officer: Fiona McMillan
Are there any Equality and Diversity implications?	Yes (09/01/17) Name of Officer: Tamar Oviatt-ham
Have any engagement and communication implications been cleared by Communications?	Yes (11/01/17) Name of Officer: Mark Miller
Are there any Localism and Local Member involvement issues?	Yes (09/01/17) Name of Officer: Tamar Oviatt-ham
Have any Public Health implications been cleared by Public Health	Yes (11/01/17) Name of Officer: Tess Campbell

Source Documents	Location
Report to and minutes of Cambridge City Joint Area Committee – 26 th January 2016	https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/19/Committee/11/Default.aspx
Report to and minutes of Cambridge City Joint Area Committee – 7 th June 2016	https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/20/Committee/11/Default.aspx
Report to and minutes of Cambridge City Joint Area Committee – 26 th July 2016	https://cmis.cambridgeshire.gov.uk/ccclive/Meetings/tabid/70/ctl/ViewMeetingPublic/mid/397/Meeting/149/Committee/11/SelectedTab/Documents/Default.aspx or, for all three meetings, follow links from https://cmis.cambridgeshire.gov.uk/ccclive/Committees.aspx

Appendix A

**Residents' Parking Scheme
Policy**

(V8)



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1. Introduction

- 1.1. This document has been developed to address parking issues and future challenges within Cambridgeshire that affect access and/or residents' vehicular parking availability. It creates a framework for the consideration of the introduction/extension of formalised Residents' Parking Schemes.
- 1.2. The Local Transport Plan (LTP) highlights the importance of managing traffic and the space available both efficiently and effectively to enable the delivery of the continued growth and development of sustainable communities across the County. This document augments this plan by illustrating the conditions where Residents' Parking Schemes may be considered, along with their key operational aspects. It sets out an approach to be applied across Cambridgeshire.

2. Background

- 2.1. The highway is an area of land which the public have the right to use, passing and repassing without let or hindrance. Although residents and other road users have no automatic parking entitlements, residents' parking is generally allowed where it does not:
 - Impinge on the movement of traffic;
 - Create a safety hazard or obstruct access for other highway users including cyclists and pedestrians; or
 - Cause damage to the fabric of the highway.
- 2.2. As the Highway Authority the Council may consider introducing parking restrictions for a variety of reasons including:
 - If there are highway safety and access issues.
 - If there is a significant risk of accidents.
 - Traffic management or environmental reasons or,
 - To incorporate wider integrated traffic or parking management schemes or the objectives detailed in the LTP.
- 2.3. Restrictions on parking, such as yellow lines, should not be used as a way of meeting other strategic objectives. The introduction of single or double yellow lines will only be considered in residential areas where:
 - Services and/or emergency vehicles cannot gain access to a road due to parked vehicles.
 - There are significant road safety issues arising due to the location of parked vehicles.
 - Significant traffic delays and/or congestion is occurring due to the parked vehicles during peak traffic flow periods.

- 2.4. Residents' Parking Schemes can be used in certain circumstances to prioritise the available parking space in a road or area. Schemes can help in situations where residents regularly find it difficult to park within a reasonable distance of their homes because of other competing/evolving parking needs.
- 2.5. Schemes are most often requested and introduced in residential areas near to city or town centres or where other major sources of parking demand occur, e.g. hospitals and universities. Schemes do not guarantee a parking space for individual residents, but do provide a better opportunity for residents to park near their homes.
- 2.6. The provision of residents' parking should form part of area wide proposals with the level of parking provided for residents balanced with other local needs.

3. Scope

- 3.1. The provision for Residents' Parking Schemes takes into account the aims of the County Council's strategic transport objectives (LTP) and the needs of residents and local communities whilst supporting and promoting sustainable transport as a means of reducing congestion, carbon emissions and air pollution.
- 3.2. It also **promotes** the introduction of new technologies such as 'virtual' permits and the use of the Government Digital Verification Service.
- 3.3. This document is designed to help ensure that:
 - Requests for the introduction of Residents' Parking Schemes are dealt with in a fair, consistent and transparent way.
 - Schemes that are introduced meet an approved set of criteria and have been through a localised consultation and engagement process.
 - On-street parking controls reasonably balance both the present and evolving parking needs of the local residents and general community.
 - Schemes are cost neutral to the County Council.

4. An Introduction to Residents' Parking Schemes

Is a Residents' Parking Scheme the Solution?

- 4.1. The introduction of a Residents' Parking Scheme is one of a number of options available to address existing/evolving residents' parking needs and issues/problems. Other options may be more suitable depending on the nature of the parking challenges - for example, the introduction of double yellow lines to protect junctions or white access protection marks to protect access to residents' driveways.
- 4.2. The main advantages and disadvantages of a Residents' Parking Scheme include:

Advantages of a Residents' Scheme	Disadvantages of a Residents' Scheme
Better management of limited parking spaces	No guarantee of a parking space
Improved traffic flow/emergency vehicle and rubbish removal access	Reduction of available parking spaces, to accommodate emergency vehicle access, rubbish removal, pedestrian access, junction protection and the introduction of pay & display, disabled and car club bays to support the local community and local businesses.

Improved road safety	Displacement of non-resident parking into surrounding areas.
Encouraging use of alternative modes of transport	Cost of introduction and management of scheme.
Improved air quality through better traffic movement and fewer vehicles generating emission.	Additional street furniture

4.3. Whilst the introduction of a Residents' Parking Scheme can discourage certain groups of non-residents from parking in an area, so increasing the likelihood that a resident can park close to their home, there is no entitlement or guarantee of a space within the scheme area.

