

# APPENDIX D

## CONTROLLED PARKING SCHEMES – SCHEME DEVELOPMENT PROCESS

In February each year Traffic & Road Safety Advisory Panel (TARSAP) undertakes an annual review of parking issues in the borough and prioritises and agrees a work programme for the forthcoming year. All service requests, petitions and other issues identified and received during the year are considered and a priority list developed based on agreed assessment criteria (TARSAP November 2012) which are presented to the Panel for consideration. The programme of parking schemes approved all follow a standard scheme development process as follows:

### Stage 1 – Stakeholder Engagement

Officers prepare a list all schemes in the programme and suggest the most suitable parking management solutions based on identified problems and define the consultation study area (including consideration of areas that are likely to be affected by displaced parking).



A stakeholder meeting will be convened for all large scale projects (>500 properties) to discuss any relevant parking issues, suggest an initial consultation area and operational timings. The minutes of any stakeholder meeting will be sent to all attendees, Portfolio Holder (PH) for the Environment and local ward councillors for information.



Following any stakeholder meeting the public consultation area and possible solutions will be agreed with the PH and local ward councillors. For small or medium schemes (<500 properties), officers will liaise with the PH and local ward councillors accordingly to agree the public consultation area and possible solutions prior to undertaking the informal public consultation exercise. A suggested consultation area will be included in the annual parking programme review report to TARSAP in February for each scheme.

### Stage 2 – Public Consultation

Officers will prepare consultation material / questionnaires and distribute to premises in the agreed consultation area specifying a deadline for responses. Consultations are typically arranged over a 3-4 week period to allow sufficient time for the local community to respond. Consultation material including background information, questionnaire and an Equalities Monitoring Form will be delivered to all premises in the consultation area with details of who to contact and where to respond. Consultation material will also be placed online via the Council's website with details of how to complete the questionnaires online. In all cases consultation material will be made available for inspection at the Civic Centre. Contact details will be provided on all consultation material to enable further information or clarification.



A report will be prepared by officers for the next available meeting of TARSAP or for the PH directly through a PH report which provides details of the public consultation, an analysis of the results of the consultation and a recommended course of action. All aspects of consultation, collation, analysis and reporting of results will be subject to agreed quality assurance procedures.



The PH and/ or local ward councillors will agree, amend or reject recommendations at their discretion. Generally areas that demonstrate majority support for common geographical areas and common parking control measures will be approved to proceed to stage 3. More contentious consultations may be dropped from the programme or the scope of the scheme redefined and subject to a new consultation at stage 2. In these instances consideration of the impact on the delivery, budget and resources is required.



The PH approves the recommendations of TARSAP or through a PH report and this is recorded as a formal decision.

### **Stage 3 – Detail Design**

Officers will prepare a detailed scheme design indicating the exact locations of parking bays, waiting and loading restrictions (yellow lines), pay and display machines and other required infrastructure.



The plans are refined accordingly and agreed with, the PH and local ward councillors.

The draft Traffic Regulation Order (TRO) will be prepared.



The Police and other statutory consultees will be consulted on draft TRO.

### **Stage 4 – Statutory Consultation**

The TRO will be advertised in local papers and London Gazette and statutory notices will be erected on site,



Officers will then prepare legal notification (statutory consultation) material and distribute to all premises in the original consultation area specifying a deadline for any representations or objections. The statutory consultation period advertised to the public is 21 days this is a fixed time period in law and is not subject to change. The material will be delivered at or around the same time as the adverts are placed on street. Statutory consultation is different from public consultation. It is notifying the public that an approved scheme will be implemented and offers the public a statutory right to make representations if they feel they may be materially affected by the proposals.



A meeting is arranged with the PH and ward councillors to review the outcome of the statutory consultation. Any final revisions to the scheme will be reported through a PH or Formal Decision Record at the discretion of the PH in consultation with the Head of Traffic and Highway Asset Management.



A PH or Formal Decision Record is prepared by officers which provides details of the statutory consultation, an analysis of any representations received and a recommended course of action. All aspects of consultation, collation, analysis and reporting of results will be subject to agreed quality assurance procedures.



The PH will agree, amend or reject recommendations at their discretion. Generally objections and representations will either be overruled because they are of a minor consequence or minor reductions in the extent of the scheme will be agreed to mitigate the impact (e.g. reducing the length of a yellow line or reducing the hours of operation if not significant). However, no additions to the content of the TRO can be made. More contentious consultations with high levels of objections may be dropped from the programme or the scope of the scheme redefined and subject to a new consultation at stage 2. In these instances consideration of the impact on the deliver, budget and resources is required.



The PH formally approves the recommendations through a PH report or Decision Record and this is recorded as a formal decision.

## Stage 5 – Implementation

Construction drawings and estimates are finalised and a works package is prepared and issued to contractors for implementation of the scheme. The implementation dates are dependent on available contractor resources, road space permits and arranging any temporary TROs required for restricting on-street parking to allow road markings to be laid subject to weather.



The TRO is formally made specifying the operational date once the implementation completion date is known. Information about the operation of the scheme, including any application forms for permits, is distributed to premises in the scheme area in advance of the operational date so that applications can be processed.

### Notes

Where there is a high degree of confidence about the design of a scheme for a particular area, initial consultation (stage 1 and/or 2) can be omitted. However, this is usually not the case and the process is therefore designed to interact with the community at frequent intervals, to ensure that as far as possible the design reflects the wishes of the local community.

The reason for this incremental approach is that experience has shown that it is very difficult to achieve a consensus concerning the design of controlled parking schemes. It is therefore inevitable that some people will object to proposals. It would be very difficult for the Council to deal with these objections if it could not demonstrate knowledge of the wider community's views.

\*\*\* Schemes are defined as Small (S), Medium (M) or Large (L) scale

Small less than 100 households

Medium between 100 - 500 households

Large schemes greater than 500 households

It should be noted that during the Covid-19 pandemic the social distancing requirements from government will mean that some of the procedure outlined may be modified to achieve this, for example arranging virtual meetings rather than person to person to minimise social contact.