

Appendix G – Briefing on Strategic Controlled Parking Zone (CPZ) Consultation Rollout Programme

1. Introduction

- 1.1 The Council's programme of CPZ schemes, including reviews of existing zones, has historically been demand led and addresses parking pressures highlighted by residents and businesses via complaints or petitions.
- 1.2 Request items are generally reported to the Traffic and Road Safety Advisory Panel (TARSAP) meeting held at the start of every year in February, where a programme of CPZ schemes is agreed for the coming financial year, and an update on previous items is provided.
- 1.3 At the meeting, details of officer recommendations on how to proceed is presented to TARSAP who will review and discuss the proposals for their consideration and prioritisation. The Portfolio Holder for Highways, Infrastructure and Community Safety subsequently approves the programme.
- 1.4 In February 2024, the Council agreed to develop and deliver a demand led Strategic CPZ Consultation rollout programme for the borough that identifies, prioritises, and implements parking management schemes in Harrow.
- 1.5 The February 2024 TARSAP meeting had been held in abeyance whilst a strategic approach to managing parking schemes was developed. It was agreed that an update to this workstream would be provided at its meeting in May 2024.
- 1.6 The programme is to be developed based on where there is evidence of support for new parking controls, and where there are competing demands on the kerb space, particularly within uncontrolled roads and areas. We will also identify via informal consultations, evidence of demand and support for changing existing CPZ operational times and days, subject to the outcome of consultation, corporate decisions and funding availability.
- 1.7 There are a number of zones that are currently controlled for short periods throughout the day, i.e., 1, 2 and 3-hour zones, and zones that are split over two periods of the days, am and pm.
- 1.8 The programme will seek to standardise the current controlled times and days, so that they align with the adopted solutions for CPZ controls, as set out in the [Parking Management and Enforcement Strategy 2019](#). These are as follows:
 1. **Commuter and workplace parking areas** - zones will operate for a minimum of 4 hrs, typically in the middle of the working day, e.g., Monday to Friday, 10am to 2pm.
 2. **Commercial centres and local amenity areas** - zones will operate during the working day, typically 10 to 11 hours per day, and facilitates business and customer activity, e.g., Monday to Saturday, 8am to 6:30pm.

3. Parking pressures that extend beyond the working day, and into the evenings or weekends, will typically operate 12 or more hours per day, e.g., Monday to Sunday, 8am to midnight.

1.9 The harmonisation of times and days within our existing CPZs will enable the Council to provide effective parking enforcement, as the various time periods, particularly those zones where their times are aligned, present many operational challenges for our Parking Operations Team.

1.10 This information will be set out in forthcoming consultations where we will provide details of why the Council only offer the options, as detailed in section 1.8 of this report, and that we will no longer introduce one hour, or two separate hourly controls during the day (am and pm).

1.11 The Parking Design Team will continue delivering on any outstanding demand led items that have been identified and discussed at previous TARSAP meetings. Therefore, a number of CPZ consultations will be scheduled to take place prior to the school term ending this July, and officers will continue to engage directly with any ward members on any proposed schemes.

1.12 The demand led Strategic CPZ Rollout Programme is planned to be reported at the July cabinet meeting that will detail areas of priority. The report will also detail the approach to future parking consultation rollout, and this is planned to start in September 2024.

2. Current CPZ Coverage

2.1 The work recently undertaken to create a Long-Term Transport Strategy (LTTS) for the borough found that in Harrow, 27% of roads are covered by CPZs. This is well below the London average of 48% coverage.

2.2 Following an assessment of our current CPZ coverage, we have established that:

- Harrow has a total of 68 individual CPZs.
- Out of the 68 CPZs, 33 are 1 hour. Of which, 17 of those are split over a 1hour am, & 1hour pm period. 11 of our 1 hour, & split 1 hr (am & pm) schemes are 1 road CPZs.
- The remaining 35 CPZs have a range of hours, typically controlled throughout the day and at weekends.

2.3 As mentioned previously, the suite of times and days that are currently in place, presents many operational challenges to our parking enforcement team. This is mainly within our 1 to 3-hour zones, which are split over am & pm periods. These are proven difficult to patrol, and visit, on a day-to day basis by our Parking Operations Team.

2.4 An element of the strategic approach will identify which areas require changes based on a data gathering exercise. This will include a review of outstanding petition items that have been presented to previous TARSAP meetings and assessing historic requests and complaints for CPZ controls. This will provide an

insight into the demand for parking controls in the borough, and will ensure an holistic approach to addressing these issues is taken.

2.5 A table of our current CPZs is appended to this briefing paper, titled, **Current coverage of CPZs and their times and days.**

2.6 A number of these CPZs have been in place for many years and have not been reviewed since they were first introduced. The programme will identify which CPZ areas require a review so the Council can understand if the operational aspects (days and times) continue to work well for the residents and businesses.

