

Community Parking Management Scheme **Streamlined Delivery 2019**

Once a parking problem has been brought to the attention of the Council via various Requests for Service (RfS) through Members of the public, Councilors, Portfolio Holder or MP's, investigations should take place into the history of the matter to determine if the issue is longstanding and linked to a commuter hub, e.g Hospital, Business Park, Metro Station (the list is not exhaustive).

- If a parking problem is not evident then no further action will be taken at this time. A formal response will be issued to all parties involved which could include residents, businesses, Portfolio Holder and Local Ward Members making them aware of the decision made. However, officers can continue to monitor the situation.
- If a parking problem is evident then a formal response will be issued to all parties, which will outline that the requested area will be added to the ongoing program of CPMS and on completion of any existing schemes we will look to start that area.

Below outlines the basic stages to implement CPMS following the agreement that the scheme is included in the program

Stage 1 -Initial Working Group

Officers will arrange an initial working group, this should comprise of the Portfolio Holder for Environment and Transport, Local Ward Members, Council Officers and where available Residents Representatives (the resident's representative should be a nominated person from their local residents association group, in agreement with the Portfolio Holder)

This meeting will be used to discuss the parking issues and outline the CPMS process.

Council officers will supply a large plan showing the surrounding area to the reported parking problems and allow the Local Ward Members / Portfolio Holder to draw / advise on the exact areas that they would like us to progress the Parking Capacity Surveys.

At all stages through the process updates will be sent out via e-mail to the working group.

Stage 2 – Parking Capacity Surveys

Parking Capacity Surveys will be carried out by Officers (generally) within the agreed scheme boundary.

These will consist of a parking capacity survey (volume counts) in the agreed streets. For the most accurate results surveys are to be carried out four times a day between 6.00am and 7:00am, 10:00am and 11.00am, 2:00pm and 3.00pm and 6:00pm to 7.00pm usually on a Tuesday and Thursday over a one or two week period (area size dependent) and must be in school term times (this will provide data for a typical working day). However the times and days of the surveys may vary on a scheme-by-scheme basis in agreement with the working group.

The survey itself will be done by video using the Infrastructure & Commercial Go-Pro and in car adapter.

Each street is to be video surveyed separately and they may need surveying in both directions depending on the width of the carriageway.

All data is to be downloaded into the scheme folder ensuring is correctly dated and timed for analysis.

Stage 3 – Analysis of Parking Surveys

Following Stage 2 officers will now have the relevant information at hand to begin assessing each area / zone / street.

A basic qualifying criteria rule has been set for the for the potential CPMS.

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 generally 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 / zone would progress onto the next stage of implementation, which would be agreed at the 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 significant migration of vehicles if a scheme progresses in adjacent areas or streets or a section of a street clearly shows significant problems but the other section does not due to the layout, this mean it may not meet the above qualifying criteria but may result in migration of traffic, these streets could still be included to move onto the next stage with agreement of the working group.

Following full analysis of the streets AutoCAD drawings will be produced of the area. The drawings will show Red / Green streets, Red streets did not meet the criteria and Green streets did meet the criteria with other streets highlighted that are an exception to rule as set out above.

These drawings will be discussed at the next working group meeting.

Stage 4 re convene working group

Officers will arrange the second working group meeting. This meeting will be used to go through the parking survey results. At this stage an agreement will be made to carry out one or two public engagements. The option to do one or two engagements will be area linked to the overall area, reported parking issues and the parking survey results.

Council officers will supply further blank plans to allow the working group to outline the exact locations to carry out the public engagement exercise.

If the working group agrees to two engagements we will move to Stage 5, if only one engagement the scheme will progress straight to Stage 8.

Stage 5 Public engagement vote 1

Officers will now carry out the initial public engagement.

All documents to be sent to the working group via e-mail for comment in advance of being sent to the public.

Scheme size dependent we may speak to the procurement team to seek printing and delivery options as this can be the most cost effective way to get the document in the public realm or we may use available officers to print and deliver all public engagement documents.

With agreement of working group we also have the potential to use an online consultation section and / or provide drop off points within council run buildings for responses.

Organise a canvasser to visit the area to generate a higher response rate.

The public engagement document should contain as much information as possible and include;

- Letter introducing a CPMS, reasons for implementation and the basics of a CPMS
- A drawing showing the engagement area of the potential CPMS
- Tariff of charges
- List of FAQ's
- Return sheet for Vote / Comments

It can also potentially include –

State that comments made should be about this matter only and that no formal response will be made. Each individual comment will be read.

This will be the only opportunity for the next (x) years and so take careful consideration when voting.

