

**PLANNING AND HIGHWAYS COMMITTEE
WEDNESDAY 7TH NOVEMBER 2018**

REPORT TO CONSIDER AND REVIEW:

**A COMMUNITY PARKING MANAGEMENT SCHEME
(CPMS) DELIVERY PROCEDURE**

REPORT TO PLANNING AND HIGHWAYS

COMMITTEE NON TECHNICAL SUMMARY

Purpose of the Report

This report reviews existing Community Parking Management Schemes (CPMS) and the methods of delivery used for future CPMS. The report then sets out a proposed CPMS investigation procedure and a method to ascertain the level of local public support.

Introduction and background

The proposed procedures outlined within this report have been developed following implementation of 10 CPMS and CPMS Extensions throughout the City. With the first being the Royal Hospital Phase 1 implemented December 2011 up to Hospital Phase 4 implemented September 2017.

A new way of delivery – University and Millfield Area and Howick Park

With so many schemes now implemented, areas around existing CPMS are more defined and so less investigation may be required.

Initial request

Once a parking problem has been highlighted to the council, an officer will investigate whether there is a longstanding issue in the area and various requests for a similar area or links to a Commuter hub e.g. Hospital, Metro Station etc. Usually the Feasibility Team within Highways Asset Management would collate such requests.

Qualifying Criteria (to be considered for the programme or future programmes)

Upon collation and assessment of reports, requests and complaints the details should be forwarded on to the Infrastructure and Commercial Manager / Team.

The CPMS Team within Infrastructure and Commercial will do further investigations / site visits, make contact with ward members etc and create a short report / brief, in relation to parking in the reported area.

Ranking/Priority of CPMS Requests for Service

Once a scheme / area have had investigations carried out, the above short report / brief will be discussed with the Portfolio Holder for Environment & Transport.

Progressing a scheme and Community Support

Once a CPMS is deemed feasible following the above process, it will then go through a process of surveys, working groups and public engagement(s) by way of an informal consultation (letter and vote). Community support is then identified through 2 tests: in

advance of progressing through the Statutory Legal Process.

Existing programme / schemes.

Area	Zone/Phase	Est completion date
University & Millfield Area	1	April 2019
Howick Park	1	April 2019
Seaburn Metro area (Amendment)	1	August 2019
Ashbrooke Thornholme (Hendon)	2	April 2020

Recommendation

In summary, this report recommends that this CPMS procedure is taken forward to ensure that resources are targeted at the agreed most necessary areas. Subject to available funding, resources and satisfactory completion of all statutory procedures, it is considered reasonable to begin work on up to 2 new CPMS per year or 1 new CPMS and 1 CPMS extension per year. On this basis, a recommendation is made to take forward / investigate 3 new areas and 3 areas of possible extension areas as an initial programme of CPMS's, these are identified as follows:

NEW CPMS Areas	Zone/Phase
Doxford / East Herrington	1
Sunderland Eye Infirmary	1
Hendon (High Street East)	1

NEW CPMS Extensions	Zone/Phase
Seaburn Metro Phase 2	2
Royal Hospital 5	5
Stadium of Light (Event)	3

REPORT TO PLANNING AND HIGHWAYS COMMITTEE

1. A NEW WAY OF DELIVERY - THE ROYAL HOSPITAL AREA AND STADIUM OF LIGHT EVENTS SCHEME REVIEW

Previous methods: Previous methods were outlined in the Planning and Highways Committee Wednesday 9th July 2014 Report to consider and review: A Community Parking Management Scheme (CPMS) Delivery Procedure (Appendix A).

A new way of delivery: As schemes have been implemented different methods have been developed that give more engagement back to the Local Ward Members, Resident Groups and street champions.

We are also discovering that schemes will only gain public support in streets that are clearly affected by parking issues. Parking surveys are used to collect data to determine the kerbside parking levels as a first step.

Using this data a potential CPMS area can then be drawn up. At which stage the initial informal public consultation will be carried out (Public Engagement). This then gives us the basis of an area which has public support or not, the area with public support would go into Round 2 of the Public engagement, which includes a more detailed look at the CPMS zones and restrictions.

