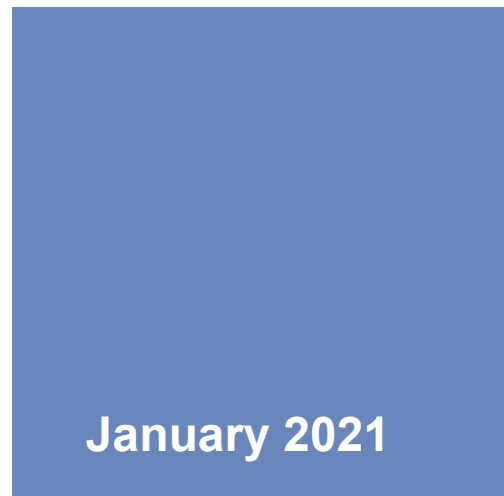
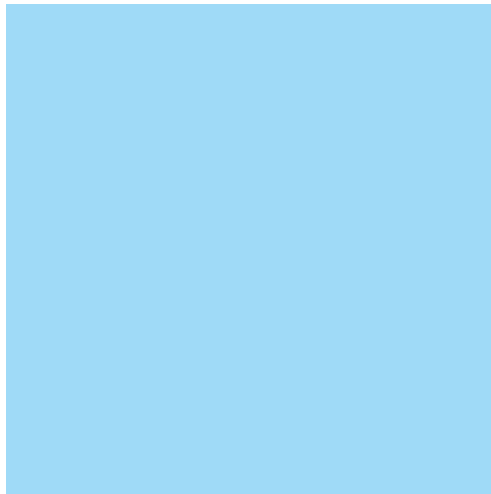




Controlled Parking Zones Policy

Traffic & Highways



Controlled Parking Zones Policy

Version	Date	Author	Rationale
1.0	23/01/2021	Sharon Harrington	New policy, replacing any previous policy in relation to controlled parking zones

Authorised by	
Name	Date
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1. Introduction

Southend-on-Sea Borough Council's shared ambition to transform the borough by 2050 is aligned to five themes, with related desired outcomes: -

- **Pride & joy** - By 2050 Southenders are fiercely proud of, and go out of their way, to champion what our city has to offer;
- **Safe & well** - By 2050 people in Southend-on-Sea feel safe in all aspects of their lives and are well enough to live fulfilling lives;
- **Active & involved** - By 2050 we have a thriving, active, and involved community that feel invested in our city;
- **Opportunity & prosperity** - By 2050 Southend-on-Sea is a successful city and we share our prosperity amongst all of our people;
- **Connected & smart** - By 2050 people can easily get in, out, and around our city and we have world class digital infrastructure.

This controlled parking zones policy supports the more specific desired outcomes for each theme, including: -

- Our streets and public spaces are valued and support the mental and physical wellbeing of residents and visitors.
- People in all parts of the borough feel safe and secure at all times.
- A range of initiatives help increase the capacity for communities to come together to enhance their neighbourhood and environment.
- We are leading the way in making public and private travel smart, clean and green.

2. Executive Summary

This Policy sets out the Council approach to considering, delivering, and administering Controlled Parking Zones.

It is designed to provide a clear and robust criterion that allow the Council to carefully consider the risks and benefits of providing a scheme and ensuring appropriate engagement and consultation with those affected.

In addition to this policy, the Council will consider related strategies and corporate objectives.

3. What is a Controlled Parking Zone (CPZ)

Controlled Parking Zones (CPZs) are car parking areas where parking is regulated in such a way that capacity is reserved for a particular road user group, usually residents.

Schemes are designed with designated parking spaces for permit holders, with drivers informed of the restrictions by zone entry and exit signage, and repeater signs in each space. Areas not within a designated parking space will be subject to time limited 'no waiting' restrictions (single yellow lines), and at junctions or places where parking can not be accommodated at any time, double yellow lines.

Designated parking spaces and single yellow lines will be in operation on the days and times as set out in the new Administrative Zones policy, which was adopted by the Council in September 2020.