The public engagement will last between 3 to 4 weeks for residents and stakeholders to return their vote and / or comments.

Stage 6 Public Engagement Analysis

Officers will compile all responses and comments as they are received.

Officers will create plans showing how streets voted (RED,AMBER,GREEN) to show to discuss with the working group. A breakdown of recurring comments will also be compiled for further discussion.

Stage 7 re convene working group

The third working group will go through the public engagement results and will allow the working group to agree which area(s) / zone(s) will progress to the second public engagement.

Council officers will supply further blank plans to allow the working group to outline the exact locations to carry out the second public engagement exercise.

Details will be further confirmed in to all potential restrictions, times of operations and limited bays / pay by phone bays etc to be included in the second public engagement.

Stage 8 Public engagement vote 2

This stage will follow the similar steps as stage 5, however this engagement will include

- Parking Bays (P&D, Limited Waiting etc.)
- Junction Protection
- Limited Waiting Bays
- Repeater Plates
- Time of Operation
- Full Sign Details / Gateways and Locations

All documents will be sent to the working group via e-mail for comment in advance of being sent to the public.

The public engagement will last between 3 to 4 weeks for residents and stakeholders to return their vote and / or comments.

Stage 9 Second Public Engagement Analysis

Officers will compile all responses and comments as they are received.

Officers will create plans showing how streets voted (RED,AMBER,GREEN) to show to discuss with the working group. A breakdown of recurring comments will also be compiled for further discussion.

Stage 10 Milestone Working Group Meeting

Following analysis of the public engagement(s) and presentation to the working group, it will set out a clear view of areas / zones which would like to progress a CPMS and which do not want to progress further.

A pack will be produced by the CPMS Team and handed out to the working group for consideration; the pack will contain the results of the Public Engagement Exercise(s) which will address the voting and the final scheme design including reasoning behind decisions made if any alterations are required.

The FINAL Scheme Design will include drawings showing;

- Overall Scheme Layout
- Gateway Sign Locations

- Repeater Sign Locations (these are usually installed on existing lighting columns within the CPMS, locations of these columns can be easily obtained via the MAP3D)
- Road Marking Removals
- Road Marking Installations

With agreement of the working group officers will then progress the scheme to the Statutory / Legal Stage.

Stage 11 Delegated Decision

Officers will complete the relevant Delegated Decision to allow the scheme to progress.

Stage 12 Scheme update / results

Scheme update, if agreed at the previous working group a scheme update may be issued to inform residents etc that the scheme will progress through the Statutory / Legal stages. It should also inform of any changes to the original proposals and why.

Stage 13 Pre-Contractor Engagement / Scheme Estimates

Arrange meetings with the relevant contractors to discuss their aspect of the work and availability. A accurate set of timescales and resources needs to be confirmed via the contractor.

Stage 14 Statutory / Legal Stage

The TRO Team to progress.

During this stage it is worth noting that when a member of the TRO Team is creating the legal order / measuring a member of the design team should also be onsite this will reduce errors during the onsite setting out if the scheme is to be implemented.

It is worth noting the gaps which occur between road markings e.g. Double Yellow Lines and Parking bays needs to be taken into consideration (this will reduce errors / discrepancies picked up during the snagging stage)

Any final decision should lie with the CPMS Team representative.

Stage 15 – Pre Construction / Site Meeting / Order of Works

The CPMS team will meet with the relevant contractors to discuss all associated works and programme.

Stage 16 – Site Setting Out / TRO Team pre construction spot checks

CPMS Team representative and TRO Team representative will set out all associated works and restrictions in line with the TRO / Legal Order.

Stage 17 Residents Letter

The parking services Team will issue letters to residents with an estimated GO Live date and details of permits and how to obtain permits.

Stage 18 Onsite Works Start

A CPMS Team representative will monitor the on-site works and supply updates to the working group as work progresses.

Stage 19 Legal Order Created

TRO Team / Legal to carry out this stage

Stage 20 Snagging / 2 week warning period

During the first two weeks of a scheme going live officers will carry out snagging and CEO's will issue warnings to drivers within the zones.

Stage 21 Scheme Sign off / Start of PCNs

Stage 22 Post implementation monitoring / issues raised

Officers will continue to monitor the scheme on site and compile all resident concerns; this will usually be for one month.

Stage 23 Final Working Group Meeting

A proposed final working group meeting will be held to discuss the schemes impact.

It will also be agreed if or when a post implementation working group may be held. This is usually between 6 month and 12 month from Go live date.

Whilst the details set out above outline the general process of a CPMS Implementation, the process can be fluid with added working group meetings and or different levels of engagement. All changes would be agreed with the working group.