4.4. Each Residents' Parking Scheme will be designed to reasonably balance the needs of the community where the scheme is introduced - e.g. a community experiencing problems from commuters parking during the week is likely to need a different solution from a community with weekend problems through shopper parking.

Can a Scheme be introduced anywhere?

4.5. Whilst it is widely accepted that schemes can assist where residents face parking issues caused by other parked/waiting vehicles - including non-residents a Residents' Parking Scheme **may** not necessarily suit all areas. Before a scheme is implemented an assessment is made to ensure that introducing a scheme is:

- Technically, financially and operationally feasible.
- The most effective way of addressing the parking issue.
- Cognisant of new or displaced parking problems.

Only schemes which are assessed as feasible and meet the criteria described in this policy may be implemented.

How does a Residents' Parking Scheme Work?

4.6. Residents' Parking Schemes come about through a Traffic Regulation Order (TRO) under the Road Traffic Act 1984. Whilst the TRO restricts parking, it exempts permit holders from these restrictions. The TRO makes a provision for parking bays for residents' use and may also make a provision for other types of bays such as pay and display bays and restrictions such as double yellow lines to balance safety requirements and the needs of the local community.

4.7. The design of a scheme must consider a number of factors including the level of parking demand, available on-street parking space, local community needs and safety/access requirements whilst providing an effective means of improving the availability of parking for residents. Residents and other affected parties are given the opportunity to provide feedback on draft proposals as part of the consultation process.

4.8. Within Residents' Parking Schemes streets are divided into areas where parking is prohibited (such as double yellow lines) or permitted (such as residents' or pay and display bays). In order to park where permitted, the respective valid permit, blue badge or pay and display ticket must be clearly displayed or, with virtual permits, comply with the operation rules of the scheme.

Permit categories can vary and are usually made available to residents and their visitors, however may include other users dependent on the highway such as blue badge holders. Any vehicle found parked without a valid permit, blue badge or pay and display ticket will be subject to a fine, through the issue of a Penalty Charge Notice (PCN).

4.9. For a scheme to work, a pro-active enforcement regime is required to ensure that the terms of the order are upheld.

5. Scheme Funding

How much does a scheme cost?

5.1. The costs associated with Residents' Parking Schemes fall into two main categories:

Set Up Costs	Ongoing Costs
Technical Survey and Scheme design	Administration - processing and issuing permits
Public engagement & consultation	Enforcement of the scheme
Preparation and publication of Traffic Regulation Orders (TROs)	Maintenance - replacing signs and refreshing lines
Purchase & Installation of signs and lines	

5.2. As schemes are, by their nature, of direct benefit to a small and localised group of residents, the general principle will apply that those that directly benefiting from the introduction of Residents' Parking Schemes should meet the development and set up costs and the ongoing charges of schemes.

5.3. As Residents' Parking Schemes as a whole should be self-funding, the charge for a permit must cover all associated costs. If there is a surplus or a deficit in funding of a scheme, this will be taken into account when permit fees are reviewed.

What are scheme set-up costs?

5.4. Set-up cost associated with installation of a Residents' Parking Scheme should be recovered via a one-off charge to residents when they first purchase a residents' permit. For simplicity, the level of a one-off fee will be equivalent to the annual permit charge for a standard resident parking scheme (Monday to Friday, 9am to 5pm).

How much does a permit cost?

5.5. Introduction, ongoing management and enforcement costs of the scheme are recovered via permit income. Residents will be informed of how much permits cost before a scheme is implemented. Permit costs vary according to the scope of individual schemes and vehicle type. As part of the consultation process, when a new scheme is introduced information about the permit costs will be made available.

5.6. The cost of visitor's permits will cover administration and enforcement. The level of charge takes into account the cost of other services such as Park and Ride to encourage the use of sustainable transport alternatives.

6. Scheme Criteria

6.1. To ensure that resources are used effectively, all requests for the introduction of a Residents' Parking Scheme will be assessed using the criteria described in this policy. A request for a scheme will not be progressed if it fails to meet the specified criteria. Schemes will be expected to be self-sustaining financially.

6.2. A scheme will be considered only where:

- The request for a consultation on a Residents' Parking Scheme is supported by the local County Councillor/s.
- The introduction of a Residents' Parking Scheme is considered to be the most effective way to address the existing/evolving parking issue/problem.

- There is only limited off-street parking.
- It can be demonstrated that a large number of non-residents are frequently parking in the area for extended periods causing a significant demand on parking.
- There is insufficient space to accommodate residents' and non-residents' needs simultaneously.
- The majority (over 50%) of households responding to the survey support the introduction of a Residents' Parking Scheme. Avoiding the need for consensus within an area by reducing the area is not considered an effective or efficient way of managing parking as experience shows that the problem transfers to streets excluded from an area.
- The area proposed consists of clearly defined blocks of streets to deter, as far as reasonably practicable, the migration of parking into surrounding streets. In exceptional circumstances, small isolated cul-de-sacs that lead directly off main roads or local distributor roads may be considered.
- The proposed Residents' Parking Scheme is technically, financially and operationally feasible.