Residents and other exempt road users will be required to purchase a permit to park in designated parking spaces during the operational times. Residents can also purchase visitor scratch cards. The price and maximum number of permits and scratch cards available for each property will be reviewed annually as part of the Council review of Fees & Charges.

Outside of the operational hours, permits and scratch cards are not required, however double yellow lines will always remain in effect. Residents must also take care not to cause an obstruction to other road users, including not parking across driveways and pedestrian crossing points.

Unless otherwise signposted, no vehicles are permitted to park on footways, cycleways, or verges, at any time.

4. Who can apply for permits in a CPZ?

As a general principal, the following road user groups can apply for a permit to park in a CPZ, alternative permit options are available for certain groups, such as trades persons and those providing personal care, further information is available on the Council website or at the Customer Contract Centre.

A full list of eligible properties will be included in the Traffic Regulation Order schedule. Properties located on a scheme boundary will only be included in the CPZ if their address and main property access is within the scheme.

Residents

A property located within the CPZ is entitled to up to three resident parking permits. The definition of a property in this case includes any property subject to Council Tax, therefore houses of multiple occupancy or flats paying a single Council Tax bill, will be treated as a single property.

Business

A business with a premise located within a CPZ, and subject to Business Rates is entitled to up to three resident parking permits.

Visitor

The Council provides visitor scratch cards for residents and businesses located in a CPZ, as described above. Each is entitled to purchase up to ten parking sessions per month, this is due to increase to twenty sessions per month from early 2021.

5. How do we enforce parking restrictions?

Civil Enforcement Officers (CEOs) patrol the whole of Southend to monitor parking and enforce restrictions.

The Council considers the priorities of residents when deciding how enforcement resources are deployed. To this end, particular attention is given to CPZs. When a contravention is identified a Penalty Charge Notice (PCN) will be placed on the windscreen of the car, handed directly to the driver or sent by post.

The Council works in partnership with the relevant contractor responsible for parking management and enforcement. All our enforcement officers are clearly identifiable by their uniform and carry an identification card.

In some cases, the Council may utilise automatic number plate recognition cameras on cars or mopeds, to identify vehicles parked within a CPZ without a permit. ANPR cannot be used to issue a Penalty Charge Notice, instead a Civil Enforcement Officer on foot will be deployed to the area.

6. How can I report illegally parked vehicles?

Illegal parking can be reported via the Report It section of the "MySouthend" portal which can be found on the website www.southend.gov.uk, or by calling the Council directly. Where there is an immediate risk to life or property, this should be reported to the relevant emergency service using 999.

7. Draft criteria for a CPZ to be considered

The Council will follow these stages and criteria when considering an application for a CPZ. Prioritisation will be based on the available resources in the Council, the time an application has been pending and consideration of wider priorities as set by the Council in consultation with the relevant Portfolio Holder.

Stage 1 – Identification

The Council receives requests for parking regulations directly from road users, through Ward Councillors and Members of Parliament, and through the service where officers proactively review how the road network is used.

In some cases, applicants may decide to undertake their own survey and seek support from those affected, these will be considered by the Council, but if undertaken outside of the Council policy on Consultation and Engagement, a validation exercise will be required, usually through an additional informal consultation.

Where applications are made using a formal petition, this will be considered using the Council policy on petitions, this may require the Council to consider the petition through a committee before being referred into this policy and could delay any decisions.

Before passing to Stage 2, there must be expressed support from the relevant Ward Councillors.

Stage 2 – Survey

The Council will undertake sufficient surveys and reviews to determine the following criteria are met; -

- a) demonstrable evidence that more than 40% of available parking capacity is regularly occupied by non-residents,
- b) not more than 50% of properties have access to off street parking, including driveways, car parks and garages, whether or not they are utilised for parking a vehicle,
- c) where road safety concerns have been identified, supported by accident data which it can be proven would be mitigated by a CPZ,
- d) introducing a CPZ must not have a likely impact of simply displacing parking to neighbouring streets,

Parking surveys will be undertaken by Council Officers, or where larger schemes are proposed, a consultancy may be engaged to provide a more detailed review. The Council will not advise when these surveys are to be undertaken, or for how long, such that a real understanding of the issue can be observed.

