

Cabinet

3 January 2017

**Name of Cabinet Member:**

Cabinet Member for City Services - Councillor J Innes

**Director Approving Submission of the report:**

Executive Director of Place

**Ward(s) affected:**

All

**Title: Revisions to Residents' Parking Policy**

---

**Is this a key decision?**

No - Although the matter affects all wards of the City, it is not anticipated that the impact will be significant and it is therefore not deemed to be a key decision

---

**Executive Summary:**

Coventry City Council adopted the City Centre Parking Strategy in September 2016. The Strategy recognises the need to manage on-street parking provision to protect the needs of residents and the residential environment. Demand for on-street parking in residential areas often outstrips the amount of parking space available, particularly in areas that attract high levels of commuters including the areas surrounding the city centre. Where there is excess demand for on-street parking, concerns may arise over the availability of parking for residents. One of the most effective ways of managing this is through the use of controls such as residents' parking schemes.

The first residents' parking scheme in Coventry was introduced over 25 years ago and the current residents' parking policy was adopted in 2007. Since then numerous schemes have been implemented across Coventry, often with different rules and characteristics.

The current Policy is now out of date and has recently been reviewed. The revised policy has been developed to reflect best practice, ensure consistency in approach, consolidate the rules and operating procedures, and to provide a framework for the management and implementation of future schemes.

The revised policy has been informed following consultation with local residents as part of a post implementation review of the Earlsdon and Cheylesmore residents' parking schemes. Further consultation will be undertaken with local residents and Ward Councillors prior to the design and implementation of any new parking schemes and before making any changes to the pre-existing schemes.

This report sets out the revised Resident's Parking Policy framework.

**Recommendations:**

Cabinet is asked to:

- 1) Approve the adoption of the revised Residents' Parking Policy which is attached to this report as Appendix D.

**List of Appendices included:**

Appendix A – List showing the location of the existing residents' parking schemes  
Appendix B – Existing residents' parking policy prioritisation criteria (June 2007)  
Appendix C – Review of Earlsdon & Cheylesmore Residents' Parking Schemes report  
Appendix D – Revised Residents' Parking Policy

**Background Papers**

None

**Other useful background documents:**

City Centre Parking Strategy

<http://democraticservices.coventry.gov.uk/documents/s30619/City%20Centre%20Parking%20Strategy%20-%20Appendix.pdf>

Residents parking policy report by the Director of City Services dated 7<sup>th</sup> June 2007.

[http://democraticservices.coventry.gov.uk/Data/Cabinet%20Member%20\(City%20Services\)/200706071400/Agenda/07%20-%20Residents%20Parking%20Policy.pdf](http://democraticservices.coventry.gov.uk/Data/Cabinet%20Member%20(City%20Services)/200706071400/Agenda/07%20-%20Residents%20Parking%20Policy.pdf)

**Has it been or will it be considered by Scrutiny?**

No – although this report has not been considered by Scrutiny, a briefing note on this matter was considered by the Communities and Neighbourhoods Scrutiny Board (4) on 16<sup>th</sup> November 2016

**Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?**

No

**Will this report go to Council?**

No

## Report title: Revisions to Residents' Parking Policy

### 1. Context (or background)

- 1.1 Coventry City Council adopted the City Centre Parking Strategy in September 2016. The Strategy recognises the need to manage on-street parking provision to protect the needs of residents and the residential environment.
- 1.2 Managing parking in residential streets, particularly in areas that attract commuter parking such as around the city centre and near to the railway station, can be challenging due to the demand for parking and limited spaces. In addition, many motorists will try to avoid paying for car parking by parking in residential areas.
- 1.3 Residents' parking schemes, where parking is restricted to authorised permit holders, is an effective way of managing parking in areas where there is a high demand for on-street parking. Such schemes can help to improve the quality of life for local residents and encourage commuters to use alternative modes of transport or to use off-street parking facilities. It is not a duty of the City Council to provide on-street parking to residents.
- 1.4 Coventry introduced its first residents' parking scheme in Middleborough Road during 1990 and since then numerous other schemes have been implemented across the city. Many of the schemes have been implemented with different characteristics and rules of operation.
- 1.5 A list of the existing residents' parking schemes is included as Appendix A to this report.
- 1.6 In June 2007, the Council adopted the current Residents' Parking Prioritisation Criteria (see Appendix B) to help prioritise the many requests for residents' parking schemes that the Council receives. The three main criteria used to prioritise the schemes were:
  - (i) Proximity of the area to a local attractor
  - (ii) Availability of off-street parking facilities
  - (iii) Cost to implement a parking scheme
- 1.7 In recent times other factors have also influenced the decision on where schemes will be introduced, how they will operate and what the cost of permits will be to the residents. Consequently, the 2007 policy has evolved to the point at which it is now out of date as there is a lack of consistency between the various schemes.
- 1.8 In addition, uses of modern technologies and new ways of working have superseded the more traditional methods of managing and enforcing the schemes. These modern practices will become common place and the revised policy takes account of them.
- 1.9 In light of the above, this report seeks to review the current arrangements and replace the existing Prioritisation Criteria with a revised policy framework that aligns with other Council plans and strategies, re-establishes best practice principles and consolidates the rules for the implementation, management and operation of all residents' parking schemes.
- 1.10 Ultimately it aims to ensure greater consistency and transparency in the way in which schemes are designed, implemented, operated and funded by the Council through a revised policy framework.