6.3. All Residents' Parking Schemes should complement the provisions of other parking restrictions to address localised obstruction, safety issues and wider, integrated traffic or parking management schemes that encourage the use of alternative facilities such as off-street parking or park and ride schemes.

6.4. New proposals from areas where previously the introduction of Residents' Parking Scheme has not been supported by the majority of residents will be considered only where the local community can demonstrate that the problem has changed significantly or the cause (s) of the previous failure has been overcome and the level of support increased to the required level.

7. Prioritising a Residents' Parking Scheme

7.1. Formal requests for schemes will be considered annually during a defined period, August through to November. This will enable a clear programme of works to be in place by the following April. Potentially viable schemes will be subject to a feasibility test according to the criteria described in this policy. If the proposed scheme fails the assessment it will not be progressed.

7.2. At times it may not be possible to progress all requests for Residents' Parking Schemes when demand exceeds available resources. Where it is not possible to accommodate all requests, those having a lower prioritisation and not included for progressing in that round of schemes will be placed on a waiting list to be considered during the next round. A parking occupancy survey will be undertaken and requests prioritised using the following criteria:

- The level of on-street parking.
- The availability of off-street/alternative parking.
- The total level of parking occupancy on street.
- Existing accessibility/access issues.
- Number of properties affected.

8. Creating a new Residents' Parking Scheme

8.1. Steps from initiation to implementation of a scheme include:

Informal Stage

- Defining the issue/problems and geographic area.
- A survey led by the local County Councillor(s) to establish the level of support for the introduction of a Residents' Parking Scheme.

Formal Stage

- Scheme approval in principle, by the Head of the Highways Service
- Undertaking a feasibility study and defining/refining the parking plan for the area.
- A formal consultation with residents and other groups that may be impacted by the proposed change.
- Drafting and publishing the Traffic Regulation Order (TRO) and dealing with objections.
- Scheme Implementation.

8.2. Local County Councillors will need to carefully consider and weigh up potential risks and impacts of the displacement of non-resident drivers currently parking in their area as there can be no guarantee that resources could be made immediately available to address any associated problems. If it is not possible to reach an agreement on the extent of the area through consultation with local councillors, the matter will be referred to the Highways and Community Infrastructure Committee for determination or, in the case of Cambridge City, to the Cambridge Joint Area Committee.

9. Variation or Rescinding of a Residents' Parking Scheme

9.1. Requests for changes within established schemes will be considered during the period defined in 7.1.

9.2. Requests for changes to existing schemes or the removal of a scheme involve a number of steps:

Informal Stage

- Defining the issue and area affected.
- An informal consultation led by the local County Councillor.
- Changes are supported by the majority of households (50%) responding when surveyed.

Formal Stage

- Scheme approval in principle by the Head of the Highways Service.
- Drafting and publishing Traffic Regulation Order (TRO).
- Scheme Implementation.

9.3. Costs associated with introduction of any agreed variations will be recovered through a one-off charge made to resident scheme members at the point of renewal or initial application. The fee will reflect the costs.

10. Operational Guidance on Residents' Parking Schemes

10.1. Each Residents' Parking Scheme will be designed to meet the needs of the community where the scheme is being introduced. Operational details applying to schemes are detailed below.

10.2. Permits and their use

Both paper and virtual permits are renewable on an annual or biennial basis and are valid for a maximum of 12 or 24 months. All paper permits will show the name and title of the issuing authority, relevant parking scheme, date the permit expires and reference number. Resident permits will also show a vehicle registration number. Any specialist permits will provide individual details. For details of permit eligibility, please see the following pages.

All paper permits must be displayed on the inside surface of the windscreen so that recorded particulars are clearly visible.

Where a hire or courtesy car replaces an existing vehicle, a visitors' permit or Temporary Hire Car permit should be displayed.

Visitors' permits are not for resale and/or the use of paying guests.

Permits are not valid in **any other** designated parking zone/scheme.

Paper visitors' permits must be completed in ink; alterations to the details or incorrect usage will automatically render them invalid.

A permit will not be required for vehicles carrying out essential duties and statutory powers (including emergency service vehicles attending an emergency), statutory undertakings, universal service provider for postal service and council/government business. In addition, permits will not be required for vehicles engaged in the continuous loading/unloading of goods or where passengers are boarding or alighting.

10.3. Permit Types

When a scheme is designed the type of permits allowed to park within the scheme will be defined. Permit types will vary according to each area and may include:

- Residents' Permits
- Visitors' Permits
- Free Medical Permits
- Business Permits
- Car Club Permits
- Health Care Worker Dispensation
- Medical Permits
- Doctors' permits
- Tradespeople's Permits
- Temporary Permits
- Temporary Hire Car Permit
- City Centre Residential Access permit

10.4. Permit Allocation

Allocation of residents' permits per household will be a maximum of three, purchased on a first come first served basis. The maximum allocation of visitors' permits per applicant will be twenty per annum, each permit allowing five visits. In exceptional circumstances the request for further visitors' permits will be considered by the Head of The Highways Service in consultation with the chair of Highways and Community Infrastructure committee.

Property Eligibility

Within an existing Residents' Parking Scheme:

- Any new development will not qualify for residents' parking permits.
- Where redevelopment of an existing property or properties results in an increase in the number of dwelling(s), no permits will be issued to the new dwelling(s) but the existing dwelling will retain the right to apply for residents' permits.
- Where development takes place within the curtilage of a property that does not involve any material change to the existing property or properties but results in the provision of additional but separate dwellings, no permits will be issued to the new dwelling(s) but the existing dwelling(s) will retain the right to apply for residents' permits.