2.7 As part of our consultation process, we will also offer residents the opportunity to express interest in sustainable modes of transport, such as Electric Vehicle Charging Points, and Car Clubs, that will help the Council establish priority-based programmes for delivery.

3. Data gathering exercise

3.1 To help establish areas of potential CPZ growth, we will analyse existing and new data sources, and will adopt two approaches to aid in the development of a priority-based programme.

I. Demand led approach

A review of the current outstanding items for parking controls is currently being undertaken and this will be an on-going task that will enable the programme to evolve with evidence continuously being received and captured. Activities within this task will include:

- I. Reviewing outstanding CPZ request items received via our residents, either in enquiry, complaint, or petition format.
- II. Assessing planning applications to identify the need for CPZ controls in areas that may experience overspill from existing, new, and planned for developments.
- III. Identifying funding opportunities via existing s106 contributions to support programme delivery.

II. Data led approach

In March 2024, the Council commissioned Traffic Data Centre (TDC) to carry out a first phase of parking beat surveys within 29 of our existing CPZ areas. Prior to commissioning this piece of work, the Parking Team adopted the following criteria to establish an initial priority-based survey programme:

- Identified which CPZs have not been reviewed for a number of years.
- Identified areas where there may be potential overspill from large scale developments.
- Identified where there is a potential need and demand for increasing operational times and days.
- Identified the main bulk of the 1-to-3-hour CPZs (19 in total) as areas for potential CPZ growth and extended operational periods and days.

- Identified which CPZs can be combined/absorbed into surrounding CPZs, with potential growth areas in mind.

3.2 The Phase 1 surveys have been undertaken prior to the Easter break to capture a rich data set whilst usual traffic and parking movements can be observed. These have been carried out over one weekday, and one Saturday, and where applicable including Sunday. The surveys were completed by Saturday 23 March 2024.

3.3 Hourly surveys were selected as the preferred option as this will provide an understanding on how long vehicles are parking in a particular place and will be the best way to inform what changes to the existing CPZ operational days and times are required. The data will also provide occupancy data so we can understand the level of parking stress encountered on the public highway.

3.4 At the time of writing this paper, Phase 2 surveys are planned to be undertaken following the easter holidays once usual parking and traffic behaviours resume. These will be predominately within areas on the periphery of existing zones where there is potential overspill and displacement.

3.5 Surveys will also be undertaken within the Council owned car parks to understand usage and occupancy during controlled, and uncontrolled times and days. This will provide an insight in to whether changes to operational days and times are required and will also help inform the need to introduce controls, and charges where free parking applies.

3.6 The output data from all surveys will be one of the key indicators to making changes, and in turn, will help with informing officer recommendations for the forthcoming demand led Strategic CPZ Consultation Rollout Programme. This evidence base will help support the demand led aspect of the programme.

3.7 The output data will help with understanding commuter parking patterns where it is reported that vehicles are moving from CPZs into the car parks, particularly those that operate free of charge.

4. Engagement approach to the Strategic CPZ Consultation Rollout Programme

4.1 As mentioned previously, a number of outstanding items within the agreed TARSAP priority scheme list will proceed in advance of the summer school holidays this year.

4.2 The demand led Strategic CPZ Rollout Programme will identify the areas of priority and will be presented at the Cabinet meeting in July this year, ahead of consultations on the programme starting in September 2024.

4.3 The purpose of the strategic programme is not to generate additional income but to deliver the Council's policy objectives, primarily aimed at:

- Managing traffic (including cyclist and pedestrians) on the highway network to ensure expeditious movement
- Improving road safety
- Improving the local environment (including air quality)
- Improving the quality and accessibility of public transport

- Meeting the needs of people with disabilities, some of whom will be unable to use public transport and depend entirely on the use of a car
- Managing and reconciling the competing demands for kerb space.

- 4.4** In some cases, informal parking consultations will tend to generate a low level of response rate, that will often see parking proposals stalling, and not moving forward to the next stage of detailed design, and statutory consultation.
- 4.5** Furthermore, when residents take the time to raise parking issues, and coordinate petitions requesting the Council to take action, it is often found that they fail to respond via the official consultation process.
- 4.6** The data gathered from informal parking consultation exercises, is regarded as one of the best tools in order for the Council to take action, as it provides an evidence base to understanding the level of support for making changes and moving forward to potential implementation of CPZ controls.
- 4.7** The consultation process will adopt tools that are readily accessible to the Council that will raise the profile of CPZ consultations and ensure high consultation responses rates. This will include the use of social media platforms and flyers displayed throughout consultation areas.
- 4.8** Frequently Asked Questions that are commonly asked during parking consultations will be developed and made available on the Council's webpages, and via the online engagement platforms. These will be superseded as and when unfamiliar questions are raised during the consultation, and so that information is publicly shared.
- 4.9** Stakeholder engagement and feedback is vital to delivering well informed consultations, and therefore, drop-in sessions will be organised local to proposed schemes. These sessions will be interactive and will provide residents and businesses the opportunity to talk through proposals, raise any questions, and report any parking issues with council officers.
- 4.10** A summary of activities during the engagement period is provided in the table below which is to be adopted with immediate effect. The engagement strategy will be expanded upon within the July cabinet report.

