

Title of Report:

## Residents' Parking Policy and Guidance

Item 9

Report to be considered by: Executive

Forward Plan Ref: EX0795

**Corporate Plan Priority:**

CP 8: Improving transportation.

CP 10: Creating attractive and vibrant town centres.

The proposals contained in this report will help to achieve the above Corporate Plan priorities by: Improving and controlling on street parking in residential areas and by making better use of road space for workers, shoppers and visitors.

**Purpose of Report:**

For the Executive to consider the draft Residents Parking Policy and Guidance document and the proposed prices for residents parking permits and visitors permits and resolve accordingly.

**Recommended Action:**

That the Executive resolves to adopt and implement the Residents Parking Policy and Guidance document including prices for residents parking permits and visitor's permits as set out in this report.

**Reason for decision to be taken:**

To ensure that the Council's Residents Parking Policy and Guidance is clearly defined. To have an up to date approved policy and guidance document in place prior to the introduction of the first zone of the Newbury On Street Parking Strategy Project. To ensure that all existing and future residents parking schemes are consistent.

**List of other options considered:**

The Council has already resolved to go ahead with the expanded Newbury Residents Parking scheme as part of its Newbury On Street Parking Strategy Project. Consequently no other options have been considered.

**Key background documentation:**

None.

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## Implications

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- Policy:** The draft Residents Parking Policy and Guidance Document will be adopted as a new Council policy. The draft document is attached as Appendix 9(a).
- Financial:** To introduce residents parking permits at a charge of £25 per annum per permit with a replacement permit charge of £5 and visitors parking permits at a charge of £2.50 per booklet of 5 permits (each permit valid for 1 day). No charge is proposed for care attendants' permits or care organisation permits. The scheme, subject to final approval, will be introduced from 1<sup>st</sup> November 2004. It is anticipated that sufficient income will be generated to cover estimated costs for 2004/05 and 2005/06 excluding enforcement. In these 2 years the costs of paying for police enforcement with traffic wardens will be met from secured developers contributions specifically obtained for Newbury town centre pedestrian and parking strategies. Any surplus funding generated in 2006/07 and beyond will be directed towards this continued enforcement subject to further detailed consideration in due course. Further detail is provided in a financial appraisal in Appendix 9(c).
- Personnel:** In order to service the Residents Parking scheme it will be necessary to employ an Amey/West Berkshire Admin Support officer in the Car Parks team. It is proposed that this support will be phased in with 0.5 Whole Time Equivalent (WTE) in 2004/05, 0.75 WTE in 2005/06 and 1.0 WTE in 2006/07. This is subject to compliance with establishment control procedure. The police, who would be paid for providing the necessary enforcement service would employ traffic wardens, so there will be no personnel implications for the Council concerning these staff.
- Legal:** West Berkshire Council proposes to make an Order under Sections 1(1), 2(1) to (3) and 4(2), 32(1)(b), 35(1)(a) (i-iv), 45, 46, 49 and 53 and Part IV of Schedule 9 to the Road Traffic Regulation Act 1984 ('the Act') the effect of which is to introduce Waiting Restrictions, Limited Waiting and Resident 'Permit' Parking.
- Property:** None arising from this report.
- Risk Management:** In arriving at the proposed actions benchmarking has been carried out with neighbouring Local Authorities as set out in Appendix 9(b). The financial risks are set out in Appendix 9(c) and can be managed from within the existing Car Parks budget.

## Supporting Information

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### 1. Background

- 1.1 West Berkshire currently operates a modest Residents Parking system in areas of Theale, Pangbourne and Newbury.
- 1.2 Measures associated with the on-going Newbury On Street Parking Strategy will result in the development of an extensive Residents Permit Parking facility, initially centred in Newbury but ultimately extended throughout the district. The first zone of the expanded Newbury project (W1) came to the end of its statutory consultation and advertisement period on 15<sup>th</sup> July 2004. The results of this statutory and public consultation will be reported to the Executive at its meeting on 9<sup>th</sup> September 2004 but it should be noted that the proposed scheme was presented to the Newbury Area Forum at its meeting on 7<sup>th</sup> July and was very well received. It is anticipated that this zone should become operational from 1<sup>st</sup> November 2004.
- 1.3 Whilst guidelines currently exist to enable officers to determine proof of residency when issuing permits, there is no comprehensive Residents Parking Policy covering the following issues :-
- a) Criteria for the introduction of Residents Parking Schemes
  - b) Evidence of residency
  - c) Operational guidelines
  - d) Permit Types and Issue
  - e) Charging Structure.

These issues are covered in the Draft Residents Parking Policy and Guidance Document in Appendix 9(a) to this report.

- 1.4 To enable residents to park in the areas of residents' only restrictions a permit needs to be displayed in the car. There is currently a charge of £10 for a permit in the existing residents parking schemes. This cost has remained unchanged since the first scheme was introduced during 1999.

### 2. Price of permits

- 2.1 As part of officers work to determine an appropriate pricing structure for permits, a number of local authorities who operate residents parking schemes were contacted in order to obtain up to date benchmarking data. Details of the local authorities and the price for their permits are contained in Appendix 9(b). It was also established that the take up rate at these authorities is of the order of 80 to 90% of eligible properties (ie properties in roads or zones affected by schemes). This correlates very closely with West Berkshire Councils existing residents parking scheme in zone W1, where the take up rate is 88%. For the purposes of the financial appraisal contained in Appendix 9(c) to this report, a conservative figure of 75% has been used for the income calculations.
- 2.2 In order to ensure that the scheme is successful it is important to set the prices at an appropriate level. If the charges are too high there will be poor take up by residents and the scheme will be ineffective. If the charges are too low the Council will not be able to cover its operational costs, potentially leading to a future budget pressure.
- 2.3 The proposed charges from Section 5 of the draft Residents Parking Policy and Guidance document are summarised below:

Residents parking permit - £25 per permit per annum with a replacement permit £5

Visitor parking permit - Booklets of 5 visitor permits may be purchased at a cost of £2.50

Family Visitor Permit - £25 per permit per annum with a replacement permit £5

Care Attendant Permit - No charge

Care Organisation Permit - No charge

### **3. Recommendations**

- 3.1 In order to ensure that the Council's Residents Parking Policy and Guidance is clearly defined, that there is an up to date approved policy and guidance document in place prior to the introduction of the first zone of the Newbury On Street Parking Strategy Project and to ensure that all existing and future residents parking schemes are consistent, it is recommended that the draft document presented in Appendix 9(a) is adopted as Council Policy.
- 3.2 It is recommended that the permit prices as detailed in 2.3 above, reproduced from Section 5 of the draft Residents Parking Policy and Guidance Document, be approved.

### **Appendices**

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Appendix 9(a) – Draft Residents Parking Policy and Guidance Document.

Appendix 9(b) – Local Authorities Benchmarking Exercise.

Appendix 9(c) – Financial Appraisal.

### **Consultation Responses**

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**Local Stakeholders:** Thames Valley Police have been consulted on the enforcement aspects of the scheme and have given their support.

**Officers Consulted:** John Ashworth, Mark Edwards, Mark Cole, Sandra Pugh, David Holling.

**Trade Union:** Not Applicable