All dwellings, whether existing or newly developed, will be eligible to apply for visitors' permits.

10.5. New developments

Within new developments, developers may wish to provide on-street parking. Within urban areas where new roads are being offered up for adoption as public

highway, there will be an expectation parking will be permitted on-street in properly designated areas only. The assumption will be that any other parking on-street will not be permitted, with appropriate parking control introduced.

Developers will be required to fund the Traffic Regulation Order (TRO) process to introduce suitable parking controls.

10.6. Vehicle Eligibility

New permits will be issued only to vehicles that do not exceed 5 meters in length and with a maximum of 8 seats.

Only vehicles registered after March 2001 with CO2 emission less than 75g/km will be eligible for emission discount.

10.7. Residents' Parking Permit Eligibility

To qualify for a residents' permit, an individual's main place of residence must fall within the scheme area and the applicant should own or have the use on a regular basis of a vehicle of the type permitted. Permits are linked to a specific vehicle, not a household.

Applicants must be able to support their application with the following detailed documentary evidence:

- Valid Driving Licence or Tenancy Agreement.
- Valid certificate of insurance showing the applicant as the main driver.
- Vehicle Registration document where emission discount is claimed.

Where the main residence is a riverboat, applicants must be able to support their application with the following detailed documentary evidence:

- Valid Mooring licence issued by the local city or district council.
- Valid certificate of insurance showing the applicant as the main driver.
- A letter from the applicant's insurance company acknowledging they are aware that the vehicle is parked within the relevant Resident Parking Scheme area.
- Vehicle Registration document where emission discount is claimed.

Residents' parking permits are limited to a maximum of three per household per annum.

Permits are linked to a specific vehicle, not a household.

10.8. Visitor Permit Eligibility

Residents living in a Residents' Parking Scheme can buy visitor permits, enabling their visitors to park their vehicles in a marked residents' bay within their scheme during the scheme's operational hours. Residents do not need to hold a valid residents' permit or own a vehicle to apply for visitors' permits.

Applicants must be able to support their application with proof of residency. Acceptable documentary evidence includes:

- Valid Driving Licence.
- Tenancy Agreement.
- Current utility bill (issued in last 3 months).

Where the main residence is a riverboat, applicants must be able to support their applications with a valid Mooring licence issued by the local city or district council.

Visitors' parking permits are limited to a maximum of 20 permits (each permit allows 5 visits) per applicant per annum.

10.9. Business Permits

If a business has no access to off-street parking and a vehicle is essential to the operation of the business, the business can buy a permit to allow parking within their scheme during operational hours. A limit on the number of permits issued may be set where considered appropriate.

10.10. Time of Operation

Times of operation for individual Residents' Parking Schemes will be designed to reflect local parking needs and road use; local consultation will help to inform this decision.

The standard operating period for a Residents' Parking Schemes is based on weekday non-resident parking (Monday to Friday, 9am to 5pm) and covers the basic administration and enforcement costs. Any extension to the standard operating period will increase the annual cost of residents' permits to cover any additional enforcement.

As there are basic administration and enforcement costs, a reduction in the standard operating period (Monday to Friday, 9am to 5pm) will not reduce the annual cost of residents' permits. Enforcing short time restrictions can be more expensive to enforce due to the lack of flexibility in times that enforcement officers are sent to each area hence additional staff may be required to enforce effectively.

10.11. Provision for carers

If a resident is receiving short-term or long-term care in their own home they may be able to apply for **free medical permits**. These permits can be used by anyone who provides care, including friends and family members-not just registered professionals. The applicant's doctor will need to assess the medical condition or mobility issue and provide an estimate of the number and frequency of official visits required.

Registered healthcare or social care providers, such as a community nurse, can apply for a **Health Care Worker dispensation** if undertaking unscheduled, emergency based visits to patients or carrying drugs or heavy medical equipment.

10.12. Provisions for Blue Badge holders

Valid blue badge holders are permitted to park in residents' parking bays when a valid blue badge is correctly displayed, providing the bay has not been suspended. There is no time limitation.

10.13. Provision for Motorcycles

To qualify for a resident motorcycle permit, an individual's main place of residence must fall within the scheme area and the applicant should own or have use on a regular basis of a vehicle of the type permitted. Permits are linked to a specific vehicle not a household.

Applicants must be able to support their application with the following detailed documentary evidence:

- Valid Driving Licence or Tenancy Agreement.
- Valid certificate of insurance showing the applicant as the main driver.

10.14. Car Clubs

To reduce car ownership in urban areas, designated parking bays may be provided on-street for car club vehicles. Permits for car club bays shall be issued only to accredited car club operators authorised to operate within that area.

10.15. Transfer of Permits

Permits cannot be transferred from one vehicle to another. When a resident changes their vehicle any paper permit should be returned along with a copy of the certificate of

insurance showing them as the main insured driver or policy holder of the new vehicle. A replacement permit will be sent.

In the case of 'virtual permits', please contact the Parking Services Team.

10.16. Renewals

Residents' permits are subject to annual or biennial renewal. It is the responsibility of the permit holder to ensure that they apply to renew their permit. Existing permit holders will usually be invited to renew their permit and, subject to meeting the eligibility criteria, will be approved for a new permit. Where a resident fails to renew their permit before the expiry date it will be assumed that the resident does not wish to renew and after a period of 10 working days from the expiry date, the permit will be made available to other residents.