Engagement process

Step	Summary of activities
1. Pre-public engagement	<ul style="list-style-type: none"> a) Present proposals to portfolio holder and ward Councillors to gather feedback and approval to consult. b) Undertake a defined area engagement (informal consultation) to understand if various stakeholders are experiencing parking pressure, and if so, do they want the Council to do something about it. c) If required, conduct parking surveys to understand the extent and scale of the pressures. d) Prepare informal consultation documents.
2. Informal consultation	<ul style="list-style-type: none"> a) Informal consultation launched with packs delivered to all registered properties within a defined area. The pack will contain information letters, a consultation questionnaire, a plan detailing the area under review and a freepost envelope. b) Letters will contain details of how people can access the Council's online engagement platform and take part in the consultation. Responses are to be submitted online, via email, or people can use the freepost envelope provided. c) A consultation drop-in session will be organised to enable people to actively take part in the consultation, encourage co-design, raise any questions, and report any parking issues with council officers. d) Leaflets will be displayed throughout the defined consultation area providing information on the consultation, including details of the consultation drop-in session and venue address. e) Social media platforms will be used in communicating consultations and information displayed on the Council's website. f) Consultation material will be made available in a different language or format, upon request. g) Analysis of consultation responses summarised, along with officer recommendations and presented to ward councillors and Portfolio Holder. The final decision on how to proceed lies with the Corporate Director in consultation with the Portfolio Holder.
3. Design and Statutory consultation	<ul style="list-style-type: none"> a) Prepare and finalise designs. b) If a scheme is agreed to be delivered, a 21-day statutory consultation will commence where people will have the opportunity to make an objection or representation on the proposal. Residents, businesses, and statutory consultees will be provided with an update letter detailing the proposals and the consultation process. c) Proposals will be published in the London Gazette, local newspapers, and the Council's website. This is the Notice of Proposal (NoP) which sets out the proposed scheme design and details the legislation that administers their control. Public notices are also erected on street providing details of the proposals. d) Objections and representation to be made in writing before the end of the statutory consultation period.
4. Decision following statutory consultation	<ul style="list-style-type: none"> a) All objections and representations made are collated and reported to portfolio holder and ward Councillors for approval, prior to implementation. b) Decision report is published, and stakeholders are notified of the outcome of the statutory consultation.
5. Implementation	<ul style="list-style-type: none"> a) If agreed to proceed to implementation, the scheme is handed over to our contractors for installation. During this stage a works notification letter is distributed to those within the scheme area, that details the start and end day of the works, and information on how people can apply for permits. b) The Notice of Making (NoM) is published in the London Gazette, local newspapers, and the Council's website notifying our intention to make the proposals on a permanent basis.

	c) Public notices are erected on street providing details of the proposals.
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Current coverage of CPZs and their times and days