Conclusion: Based on all the previous implemented and on-going schemes this allows for a shorter, more engaged process for CPMS implementation.

2. ASSESSMENTS.

Once a parking problem has been brought to the attention of the Council with a request for service officers will carry out some basic investigations, which include site visits, review previous requests and engage with local councillors (if no correspondence previously existed). If it is shown that the reported parking problems are most likely commuter based the request the potential scheme will be added as to the future programme of CPMS, this will be done in agreement with the Portfolio Holder for Environment and Transport for priority / ranking. If a parking problem is no longer evident or is not related to long term commuter problem then no further action would be taken and the interested parties advised of this course of action. However, the situation could be monitored on a six monthly basis by way of an informal site inspection.

When it is evident a parking problem does exist and is directly linked to long term commuters the potential scheme will be added to the future CPMS programme.

3. PARKING SURVEY:

The first stage to the implementation of CPMS is Parking Surveys. These consist of a vehicle capacity survey (volume) count in the identified affected streets at four times a

day e.g. say 6am, 10am, 2pm and 6pm. These counts would generally be supplemented by video and photographic records. The parking surveys would normally be carried out on a Tuesday or a Thursday and be supplemented by night time and early morning surveys if required. The surveys may also require some weekend assessments.

The area of the survey will be agreed with the relevant CPMS working group which will usually consist of the Portfolio Holder / Deputy Portfolio Holder for Environment and Transport, local ward members and relevant officers. We also have scope to introduce street champions / resident group representatives from the area.

4. QUALIFYING CRITERIA

It is proposed that rules are set out and identified as qualifying criteria for a potential CPMS to progress, as follows:

Qualifying Criteria RULE - That there is insufficient kerbside space in the community to accommodate all users when at least 75% of the measured available kerbside parking capacity is being used.

Kerbside Parking Capacity Qualifying Criteria Rule: Following the parking survey and capture of the data, the street(s) kerbside capacity would be measured by subtracting lengths of kerblines that should not be parked over, e.g. such as driveways and within 10 metres (m) of junctions. The measurement (length of available kerblines) would then be divided by a factor of 6m, (standard parallel parking length), to assess the actual capacity of that kerblines in terms of numbers of vehicles that could be readily and safely accommodated.

For example if a length of kerblines was measured at 120m in length and then 30m of kerblines subtracted from this length as areas that vehicles should not park, then the resultant kerblines length available for parking is 90m. This figure of 90m is then divided by 6m, and the result is 15 number individual parking lengths of 6m. This is the number of vehicles that can be readily accommodated in that section of kerblines length and this is known as the Theoretical Kerblines Capacity and is at that level measured as 100%.

Once a street(s) theoretical capacity is measured it is then compared against parking survey data. From empirical observations it is known that kerblines in streets that are known to present parking problems are those where the actual parking levels are at or exceed a threshold of 75% theoretical capacity.

CPMS Qualifying Criteria Rule Met?: If the parking capacity threshold of 75% or more of theoretical kerbside capacity is not met then a scheme in that street should not be progressed and no further action would be proposed to be taken. Ward members would be briefed and then other stakeholders and interested parties would be advised of the CPMS assessment result in writing. However, the situation could be monitored on an on-going basis through infrequent site visits to record the current situation. This would be agreed at the appropriate working group.

If the parking problem was shown to have merit and the criteria rule (above) met then the scheme / relevant streets would progress onto the next stage of implementation, which would be agreed at the appropriate working group meeting.

There are of course exceptions to the above; it may be a case that a street may not show significant parking but its location within a potential zone may lead to migration, or a section of a street clearly shows significant problems but the other section does not due to the layout and may not meet the above qualifying criteria but may result in migration of traffic could still be included to move onto the next stage with agreement of the working group.

5. COMMUNITY SUPPORT – STAGE 1 PUBLIC ENGAGEMENT AND VOTE

Once a CPMS area has passed through the previous process the scheme will be put forward to all stakeholders in the community affected by high levels of parking congestion/ commuter parking. This engagement is an informal consultation (public engagement) but forms an essential element of gauging the level of community support from residents and businesses alike for a potential scheme to be introduced.