Once a permit has expired there is no automatic 'grace period' before enforcement action may be taken.

10.17. Refunds

Where a resident no longer requires their permit they should return the paper permit to the Parking Services Team to receive a refund. Refunds will be made for each whole quarter remaining on the permit after an administration fee has been deducted. Refunds will not be given in relation to any permits which have been defaced or tampered with. In the case of 'virtual permits', contact the Parking Services Team.

Unused and expired visitors' permits will not be refunded or exchanged.

10.18. Stolen/Lost Permits

Where a paper permit is lost or stolen a resident can obtain a replacement by applying to the Parking Services Team. A replacement permit will be approved subject to an administration fee, provided the resident still meets the eligibility criteria.

10.19. Moving home

Where a resident moves out of the Residents' Parking Scheme area they should return their paper permit to the Parking Services Team to receive a refund. Refunds will be made for each full quarter remaining on the permit after an administration fee has been deducted. Refunds will not be given in relation to any permits which have been defaced or tampered with.

In the case of 'virtual permits', contact the Parking Services Team.

10.20. Permit Misuse

The council reserves the right to revoke any permit/s issued to individuals who abuse the Residents' Parking Scheme by:

- Tampering with a permit.
- Supplying a permit to others who are not entitled to use them.
- No longer meeting the qualifying criteria.
- Payment not cleared.

The council may refuse to approve a permit to individuals who have failed to comply with the terms of a Residents' Parking Scheme.

10.21. Scheme Area

This is the road or geographic area described in the Traffic Regulation Order (TRO) which introduces restricted parking and allows parking with a permit.

10.22. Household

Where a building is made up of separate, self-contained dwellings (e.g. flats) each separate dwelling with an independent postal address will be treated as a separate household. Properties that are either new or have been developed within an established scheme will be omitted from the scheme.

Riverboats will be treated as a household where it is the main residence, has a permanent mooring and holds a valid mooring licence issued by the local city or district council.

10.23. Suspensions

Residents' parking bays can be temporarily suspended or altered in special circumstances such as building work, removals, filming, special events, weddings and funerals and for security reasons.

Advisory explanatory signage will be placed adjacent to a suspended bay showing the times/days of operation. A Penalty Charge Notice may be issued to any vehicle parked in a suspended bay.

Alternative parking will not be provided and permit refunds not considered.

10.24. Enforcement

Whilst the Council encourages all road users to comply with highway regulations, it accepts that the level of compliance is optimised and sustained through timely and effective enforcement so as to:

- Enforce parking contraventions in a fair and consistent manner for the benefit of all parking users.
- Encourage sensible parking to improve access and protect public safety.
- Provide safe parking places with clear markings and signage.
- Ease congestion by keeping streets clear to enable smooth traffic flow.

A necessary and integral part of any Residents' Parking Scheme is visible and effective enforcement action, to help ensure that the terms of the Traffic Regulation Order (TRO) are observed.

The County Council will undertake enforcement only where Civil Enforcement powers are enacted. In the market towns outside Cambridge, enforcement currently remains the responsibility of the Police.

It is not envisaged that Residents' Parking Schemes will be considered where the Police are the sole enforcement agency in light of the resource implications.

Penalty Charge Notices/Fixed Penalty Notices will be served to all vehicles observed parking in contravention of the rules/times of any Residents' Parking Scheme.

10.25. Maintaining Traffic Movement

The following minimum criteria will be adopted to maintain available highway widths for traffic movements:

- A free carriageway width of 3.1 m is required between marked bays.
- With parking to one side, an overall width of 4.9 m.
- With parking on both sides, an overall width of 6.7 m.

In exceptional circumstances, and following consultation with the police and the emergency services, it may be possible to reduce the above widths.

10.26. Footway Parking

The Council has a responsibility to keep footways safe to use, to maintain safe passage for pedestrians, rather than to facilitate parking. Parking on footways:

- Creates safety issues for pedestrians and can hide other vehicles particularly on bends, narrow roads and at junctions.
- Creates an obstruction and hazard for the visually impaired, disabled and elderly people and those with prams and pushchairs.
- Can cause damage to the footway.

Parking on footways would be considered in exceptional circumstances only where there is no impact on safety or pedestrian movement and where the underlying construction is suitable for vehicles.

Appendix B

Cambridge Residents' Parking Schemes Extension Delivery Plan (V6)

1. Purpose

- 1.1. This Delivery Plan sets out the approach to address specific parking issues and future challenges within Cambridge City. It creates a framework for the expansion of current residents' parking schemes by offering a more comprehensive approach.
- 1.2. The document has been developed to complement policies and Transport Strategies to reduce traffic flow by controlling the availability of parking spaces and promoting safe, sustainable and economic growth by reducing the level of congestion.
- 1.3. The introduction of new residents' parking schemes should be considered not in isolation, but as part of a wider programme which encourages more sustainable travel choices and tackles congestion.

2. Scope and Objectives

- 2.1. The Delivery Plan creates a framework for new residents' parking schemes within the City of Cambridge.
- 2.2. The key aim of this Delivery Plan is to help improve the quality of life for Cambridge residents. The plan has the flexibility to meet the evolving needs of the local communities in Cambridge by enabling:
 - Improved parking facilities for city residents and short stay parking for visitors to local shops and business.
 - Reduced availability of free, unrestricted parking within the City.
 - Prioritisation of parking space to residents and other permit holders.
 - Comprehensive expansion of new residents' parking schemes which will be operationally viable and financially cost neutral to the Council.