Zone Identifier	Roads	AREA	Days		Hours of Control				Period of Control				
			From	To	From	To	From	To	Hours	Split Hours	Total Hours		
A	71	Pinner	Monday	Friday	11am	12pm				1		1	
A1	1	The Chase	Monday	Saturday	8am	6.30pm				10.5		10.5	
B	55	Stanmore	Monday	Friday	3pm	4pm				1		1	
CTW	1	Cherry Tree Way	Monday	Friday	10am	11am	3pm	4pm		1	1	2	
B1	10	September Way/The Ridgeway	Monday	Friday	10pm	2pm				4		4	
BC	1	Bell Close	Monday	Saturday	8am	6.30pm				10.5		10.5	
BG	1	Buckingham Gardens	Monday	Friday	2pm	3pm				1		1	
BR	6	Buckingham Road	Monday	Friday	10am	3pm				5		5	
O	5	Chandos Crescent	Monday	Saturday	8.30am	8.30pm				12		12	
STL	1	St. Lawrence Close	Monday	Friday	10am	3pm				5		5	
TC	1	Torbridge Close	Monday	Friday	2pm	3pm				1		1	
WG	1	Winton Gardens	Monday	Friday	10am	3pm				5		5	
C	24	Waldstone (Royal Estate)	Monday	Friday	10am	11am				1		1	
C1	27	Waldstone	Monday	Sunday	8am	12am				16		16	
CA	30	Waldstone East	Monday	Friday	10am	11am	2pm	3pm		1	1	2	
CL	1	Clitheroe Avenue	Monday	Friday	10am	3pm				5		5	
L	47	Rayners Lane	Monday	Friday	10am	11am				1		1	
CS	1	Canons Park Station	Monday	Saturday	8am	6.30pm				10.5		10.5	
DA	1	Donnefield Avenue	Monday	Saturday	10am	11am	3pm	4pm		1	1	2	
D	26	Harrow Town Centre	Monday	Saturday	8.30am	6.30pm				10		10	
E	18												0
E1	5												0
F	26												0
K	18	Harrow	Monday	Saturday	8.30am	6.30pm				10		10	
DG	1	Dennis Gardens	Monday	Friday	10am	11am	3pm	4pm		1	1	2	
EH	2	Eaton Close and Hall Farm Close	Monday	Sunday	8am	6.30pm				10.5		10.5	
EA	1	Eastleigh Avenue	Monday	Friday	8am	6.30pm				10.5		10.5	
G	1	Fontwell Close	Monday	Friday	10am	11am	2pm	3pm		1	1	2	
GL	2	Green Lane	Monday	Saturday	8am	6.30pm				10.5		10.5	
H	16	Stanmore Station	Monday	Saturday	10am	11am	3pm	4pm		1	1	2	
HA	2	Dalkith Grove	Monday	Friday	2pm	3pm				1		1	
HH	23	Harrow on The Hill	Monday	Friday	10am	2pm				4		4	
HB	23	Kerry Court	All times 24/7									0	
HS	3	Charles Crescent	Monday	Saturday	10am	11am	2pm	3pm		1	1	2	
WH	3	Whitmore Road	Monday	Friday	10am	1pm				3		3	
V	5	Vaughan Road	Monday	Saturday	10am	11am	2pm	3pm		1	1	2	
J	23	Leisure Centre	Monday	Sunday	7am	12am				17		17	
KW	3	Kenton West	Monday	Friday	10am	3pm				5		5	
LC	1	Laburnum Court	Monday	Friday	10am	11am	3pm	4pm		1	1	2	
LR	1	Charles Crescent	All times 24/7							1	1	2	
M	36	South Harrow	Monday	Saturday	10am	11am	2pm	3pm		1	1	2	
M1	3	South Harrow	Monday	Saturday	10am	3pm				11		11	
M2	4	South Harrow	Monday	Saturday	8am	6.30pm				10.5		10.5	
M3	5	South Harrow	Monday	Saturday	8am	6.30pm				10.5		10.5	
MR	3	Melrose Road	Monday	Friday	10am	11am	2pm	3pm		1	1	2	
N	13	Sudbury	Monday	Friday	11am	12pm				1		1	
NH1	11	North Harrow (North)	Monday	Friday	10am	11am	2pm	3pm		1	1	2	
U	10	Pinner Road & County Roads	Monday	Friday	11am	12pm				1		1	
NH2	3	North Harrow (South)	Monday	Friday	10am	11am				1		1	
P	5	Harrow Town Centre (Rosslyn Crescent)	Monday	Sunday	8.30am	8.30pm				12		12	
PG		Pinner Green	Monday	Friday	8.30am	6.30pm				10		10	
Q1	1	Reynolds Drive	Monday	Friday	11am	12pm				1		1	
Q2	4	Honeyput Lane	Monday	Sunday	6pm	12am				6		6	
Q3	1	Millais Gardens	Monday	Friday	11am	12pm				1		1	
Q4	3	Turner Road	Monday	Friday	11am	12pm	3pm	4pm		1	1	2	
R	2	Woodlands Road	All times 24/7									0	
S	15	Flambard Road (& surrounding area)	Monday	Friday	11am	12pm				1		1	
SC	1	Southbourne Close	All times 24/7									0	
SM	2	Stanmore Marsh	Monday	Friday	8pm	6.30pm				10.5		10.5	
TA	7	Edgware (south)	Monday	Saturday	8.30am	8.30pm				12		12	
TB	16	Edgware (north)	Monday	Friday	11am	12pm				1		1	
W	7	West Harrow	Monday	Friday	10am	11am				1		1	
W1	3	West Harrow	Monday	Saturday	8am	6.30pm				10.5		10.5	
WC	1	Walpole Close	Monday	Saturday	10am	11am				1		1	
Y	10	Hatch End	Monday	Saturday	10am	11am	3pm	4pm		1	1	2	
WR	7	Welbeck Road	Monday	Friday	9am	10am	3pm	4pm		1	1	2	
X	23	Edgware South	Monday	Friday	10am	11am	3pm	4pm		1	1	2	
Z	12	Headstone Lane	Monday	Friday	10am	3pm				5		5	