## 2. Options considered and recommended proposal

2.1 In developing the revised policy framework, a number of key factors have been considered, including:

**Scheme types** - There are different types of parking solutions and restrictions that can help control the particular parking issue subject to the specific circumstances involved. This may not necessarily be a permit parking scheme.

**Eligibility criteria** – to ensure that the limited financial resources are used effectively, a criteria is necessary to prioritise requests for residents parking so that funding is directed to the areas with the greatest need. Criteria will also need to be applied in order to control the issuance of permits and thereby minimise the risk of permit misuse.

**Permit types** – a range of permit types will be required and made available, e.g. resident, visitor, business, carer and medical, which will be subject to the demands for parking in the area. Adequate controls and limits on the numbers allowed will help to manage the demands for parking and minimise the potential for misuse and abuse of permits.

**Times of operation** – the times of operation of an individual scheme will generally be dictated by the days / times when the problem of commuter parking occurs. In the majority of cases this will be during normal office working hours but occasionally, it may also include the weekend and evenings.

**Permit costs and duration** – Where schemes are funded through Section 106 developer contributions, permits are generally free until the funding runs out. After that residents will be expected to pay for permits in line with other non-Section 106 funded schemes for the scheme to continue. The only exception to this is the Ricoh Arena scheme, which remains free for existing residents who resided within the scheme area before September 2014.

**Enforcement** – to ensure that the objectives of a residents' parking scheme are achieved, the Council's Civil Parking Enforcement Officers will ensure an effective enforcement regime is in place and maintained. The revised policy will outline the enforcement regime to be employed.

2.2 In light of the above, there are two main options available to the Council:

- Option 1 - Do nothing and continue with the existing policy
- Option 2 - Adopt the revised Residents' Parking Policy

A brief assessment of the two options is outlined below:

### 2.3 Option 1 - Do nothing

This option would retain the existing residents' parking scheme prioritisation criteria which were adopted in 2007.

The existing criteria is dated, inflexible and does not take account of recent changes or innovation e.g. the use of virtual (paperless) permits, which provide opportunities to reduce the cost of administering schemes and also greater flexibility in the type of residents parking solutions that can be implemented.

Therefore doing nothing would not be the most efficient or cost effective option.

#### 2.4 **Option 2 - Adopt the revised Residents' Parking policy** (Appendix D)

The revised policy provides an overarching framework for the introduction and operation of parking controls to help manage the problem of commuter parking in residential areas.

Since the first residents' parking scheme was introduced in Coventry over 25 years ago a number of differences and inconsistencies have evolved between the various schemes.

The revised policy described in Appendix D provides an opportunity to rationalise and harmonise the procedures for residents parking into a single, flexible policy framework and also to take advantage of best practice and innovation.

- 2.5 **Recommended option and preferred way forward** - The recommended proposal is to implement the revised policy, which will help the Council provide greater flexibility and consistency to residents whilst minimising the cost of implementing, maintaining and administering residents' parking schemes.

### 3. **Results of consultation undertaken**

- 3.1 All of the residents' parking schemes that are in operation are kept under review by the Council. The various nuances and lessons learned from the pre-existing schemes, particularly those at the Ricoh Arena, Charterhouse and around Walsgrave Hospital, have helped to inform and shape the revised policy.

A review of the Earlsdon, Cheylesmore (West), and Cheylesmore (East) parking schemes was carried out in March 2016. The review included a survey of residents who live within the three schemes and also residents who live on the periphery of the schemes. The review sought feedback in regard to the success or otherwise of the schemes following implementation in July 2015. It also helped to inform and shape the revised policy. A copy of the Review of Earlsdon and Cheylesmore Residents' Parking Schemes report is included at Appendix C.

Although there hasn't been any public consultation in regard to this policy, a full consultation will be undertaken in conjunction with local residents and Ward Councillors prior to the design and implementation of any residents' parking scheme or before making any significant changes to the pre-existing schemes. The consultation exercise will comprise either letters to residents', surveys, information leaflets and presentations to resident group meetings as required.