3. Responsibility

- 3.1. Cambridgeshire County Council will oversee the implementation of the Delivery Plan programme and work collaboratively with residents, local Councillors and the Cambridge Joint Area Committee (CJAC) to establish a scheme that reasonably meet the needs of local communities.
- 3.2. CJAC will consider all objections to the proposed Traffic Regulation Orders (TROs). Particular attention will be given to local views before determining the exact details of the scheme to ensure a reasonable balance between competing parking demands.

- 3.3. The Greater Cambridge City Deal Executive Board have been consulted and in principle fully support the proposed Delivery Plan and funding of the implementation costs associated with the schemes detailed in this plan along with a review of the new schemes 12 months after installation, including covering the costs associated with any minor changes.
- 3.4. A decision regarding the City Deal Executive Board commitments set out in paragraph 3.3 will be subject to agreement of a business case in March 2017.
- 3.5. If funding is approved, the City Deal Executive Board will underwrite all costs (as set out in paragraph 3.3) associated with the implementation of the schemes detailed in this plan that have not commenced public consultation as of 14th February 2017.

4. Programme

4.1 The proposed Schemes

- 4.1.1 The attached map (appendix 1) is indicative of the parameters for the creation of new residents' parking schemes. It reflects areas with existing parking problems/issues and those that are most likely to experience problems/issues in the near future due to the ongoing development of the city.

Before consultation is undertaken, zones can be changed at the request of the local County Councillor(s).

- 4.1.2 The map has been divided into individual zones for practical and manageable reasons. As each zone is unique, schemes will be developed in a series of zones, each tailored to the needs of the individual communities within them.
- 4.1.3 The implementation costs associated with new schemes (as set out in paragraph 3.3) would, for the zones detailed in this document, be funded by the City Deal. The various elements of a residents' parking scheme that qualify for funding are detailed in section 5 of the Residents' Parking Policy document.

4.2 Initiation Process

- 4.2.1 This Delivery Plan offers a fast track alternative to the Cambridgeshire Residents' Parking Policy by reducing the implementation stages required to:

4.2.1.1 A Public Consultation

Each zone will be consulted. The consultation will establish the level of support for the proposed parking controls and will give residents of that zone the opportunity to help develop a scheme that best suits their needs.

Only zones where over 50% of respondents express support for the proposed parking controls will be progressed.

It is expected that City Deal funding is time limited. Therefore once the funding window has closed, future schemes will be considered as outlined in the Residents' Parking Policy document.

As this consultation is being undertaken as part of a wider plan, the local County Councillor will be advised but her/his endorsement is not required at this stage.

4.2.1.2 Drafting and Publishing Traffic Regulation Orders (TROs)

Residents within each proposed zone along with other groups affected by the proposed parking controls will be given a final opportunity to support or challenge the introduction of the proposed controls when the TRO is advertised.

Any objection to the proposed TRO will be considered by CJAC.

4.2.1.3 Scheme Installation

Installation of signs and lines and issue of permits.

4.3 Programme of works

The introduction of the proposed expansion of the current residents parking scheme will be staggered. The zones included in this delivery plan are:

Zone No.	Zone Name	Zone No.	Zone Name
1	*Newnham	14	Chaucer
2	*Accordia	15	Trumpington North
3	*Coleridge West	16	Trumpington South
4	*Coleridge East	17	Perse
5	*Elizabeth	18	Glebe
6	*Victoria	19	Nightingale
7	Romsey West	20	Wulfstan
8	Romsey East	21	Walpole
9	York	22	Chesterton West
10	Ascham	23	Chesterton East
11	Stretten	24	Chesterton South
12	Benson North	25	Stourbridge
13	Wilberforce		

* As these schemes have already expressed support for the introduction of a Residents' Parking Scheme, they will be consulted first, followed by the remaining schemes.

5 Operational guidance

5.1 Operational guidance for residents' parking schemes can be found in section 10 of the Residents' Parking Policy.

5.2 Scheme Operational hours and cost

Times of operation for individual Residents' Parking Schemes will be designed to reflect local parking needs, road use and adjoining schemes; local consultation will help to inform this decision.

Operational hours of individual schemes **may** include:

All day Operational Hours
Mon to Fri – 9am to 5pm (basic scheme)
OR
Mon to Sat – 8am to 8pm
OR
All Days – 9am to 5pm

All day schemes are well established across the city and have proved to successfully address the competition for parking by giving parking priority to residents throughout the day.

Part time Operational Hours
Mon to Fri – 9am to 12pm or,
OR
Mon to Fri – 9am to 11am & 2pm to 4pm

Careful consideration should be given to part time restrictions in relation to the benefit they offer residents. Will the reduced operational hours address the evolving demand on parking within the area or, with the flexibility of work patterns and extended retail opening hours, will those demands and subsequent parking difficulties simply move to a different time of day?

Consideration should also be given to the cost / benefits of all schemes.

