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Lincolnshire County Council
Residents Parking Scheme Policy
2019

Contents

Policy Statement.....	3
Background.....	3
Initial considerations.....	3
Consultation	4
Detailed RPS Design.....	5
Traffic Regulation Order	5
Scheme Review.....	5
Enforcement.....	5
Permit Types.....	6
Scheme Management.....	6
Permit Charges	6

DRAFT

Policy Statement

Lincolnshire County Council has responsibility for the management of the highway network throughout the County. As part of that responsibility the Council regulates the use of the network to improve traffic flows and help to ensure drivers reach an optimal end of journey experience. Residents Permit Schemes assist in reducing congestion, pollution and noise levels whilst enhancing local communities by controlling parking availability.

To enable the delivery of the policy in residential areas Lincolnshire County Council (LCC) will consider representations from local communities for the implementation of Resident Parking Schemes (RPS) in accordance with the conditions contained in this policy.

The suggested schemes will be examined to ensure that the need is justified, that kerb side parking is at 85% or higher during parts of the working day and that the majority of residents are in acceptance of a scheme and associated costs, prior to statutory consideration for implementation.

Background

Prior to the introduction of this policy the decision process for considering RPS applications was carried out initially at the appropriate District Council. If the petition was accepted and a case made for a RPS the process was passed to LCC Highways for highway network consideration and statutory consultation and implementation. LCC as the highway authority has the final say on whether such schemes should be granted. The current methodology for selecting schemes could lead to inconsistency in the regulations imposed on residents and disparity in the cost of permits.

Therefore it has been decided that LCC will introduce a scheme that applies consistent criteria and rules regardless of the location. The nature of the scheme will be flexible enough to suit local requirements, such as timings. For instance it might be more suitable to have a restriction that lasts from 7am to 7pm, rather than the normal 8am to 6pm.

Initial considerations

Prior to progressing with a questionnaire to see if a RPS is supported a number of criteria should be met. These are listed below:

- The location should be part of a large urban area where long term on-street parking by non-residents prevents residents from parking near their properties for the majority of the working day (The working day is defined as 8am to 6pm, Monday to Friday though schemes can be varied)
- The area is of sufficient size to minimise the possible effects of displacement into surrounding streets. Single street schemes should not be considered (unless in an isolated residential location, near a current scheme and the running costs would not be in a deficit)
- That a large proportion of the properties within the area do not have off-street parking or the ability to install their own off-street parking.
- That provision can be made for visitors to the area.
- That a scheme will be revenue neutral (all running cost are met by the income raised from permit sales)

If these criteria are met and resources and funding are available, a questionnaire consultation may be undertaken.

Consultation

If the above criteria are met, a questionnaire, with a covering letter, plan and pre-paid return envelope, may then be sent to residents within the area concerned. The questionnaire would ask whether they wished to be included within a RPS.

The covering letter and questionnaire should include the following:

- A statement that a scheme will not be introduced without permit charges.
- Information on the permit types and charges.
- A statement to the effect that a permit allows the holder to park within the zone concerned, it does not guarantee a parking space outside a residents' property.
- Those properties with off-street access will have either double yellow or single yellow lines across them for ease of enforcement.
- A statement (if necessary), to explain to residents of streets which currently do not experience a parking problem, that they have been included within the consultation as their street would attract displacement if a scheme were only progressed in the core area.
- The return date for responses to be received by.
- Information on the level of positive responses received required to progress with the scheme (two thirds, or 66% of replies received need to be in favour of a RPS, with a minimum of 30% of eligible addresses replying).
- That the results will be reported to the relevant Cabinet Member.
- That residents would subsequently be informed whether the scheme would be progressing or not.
- The questionnaire can be a straightforward yes/no, i.e. do you wish to be included within a RPS?
- Space to be left for the responder to leave their address and any comments they may wish to make.

The questionnaire can also be used to ask further questions at the discretion of the Project Engineer leading the consultation:

- Ask how many cars are owned to help gauge demand.
- Ask whether there is off-road parking, if so, for how many vehicles.

The presentation of the information received will need to comply with the GDPR in so much as properties will not be identified as being in favour or against the introduction of an RPS. The consultation area can be shown, in spread-sheet/tabular format and on plan, as responses received by street and the relevant percentages in favour or against the suggested scheme.

Responses received where the yes answer is chosen, but the comments state that it is subject to permits being free, will be counted as a negative response (this is because Lincolnshire County Council will only introduce charged for RPS). Questionnaires that are returned with no address

specified can be counted in the total number of responses received as a whole, but cannot be allocated to an individual street.

Some local authorities consider that properties not returning a questionnaire can be considered to be in favour of a scheme, or they would object to the permit charges. Other authorities consider that a lack of a response should be considered as being against the introduction of a scheme, as they have not received a response in favour of paying permit charges. Lincolnshire County Council will only use the responses received from the questionnaire.

After the results of the consultation have been considered and a decision taken by the Council, a copy of the report and a covering letter should be made available to each property that received that questionnaire. This is to inform residents of the results of the questionnaire consultation and what the next steps to be taken are (if any). If the scheme is to progress, the next stage in the process is detailed design.

Detailed RPS Design

Needless to say the vast majority of spaces provided should be for the exclusive use of permit holders during the operational times of the scheme. Consideration should be given to providing dual use limited waiting and permit holders bays, which allow visitors to residents and businesses to park for a limited amount of time without the need for a permit. Breaks in bays should be covered by either double yellow lines, or a single yellow line that corresponds to the schemes hours of operation. The mix of development in the proposed scheme will need to be reflected in the types of waiting restrictions proposed.

Traffic Regulation Order

Following on from the detailed design, the normal Traffic Regulation Order procedure is to be followed as set out in the Quality Management System. Project Engineers may, if considered appropriate, organise a public exhibition during the advertisement of the proposals to engage residents in direct feedback, in addition to those measures listed in the procedures.

Scheme Review

It is best practise for a review of RPS to take place within 18 months of introduction. This will give the opportunity for parking patterns and levels to be established not only within the scheme, but also on surrounding streets to determine whether significant displacement has taken place and, if so, to what extents and whether the scheme should be expanded. A scheme review will also assess whether additional bays are required within the existing, and if so what type. The scheme review should be reported to the relevant Cabinet Member meeting with recommendations on any changes that should be made.

Enforcement

In 2012, the County Council took over the enforcement of parking restrictions when it assumed Civil Parking Enforcement powers. This has enabled the enforcement to be more reactive to specific issues at hotspots and commit to regular enforcement of the schemes. The cost of enforcement will be part of the permit pricing. The level of enforcement depends, to some extent, on the level of non-compliance with the scheme. However a scheme would normally be patrolled 3-4 days a week, with

multiple checks on vehicles occurring during the patrol. Patrol patterns are randomised and not pre-released.

Permit Types

It is intended that electronic, paperless permits would be used for future RPS. This helps to reduce costs, allow better management of the scheme and enable more efficient enforcement.

Scheme Management

Operational schemes will be managed on a day to day basis by Lincolnshire County Council's Parking Services Team. Initial consultation, design and the TRO processes will be managed by the County Highway Asset Team.

Permit Charges

Permits will be priced to cover all consultation, implementation, enforcement and maintenance costs. Schemes will be delivered and operated at a neutral cost to LCC.

A review of permit charges is to be carried out at appropriate intervals and reported to a meeting of the appropriate Executive Member.

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