

Parking Policy Review Recommendations Action Plan: Appendix A

Rec No:	Recommendation	Objective	Required Actions	Responsibility	Completion Date	RAG Rating	Comment/Update
5	Enhance the responsiveness of the CPZ review process	Review the CPZ programme to ensure solutions are implemented in any given area to address parking problems and minimise the creation/effects of overspill	1. Agree criteria for CPZ identification	Ian Ransom	30/05/13	Green	Parking Board sign off 30/5/13
			2. Produce annual prog.		30/05/13	Green	Parking Board sign off 30/5/13
			3. Produce maps for potential CPZ areas		30/05/13	Green	Complete
			4. Agree Attractors Matrix		30/05/13	Green	Parking Board sign off 30/5/13
			5. Agree Consultation & Implementation Process		30/05/13	Green	Parking Board sign off 30/5/13
7	Develop a standardised approach for the submission and collation of CPZ parking issues received by the Council	Implement a formalised system to enable the public to record parking issues, submit requests for CPZ consultation, and provide feedback on proposed or new CPZs. On-line form submission and reporting tools	1. Establish solution to record complaints of overspill/parking problems. The solution should have the functionality to produce reports for analysis to feed into the annual CPZ programme	L. Morton L. Brooks I. Ransom	Sept/Oct 13	Amber	CRM single 'report it' section. Work in progress, Flow chart agreed CRM team working on the functionality to produce reports for analysis.
			2. Establish way to centrally record & Implement		Sept/Oct 13	Amber	
12	Introduce a concessionary rate (£30) to resident permit holders with the most efficient vehicles (eg Tax Bands AB)	Encourage the use of more efficient vehicles in support of the council's environmental policies	Introduce system changes with the functionality to identify tax banded vehicles via the DVLA and implement a permit charging structure.	L Brooks	Jan 14	Green	System Development complete. First permit issued beginning February 2014
15	Reduce the cost of weekly visitor permits from £28 to £20	Introduce a concessionary rate to assist resident visitors that are staying for longer periods.	Permit System Change	L Brooks	01/06/13	Green	Complete
16	On application provide a book of 10 visitor parking permits (1 hour) free to all household that have at least one resident parking permit holder	Support for those who rely on visitors	1. Implement the process for the administration and delivery of the vouchers for this year.	L Brooks	Jan 14	Green	Complete
			2. Formulate system to ensure one booklet per household is recorded for this year		Jan 14	Amber	Complete
			3. Establish the functionality of new parking system to record automatically for future years		Jan 14	Amber	
17	On application provide a book of 10 visitor parking permits (1 hour) free to residents with a CPZ that are over 60 in receipt of council tax support and do not have a parking permit	Support for those who rely on visitors	1. Establish entitlement per household via CTB systems.	L Brooks	30/05/13	Green	Complete
			2. Implement the process for the administration and delivery of the vouchers.		Jan 14	Green	Complete
18	Provide carer permits free of charge	Support for those who care for vulnerable people	1. Review the criteria and application process for	L Brooks	01/06/13	Green	Complete

			carer permits to ensure it is robust enough to deter abuse.					
			2. System change for pricing		01/06/13	Green	Complete	
24	Establish an application process for disabled bays, with set criteria to ensure that these bays are necessary, safe and feasible.	To streamline the process and produce a cohesive and consistent approach to the implementation of disabled parking bays	Review the application process and criteria for the introduction disabled bays to Ensure the bays are necessary, safe and feasible	I. Ransom	Nov 13	Amber	Work started – details to be finalised	
25	Establish an annual programme, as part of the CPZ programme, for the provision and review of disabled parking across the borough.	To include as part of the annual CPZ Programme to ensure that costs are controlled and that an appropriate assessment can be made on disabled parking bay provision.	1. Review disabled bay implementation criteria	I. Ransom	Nov 13	Amber		
			2. Include review of disabled bays in the consultation and imp process		30/05/13	Green		Complete
			3. Include disabled bay provision in the attractor matrix		30/05/13	Green		Complete
27	Refresh all parking policies and collate into an integrated and accessible parking policy document	Collate all elements of parking policy into an integrated parking policy document ensuring that the document is both accessible and transparent.	1. Review and update policy document	L Morton L Brooks I Ransom	Sept/Oct 13	Amber	Work in Progress	
			2 Executive Director sign off		Sept/Oct 13	Amber		
			3 Update web pages & implement UAT to ensure easy customer navigation		Sept/Oct 13	Amber		
			4. Implement process for future web updtes		Sept/Oct 13	Amber		
30	Establish a prioritised programme for the consultation, implementation and review of CPZs.	To formalise the programme of implementation and review, with only the highest priority CPZs being implemented or reviewed each year. This would be informed by the standardised approach for collating public feedback	1. Agree criteria for CPZ identification	I. Ransom	30/05/13	Green	Parking Board sign off 30/5/13	
			2. Produce annual prog.		30/05/13	Green	Complete	
			3. Produce Maps for potential CPZ areas		30/05/13	Green	Complete	
			4. Project Board Sign off		30/05/13	Green	Parking Board sign off 30/5/13	
31	Establish a funding model for the proposed CPZ programme	Provide financial transparency that will feed into the annual report	1. Identify unit costs for CPZ implementation	I. Ransom	31/07/13	Green	Complete	
			2. Complete revenue impact assessment for CPZ Prog.		31/07/13	Green	Complete	
			3. Secure funding & Staff resources for CPZ Prog.	C Hall	31/07/13	Green	Complete	
32	Report annually on the proposed CPZ programme and on the delivery of the previous year's programme	Clear and accessible policy documentation	1. Agree Content 2. Agree Annual Publication date	L Brooks/I Ransom	Sept /Oct 13	Amber	Annual Report M&C 23 October 2013 SDSC 31 October 2013	
33	Produce an enhanced and accessible annual report of parking related revenue	Produce annual parking report to provide updates and Transparency of parking income and how it is spent.	1. Agree Content 2. Agree Annual Publication date	L Brooks/I Ransom	Sept /Oct 13	Amber		
35	Pay and Display machines to be	To achieve a future cashless	1. Identify alternatives			Amber	CPZ programme	