5.3 Scheme Operational Costs

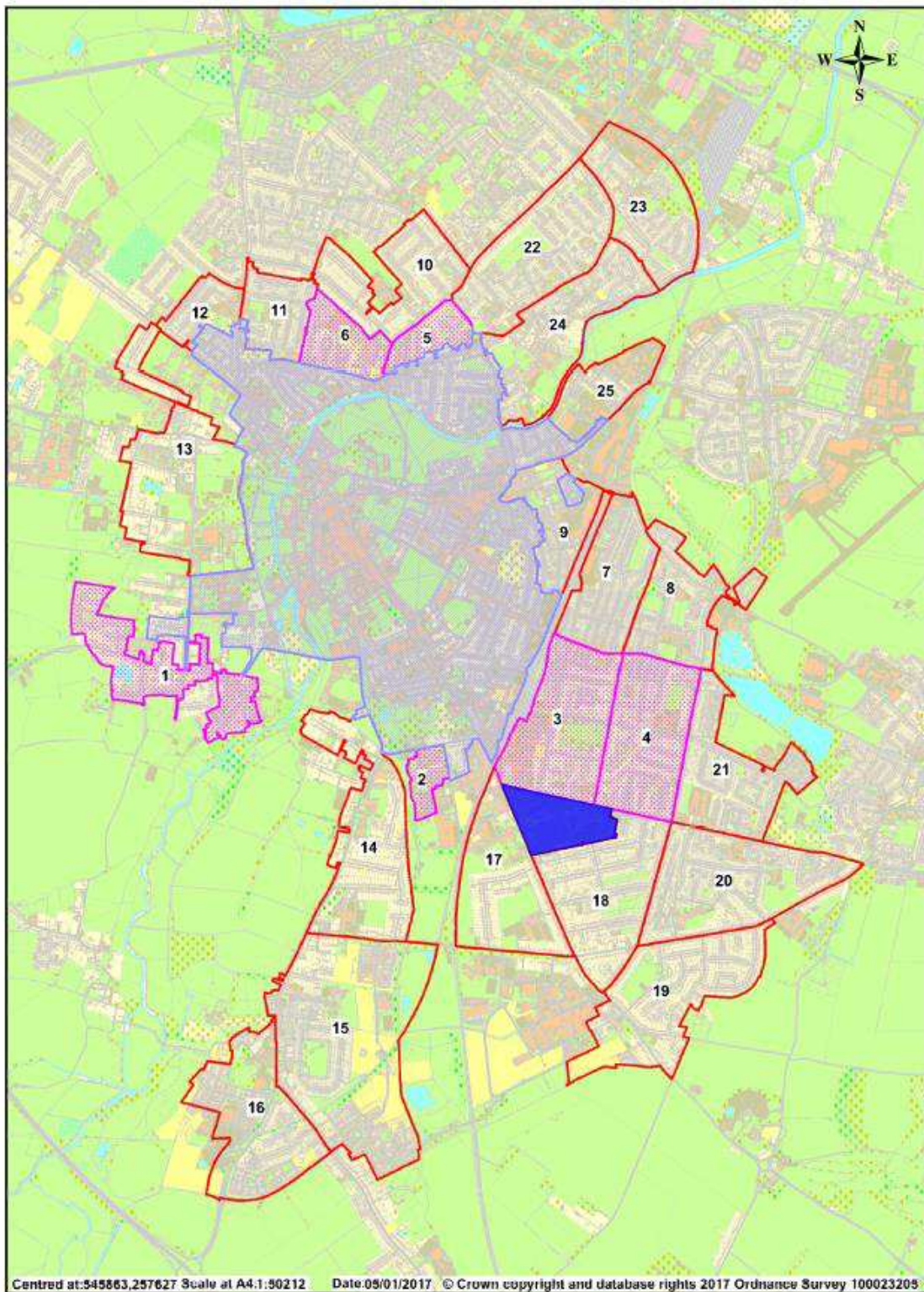
The standard operating period for a Residents' Parking Scheme is based on weekday non-resident parking (Monday to Friday, 9am to 5pm) and covers the basic administration and enforcement costs. Any extension to the standard operating period will increase the annual cost of residents' permits to cover any additional enforcement.

A reduction in operational hours will not reduce either the basic administration or enforcement costs. Therefore the cost of a permit for a scheme which is operational part-time such as Monday to Friday, 9am to 12pm will be the same as a permit for a scheme which is operational all day for example Monday to Friday, 9am to 5pm.

Appendix 1

This map is indicative of the parameters for the creation of new residents' parking schemes. Before consultation is undertaken, zones can be changed at the request of the local County Councillor.

Cambridge Residents' Parking Schemes



Appendix C



COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
Economy, Transport & Environment.		Name:	Nicola Gardner
Service / Document / Function being assessed		Job Title:	Parking Policy Manager
Traffic Managers – Residents' Parking Policy		Contact details:	01223 727912
Business Plan Proposal Number (if relevant)	N/A		
Aims and Objectives of Service / Document / Function			
<p>The aims of the Residents' Parking policy review included:</p> <ul style="list-style-type: none"> • Developing a policy that has the flexibility to meet the evolving needs of the local communities in Cambridge and across the county. • Ensuring Residents' Parking Schemes, as a whole, are cost neutral to the County easing the pressure on the on-street parking account which currently supports this service. • Engaging local communities and stakeholders to ensure the new Residents' Parking Policy reflects and balances the needs of those that live, work and visit Cambridge and Cambridgeshire. • Ensuring the alignment of the policy with the concepts and objectives of City Deal. 			
What is changing?			
<p>This document has been developed to address parking issues and future challenges within Cambridgeshire that affect access and/or residents' vehicular parking availability. It creates a framework for the consideration of the introduction/extension of formalised Residents' Parking Schemes.</p> <p>The Local Transport Plan (LTP) highlights the importance of managing traffic and the space available both efficiently and effectively to enable the delivery of the continued growth and development of sustainable communities across the County. This document augments this plan by illustrating the conditions where Residents' Parking Schemes may be considered, along with their key operational aspects. It sets out an approach to be applied across Cambridgeshire.</p>			

Who is involved in this impact assessment?

e.g. Council officers, partners, service users and community representatives.