Before any new residents' parking scheme is introduced, consultation takes place with residents and any proposals requiring a Traffic Regulation Order are publically advertised as part of any legal process. In terms of existing schemes, before any applicable aspects of the proposed revised policy are applied appropriate consultation and communication will be undertaken.

### 4. **Timetable for implementing this decision**

- 4.1 Subject to its approval, the revised policy framework will be applied to any future new residents' parking schemes with immediate effect.

In terms of existing schemes, any changes or applicable aspects of the new policy will be introduced following communication with affected residents.

## **5. Comments from Executive Director of Resources**

### **5.1 Financial implications**

There is a capital cost to the Council associated with the initial consultation, design and implementation of a parking scheme which will vary depending on the design, duration and size of the scheme.

Where schemes are implemented as a result of a nearby development, the set-up costs will be met through Section 106 Developer funding and the permits are generally free to residents for the initial 3 year period. Thereafter and assuming that the parking scheme is to continue, permits will be free of charge until the Section 106 funding has run out. As and when the funding has run out, residents will be expected to pay for permits similar to other non-Section 106 funded schemes and the cost of the permit will be at the prevailing rate. The only exception to this is the Ricoh Arena scheme which remains free to residents who resided within the scheme before September 2014.

There is also an on-going revenue cost implication to the Council associated with the administration, renewal, and general maintenance (e.g. signs and lines) of the parking schemes. The aim is to ensure where possible that the schemes are managed on a cost neutral basis and that any costs incurred by the Council are off-set by any permit income that is received.

Where permits are chargeable, i.e. non-Section 106 funded schemes, the cost of permits will be reviewed and set on an annual basis in line with the Council's annual fees and charging review.

Currently the cost of a resident or visitor permit is £20 for 3 years or £10 for 1 year.

### **5.2 Legal implications**

Residents' Parking Schemes are introduced using Traffic Regulation Orders made under the Road Traffic Act 1984. This involves a statutory public consultation and public notice process. Any relevant objections must be considered by the Council before a scheme can be introduced.

Residents' parking schemes are enforced by the Council's Civil Enforcement Officers using powers provided under part 6 of the Traffic Management Act 2004.

## **6. Other implications**

### **6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?**

The recommendations, if approved, will support the Council's priority to improve the quality of life for Coventry people, in particular, protecting the most vulnerable.

### **6.2 How is risk being managed?**

Risk is being managed through existing risk management procedures and project governance arrangements.

### **6.3 What is the impact on the organisation?**

None

#### 6.4 Equalities / EIA

It is expected that this revised policy framework will have a positive effect by improving the opportunities available for vulnerable residents and their carers to obtain permits to park.

Residents parking schemes give bona-fide residents preferential treatment when parking in the streets around their homes. Permit holders are not subject to the same parking restrictions that apply to non-permit holders.

Non-resident disabled badge holders are allowed to park for up to three hours provided that the Disabled Person's Blue Badge is correctly displayed in the vehicle together with the clock card.

Although the Council intends to adopt the use of a paperless 'virtual' permit system for all new and pre-existing parking schemes, we will issue paper visitor permits where requested by residents.

#### 6.5 Implications for (or impact on) the environment

None

#### 6.6 Implications for partner organisations?

None

#### Report author(s)

**Name and job title:**

Paul Bowman  
Team Manager (Parking Services)

**Directorate:**

Place

**Tel and email contact:**

Tel: 024 76834243

Email: [paul.bowman@coventry.gov.uk](mailto:paul.bowman@coventry.gov.uk)

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
<b>Contributors:</b>				
Michelle Salmon	Governance Services Officer	Resources	12.08.2016	17.08.2016
Caron Archer	Senior Traffic Engineer	Place	12.08.2016	18.08.2016

Karen Seager	Head of Traffic & Transportation	Place	12.08.2016	30.8.2016
Lara Knight	Governance Services Co-ordinator	Resources	29.11.2016	29.11.2016
<b>Names of approvers:</b> (officers and members)				
Julie Fairbrother	Communications Officer	Resources	23.09.2016	26.09.2016
Colin Knight	Assistant Director (Transport & Highways)	Place	25.11.2016	27.11.2016
Phil Helm	Finance Manager	Place	12.08.2016	12.08.2016
Sam McGinty	Place Team Leader, Legal Services	Resources	12.08.2016	17.08.2016
Martin Yardley	Executive Director of Place	Place	29.11.2016	29.11.2016
Councillor Jayne Innes	Cabinet Member for City Services		29.11.2016	5.12.2016

This report is published on the council's website: [moderngov.coventry.gov.uk](http://moderngov.coventry.gov.uk)