	phased out cashless roll out to be included in the parking specificaiton	parking environment through contract service enhancements.	2. Agree Timescale for Delivery 3. Agree implementation plan with service provider	L Brooks	Sept/Oct 13		
37	All signs within existing CPZs to be reviewed to ensure they are consistent & clear	To provide clear and consistent signage	1. CPZ signs design guidance/policy 2. Update existing signs	I Ransom / L Brooks	Sept/Oct 13 Sept/Oct 13	Amber Amber	

Recommendations not included on the Action Plan

Rec No	Recommendation	Responsible Person	Comment
1	Maintain a minimum turnout of 10% of households within the implementation area, below which the consultation will be deemed inconclusive.	I Ransom	Include in policy and web site information
2	Introduce CPZs where over 50% of residents (that vote) in the implementation area are supportive.	I Ransom	Analysis of consultation responses
3	Remove the additional Mayor and Cabinet decision-making process for results between 50% and 55%.	R Wilkinson	Recommendation Agreed by Mayor and Cabinet
4	Ensure consultation involves residents across a given area that are considered to be affected by both existing and potentially displaced parking pressure.	I Ransom	Consultation & Implementation Process documentation
6	Maximise flexibility where feasible by offering a menu of options for the operating hours of CPZs. The options available will depend on the parking attractors in the local area.	I Ransom	Scheme Design
8	Where significant parking problems are predicted as a result of developments a presentation of evidence and specific solutions will be considered on a case by case basis, to be approved by Mayor and Cabinet. Solutions may include residents being given a chance to influence the design of the CPZ, but not vote as to whether one will be implemented.	I Ransom	Recommendation Agreed by Mayor and Cabinet
9	Introduce a new charging model that is customer-focussed, offers affordable concessions to residents and visitors, and is supported by a strong policy rationale.	R Wilkinson	Recommendation Agreed by Mayor and Cabinet
10	The new parking permit charges will be frozen at the new levels until the 2015/16 financial year and reviewed annually thereafter to take account of financial pressures.	R Wilkinson	Recommendation Agreed by Mayor and Cabinet
11	Consult the public on any future charge increases that exceed inflation.	R Wilkinson	Recommendation Agreed by Mayor and Cabinet
13	Either, maintain the current flat-rate charging model at £120, or introduce a lower rate of £110 for the first resident parking permit by charging a higher rate of £150 for additional vehicles.	R Wilkinson	Flat Rate Charging model recommendation Agreed by Mayor and Cabinet
14	Introduce new scheme rules and a refunds policy governing the new permit charges.	R Wilkinson	Review of refunds policy only required if there is a move away from a flat rate price charging model
19	Maintain the current annual charge for a business parking permit (£500).	R Wilkinson	Recommendation Agreed by Mayor and Cabinet
20	Maintain the current charges for car parking and on-street Pay and Display facilities.	R Wilkinson	Recommendation Agreed by Mayor and Cabinet
21	Maintain the implementation of free short-stay bays of 30-minutes near business hubs, but consider a longer duration of 1-hour in specific circumstances.	I Ransom	Scheme Design
22	Continue to provide Blue Badge Holders with a resident parking permit free of charge.	R Wilkinson	Recommendation Agreed by Mayor and Cabinet
23	Continue to facilitate the introduction of advisory bays in non-CPZ areas, but remove or convert advisory bays to mandatory bays in CPZ areas.	I Ransom	Scheme Design
26	Maintain the national scheme of a 20-minute period for loading or unloading items or other goods from the vehicle and maintain a 5 minute minimum observation period to ascertain whether this activity is being carried out before considering enforcement actions.	I Ransom	Scheme Design
28	Review the policy at least every three years.	I Ransom	Recommendation Agreed by Mayor and Cabinet
29	Authorise the Executive Director of Customer Services and the Executive Director of Resources and Regeneration to approve the final policy document in line with the recommendations in this report	R Wilkinson	Recommendation Agreed by Mayor and Cabinet
34	Continue to work with schools to develop School Travel Plans to encouraging safe and sustainable travel for their staff, pupils and parents	I Ransom	Recommendation Agreed by Mayor and Cabinet
36	Where funding is available, new charging points for electric vehicles will be placed in locations that seek to serve the wider community	I Ransom	Recommendation Agreed by Mayor and Cabinet