Members Working Group

Cllr Kevin Blencowe (chair) – Cambridge City Council
Cllr Jocelyne Scutt – Cambridge County Council
Cllr Amanda Taylor - Cambridge County Council
Cllr Noel Kavanagh - Cambridge County Council
Cllr Donald Adey – Cambridge City Council (replaced Cllr Smart)
Cllr Dave Baigent – Cambridge City Council (replaced Cllr Smith)

Stakeholders

Resident Associations
Universities
Trade Associations
Disability Group
FeCra
Smarter Cambridge Transport

Parking Services Team
Policy & Regulation Team
Finance Team
Mott Macdonald (Parking Survey)

What will the impact be?

Tick to indicate if the impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability	X		
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		X	
Deprivation			X

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

Positive Impact
There will be a positive impact on valid Blue Badge holders as blue badge holders are permitted to parking within any residents parking scheme for an unlimited time period. A valid blue badge must be displayed correctly at all times.
Negative Impact
Permits are changeable. The cost of a residents' permit will depend in the complexity on the scheme.
Neutral Impact
The protected characteristics are not relevant in the delivery of this of the Residents' Parking Policy as no distinction is made when delivering the service.
Issues or Opportunities that may need to be addressed
None Identified

Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

Neutral impact

Appendix D



COMMUNITY IMPACT ASSESSMENT

Directorate / Service Area		Officer undertaking the assessment	
Economy, Transport & Environment.		Name:	Nicola Gardner
Service / Document / Function being assessed		Job Title:	Parking Policy Manager
Traffic Managers – Residents' Parking Schemes Extension Delivery Plan		Contact details:	01223 727912
Business Plan Proposal Number (if relevant)	?		
Aims and Objectives of Service / Document / Function			
<p>The key aim of this Delivery Plan is to help improve the quality of life for Cambridge residents. The plan has the flexibility to meet the evolving needs of the local communities in Cambridge by enabling:</p> <ul style="list-style-type: none"> • Improved parking facilities for city residents and short stay parking for visitors to local shops and business. • Reduced availability of free, unrestricted parking within the City. • Prioritisation of parking space to residents and other permit holders. • Comprehensive expansion of new residents' parking schemes which will be operationally viable and financially cost neutral to the Council. 			
What is changing?			
<p>This Delivery Plan sets out the approach to address specific parking issues and future challenges within Cambridge City. It creates a framework for the expansion of current residents' parking schemes by offering a more comprehensive approach.</p> <p>The document has been developed to complement policies and Transport Strategies to reduce traffic flow by controlling the availability of parking spaces and promoting safe, sustainable and economic growth by reducing the level of congestion. It offers a fast track alternative to the Cambridgeshire Residents' Parking Policy by reducing the implementations stages.</p> <p>The introduction of new residents' parking schemes should be considered not in isolation, but as part of a wider programme which encourages more sustainable travel choices and tackles congestion.</p> <p>The Greater Cambridge City Deal Executive Board have been consulted and in principle fully support the proposed Delivery Plan and funding of the implementation costs associated with the schemes detailed in this plan along with a review of the new schemes 12 months after installation, including covering the costs associated with any minor changes. A decision regarding the City Deal Executive Board commitments set out in paragraph 3.3 will be subject to agreement of a business case in March 2017.</p>			

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Stakeholders

Resident Associations
 Universities
 Trade Associations
 Disability Group
 FeCra
 Smarter Cambridge Transport

Parking Services Team
 Policy & Regulation Team
 Finance Team
 Mott Macdonald (Parking Survey)

What will the impact be?

Tick to indicate if the impact on each of the following protected characteristics is positive, neutral or negative.

Impact	Positive	Neutral	Negative
Age		X	
Disability	X		
Gender reassignment		X	
Marriage and civil partnership		X	
Pregnancy and maternity		X	
Race		X	

Impact	Positive	Neutral	Negative
Religion or belief		X	
Sex		X	
Sexual orientation		X	
The following additional characteristics can be significant in areas of Cambridgeshire.			
Rural isolation		X	
Deprivation			X

For each of the above characteristics where there is a positive, negative and / or neutral impact, please provide details, including evidence for this view. Describe the actions that will be taken to mitigate any negative impacts and how the actions are to be recorded and monitored. Describe any issues that may need to be addressed or opportunities that may arise.

Positive Impact

There will be a positive impact on valid Blue Badge holders as blue badge holders are permitted to parking within any residents parking scheme for an unlimited time period. A valid blue badge must be displayed correctly at all times.

Negative Impact

Permits are changeable. The cost of a residents' permit will depend in the complexity on the scheme.

Neutral Impact

The protected characteristics are not relevant in the delivery of this of this Delivery Plan as no distinction is made when delivering the service.

Issues or Opportunities that may need to be addressed

None identified

Community Cohesion

If it is relevant to your area you should also consider the impact on community cohesion.

Neutral impact