At this stage, if the survey does not find a CPZ to be the most appropriate treatment, Officers will work with the applicant, Ward Councillors and the Portfolio Holder to consider alternatives.

A proposal will only progress to Stage 3 where it can be demonstrated the criteria in Stage 2 has been reached, or that a proposal is part of a wider Integrated Transport Scheme, or part of a large development where not introducing a scheme would likely result in the criteria being met in the near future, and where the costs of implementing a scheme on this basis are met as part of a development agreement.

Stage 3 – Outline Design

Once the Council is satisfied an application meets the criteria, Officers will set out the extent of the proposed CPZ to be considered. The criteria for designing a solution is as follows.

- a) Identify a suitable boundary for the scheme, usually incorporating the main road network where there is a feeling of transition to residential roads, and where suitable zone signage can be accommodated.
- b) Locate parking bay capacity, and ensure all anticipated parking demand from residents, businesses and visitors can be accommodated within, without relying on overflow capacity in neighbouring streets.
- c) Indicative costs for introducing the scheme, and anticipated revenue.
- d) Identification of alternative funding options, incorporation of other works or projects proposed in the same area, to minimise disruption to residents.

A proposal will only be taken forward to Stage 4 if it can be demonstrated that the design meets all local and national design standards, legislation and regulations.

Stage 4 – Informal Consultation

Once an outline scheme has been agreed, and support has been received from the relevant Ward Councillors, Portfolio Holder and Traffic Regulations Working Party, the Council will undertake an informal consultation with those directly affected.

An informal consultation will be delivered using the dedicated consultations portal, and with letters delivered to all properties potentially affected.

Proposals will only be taken forward to Stage 5 if the following criteria are met.

- a) The informal engagement exercise has been undertaken by the Council, and responses can be validated,
- b) Of the eligible responders, more than 20% respond to the informal consultation,
- c) A minimum of 55% of validated responses are in favour of the proposal, or any single option,
- d) A safety audit report identifies that the introduction of the scheme would mitigate road safety concerns.

Where there is evidence of fraud, or that pressure has been applied for responders to vote in a particular way, the Council may decide to cancel the informal consultation and seek further advice on the next steps.

Individuals and groups may decide to canvass support, but this must be done in a respectful manner and not involve any threats of any kind. Where there are established community groups, and if resources allow, the Council and Ward Councillors will try to attend before or during the informal consultation to answer any questions or concerns.

The relevant Ward Councillors may decide to undertake their own informal consultation, this must be delivered to these standards, in particular the ability to validate responses.

A proposal will only be taken forward to Stage 5 where there is expressed support as set out in Stage 4. Where there is no support, the Council will make a judgement on whether to propose an alternative or abandon it.

Stage 5 – Detailed Design & Statutory Consultation

With a decision made to take a proposal forward, the Council will undertake a detailed design, including the exact location of restrictions and associated signage, engaging with contractors to develop a cost schedule and delivery plan.

At the same time, the Council will advertise its intention to introduce a Traffic Regulation Order, through a statutory notice, after which a report will be submitted to the Traffic Regulations Working Group, along with any representations to the statutory notice, for a decision on how to proceed.

A decision may be taken to proceed in part, with some roads deciding to opt out of the scheme. In such circumstances, Officers will consider how such a change would impact on the scheme ability to meet all previous criteria considered before making a recommendation to the Traffic Regulations Working Party.

Any road opting out of a scheme will not be considered for a review for two years, ensuring resources are fairly used and other schemes are not delayed.

Stage 6 – Implementation

Once a decision has been taken to proceed, the Traffic Regulation Order will be made, and contractors instructed to implement the road markings and signage.

The Council will write to all those affected by the CPZ, who are entitled to permits, to advise how to obtain them.

Stage 7 – Review

The Council will monitor and review all parking regulations to ensure they remain fit for purpose. To give a reasonable period for restrictions to become established, a review will take place after two years has expired since introduction, unless significant issues are highlighted which requires more urgent action.

8. Policy Review

This policy is a living document and will be reviewed and updated if/when statute or national standards or best practice requires it. This policy will be reviewed after 12 months of operation and then every 3 years.

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