Stage 1 Public engagement, is the first stage to gaining public support, it would generally be a very basic “Are you interested in a CPMS?” question. At this stage no significant design or detail would be included. It would only detail the general principles of a CPMS and the area which is being engaged with.

A potential CPMS will either go through both Stage 1 & 2 public engagement or just Stage 2 public engagement, this will be dependent in the size, location etc of the potential CPMS.

Agreement will be made with the working group whether to carry out 1 or 2 stages of public engagement.

Community Support Tests - Community support is identified through 2 tests.

Community Support Test 1 - YES VOTES vs ALL OTHER VOTES: This is identified by the number of YES votes against all households in any particular street. This test takes into account all YES votes with those against containing NO votes, abstentions, empty properties and those that did not respond.

GREEN SREETS (YES vote greater than 50%)

RED STREETS (YES vote less than 50%)

Community Support Test 2 - YES VOTES vs NO VOTES: This further examines the voting results of the RED STREETS. This is a simple comparison of the actual YES/NO vote. If the total YES votes in that street are greater than the NO votes in that street then these streets are then identified as AMBER STREETS. Streets where NO votes are greater than YES votes are still identified as RED STREETS.

In summary following analysis of the voting results the streets and when both tests

are applied then the streets are identified as:

- **GREEN SREETS** (Meet both Community Support tests 1 and 2)
- **AMBER STREETS** (Meet only Community Support test 2)
- **RED STREETS** (Do not meet either Community Support tests 1 and 2)

All the streets, whether Green, Amber or Red are plotted on a drawing. CPMS areas are generally identified as separate areas/zones rather than individual streets. It can be seen that in areas with a majority of Green streets and the occasional Amber or Red Street, a general Green zone can then be identified. All the streets are then aggregated in this particular area/zone and if the Community Support rate meets the relevant Test 1 of 50% or greater support then this area/zone is included with the proposed CPMS.

This analysis is repeated until all individual areas/zones are analysed and then the full public engagement area will be annotated throughout as either a Green area (50% or above) or a Red area (below 50%).

Using this information an agreed CPMS area will be agreed with the working group, taking into account the Community Support Testing, potential gateway locations will then be assessed that identify appropriate entry/exit points of the CPMS. Gateways are assessed on site, taking into account property boundaries/locations and available space for signage. Thus ensuring that the signs will be visible (no obstruction from trees, prop properties etc.) to make the zone boundaries clearly visible.

6. COMMUNITY SUPPORT – STAGE 2 PUBLIC ENGAGEMENT AND VOTE

Stage 2 Public engagements, the second Public engagement will follow the same tests as above but will include a more detailed design, showing exact times of operation, details including other restrictions etc.

7. RECOMMENDATION

To continue with the implementation of the University & Millfield Area CPMS, Howick Park CPMS, Seaburn Amendment and Ashbrooke Thornholme (Hendon) Phase 2.

To recommend the CPMS investigation procedure in terms of assessment technique and qualifying criteria contained within this report to ensure resources are targeted to the most suitable areas.

To recommend the procedure for assessing the community support through public engagement and vote, using the 2 Community Support Tests identified in section 4 and 5.

To subject to available funding, resources and satisfactory completion of all statutory procedures, that it would be reasonable to deliver 1-2 discrete CPMS's per year over an 18 to 24 month period.

To recommend the priority list as follows to take forward to future introduction on site as a CPMS areas as follows

Area	Zone/Phase	Rank	Est Start	Est End
Doxford International (Moorside / East Herrington)	1	1	Jan 2019	Jan 2021
Seaburn Metro Phase 2	2	1	April 2019	April 2021
QAR	1	2	April 2020	April 2022
Hendon (High Street East)	1	2	July 2020	July 2022
Royal Hospital 5	5	3	April 2021	April 2023
Stadium of Light (Event)	3	3	August 2021	August 2023

To follow the CPMS procedure outlined in Appendix B.