

Appendix 8 – DRAFT Consultation and implementation process for CPZs

TABLE 1 – Consultation and implementation process

	Establishing the programme		Consultation						Implementation	
Step	1 – Criteria to prioritise areas	2 – Financing the programme and Annual Report	3 – Local engagement	4 – Public consultation	5 – Analysis and decision	6 – Publication of results and decision	7 – Record of decision	8 – Statutory consultation (Permanent TMO)	9 – Implementation	10 – Review
Key elements of the stage	<p>STAGE 1 – Assessment of public support Highlight potential CPZ areas from borough-wide consultation data and other requests received. Create a shortlist of CPZ study areas based on assessment of the volume and location of requests using criteria in Table 2,</p> <p>STAGE 2 - Prioritisation From the shortlist, use the criteria in Table 2 to identify a priority for the CPZ consultation programme.</p>	<p>Calculate the cost of consulting and implementing each of the highest priority CPZs.</p> <p>Agree outcome of 'Steps 1-2' with Executive Director, when new additions or changes to the programme are proposed. Include update within the annual report which shows the parking control account for the previous year and schedule of consultations for the coming year</p>	<p>Meet with Ward Councillors and other local community groups to discuss the parking issues and attractors in the area, and agree the boundary for consultation and the consultation process envisaged as part of 'Step 4'.</p>	<p>Consult residents in the consultation area on the available options. There could be a number of stages in this process, depending on the complexity of the CPZ.</p> <p>Provide drop-in events and consult Local Assemblies and TRAs allowing time to raise issues at their meetings if necessary.</p>	<p>Analyse results of consultation.</p> <p>Discuss results with Ward Councillors and agree on whether to proceed with the CPZ.</p>	<p>Publish the results on the Council consultation portal, identifying favoured options for the design and timings of the zone should it be implemented</p>	<p>Review any objections received at statutory consultation stage and amend design if necessary.</p> <p>Report on consultation result and seek formal approval to proceed to implementation.</p>	<p>Conduct statutory consultation on the approved design with groups such as the Police and public transport operators etc.</p> <p>Where appropriate, this part of the process may be varied to use the Experimental TMO process where a CPZ is being introduced alongside other measures.</p>	<p>Implement the zone, and install all associated road markings and signs.</p> <p>Notify residents of the CPZ start-date by letter.</p>	<p>Six months following implementation, review the effectiveness of the CPZ and apply any requested alterations to further improve the function of the CPZ.</p>
Responsibility	Transport Policy and Development	Transport Policy and Development, Finance, Parking Services, Executive Director.	Transport Policy and Development, Local Assembly groups, Ward Councillors	Transport Policy and Development, Comms Team	Transport Policy and Development, Ward Councillors	Transport Policy and Development, Comms Team	Transport Policy and Development. Service Group Manager Highways & Transport.	Transport Policy and Development, TMO Consultant	Transport Policy and Development,, Highways contractor, Parking Services	Transport Policy and Development
Timescales (indicative)	Annual process		Up to 6 months					2 months	2 months	Varies

DRAFT CPZ programme appraisal

Assessment and prioritisation – methodology

As detailed in ‘Step 1’ of Table 1 above, potential projects will be assessed in two different stages:

Stage 1

All areas are assessed and ranked by the number of public requests for each proposed CPZ consultation area, as set out in Table 2. This would include evidence from the latest available borough-wide survey and also include requests made by members of the public including individual request and petitions from local residents and business owners. Requests received from community bodies such as local assemblies, ward councillors, and resident associations would also be considered. The consultation areas that score the highest will be subject to the second stage. The number of areas that are taken to the second stage will be dependent on the volume of responses received and the resources available to progress the areas through subsequent steps in the process outlined in Table 1.

Stage 2

The highest ranking projects from stage 1 will then be prioritised, based on a comparative assessment of the strength of the evidence. The criteria set out in Table 2 will be used to determine this. This second methodology is designed to prioritise areas with specific circumstances and will present a clear and pragmatic framework to facilitate the prioritisation process.

Urgent implementation

Where new or amended CPZs are required urgently in response to extraordinary or acute issues around safety or access, the CPZ programme may be amended in consultation with the Executive Director of Resources and Regeneration.

Safeguarding against predicted changes to parking stress

Where significant parking problems are predicted as a result of significant levels of development, or transport projects, a presentation of evidence and specific solutions will be considered on a case by case basis, to be approved by Mayor and Cabinet. This may include consultation with residents to influence the design of the CPZ, but not on whether a zone will be implemented.

TABLE 2 – DRAFT CPZ programme appraisal

Category	Criteria	Description
Stage 1	Borough-wide survey results	Requests made via our borough-wide CPZ consultation
	Public requests	Requests for a CPZ made via email, letter, comments box system (online)
	Stakeholder representation	Requests for CPZs via petitions, from ward members, local assemblies, residents associations, and community organisations etc.
Stage 2	Review or Extension of recent CPZ	Reports / Evidence of overspill or safety issues resulting from a previously implemented CPZ suggesting the need for a review / extension of control
	Upcoming new developments	Upcoming new developments, e.g. car-free developments that may have an impact on parking demand in the local area
	Healthy Streets	Evidence that the scheme would help contribute to the Healthy Street approach, including collision data, alignment with the Healthy Neighbourhoods programme and other associated benefits.
	Changes to the transport network	Introduction or changes to local transport hubs or schemes that are anticipated to have an impact on the local parking situation, for example the Ultra Low Emission Zone being extended by TfL to the A205 South Circular Road late in 2021.
	Technical data	Data from technical surveys, such as parking stress surveys.