

Meeting: Overview, Scrutiny and Policy Development Committee

Date: 3 April 2017

Title: Process for implementation of new parking waiting restrictions

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Service: Environment, Housing and Leisure

Wards affected: All

1. Purpose of Report

The Committee has requested a report which details the current procedure for introducing new waiting restrictions (such as double yellow lines) on the highway across the borough.

To explain the process, the report provides an example of a recently introduced scheme to illustrate the practicalities in doing so.

2. Recommendations

It is recommended that the Committee note the report.

3. Details

3.1 Background

Requests for waiting restrictions are received in a number of ways, e.g. via Members' Enquiries; requests from the Police; requests from other Council services; and directly from the public. Requests received are logged for assessment in line with the procedure set out below (unless exceptional circumstances apply, e.g. an acute road safety concern).

3.2 Timescales for implementing requests for waiting restrictions

3.2.1 Timescales prior to April 2016

- Financial Year 1 – Requests for waiting restrictions logged.
- End of Financial Year 1 – Requests assessed; oversight by Cabinet Member for Housing and Transport.
- Financial Year 2 – Schemes designed, engagement carried out and restrictions implemented.

3.2.2 Change in process

A review of the process was carried out in 2015/16. This highlighted that the growing number of requests for waiting restrictions was consistently exceeding the level which was deliverable within a year. Furthermore, the timescales for delivery were often extensive as attempts were made to resolve objections received.

The procedure for recording, assessing and implementing requests for restrictions was amended in April 2016. The reasons for these were to:

- i. reduce the number of schemes routinely being carried over to the following financial year; and
- ii. allow Members to be provided with more accurate timescales for the delivery of schemes.

Members were notified of the new process in Members Update 39, issued by Capita (attached as Appendix 2). The new process and timescales are set out below.

3.2.3 Timescales since April 2016

- Financial Year 1 – Requests for waiting restrictions logged.
- Financial Year 2 – Requests assessed; oversight by Cabinet Member for Housing and Transport. Work commences on scheme designs and consultations.
- Financial Year 3 – Engagement concluded and schemes implemented.

The process therefore changed to a three-year system. The new system takes into account the full assessment and engagement process and enables Members to be provided with a realistic timescale for delivery.

3.3 Procedure for handling requests for waiting restrictions

At the beginning of the process, an initial assessment of requests takes place. Locations are considered and the following matters are taken into consideration:

- i. road safety record;
- ii. proximity to areas of competing demand, e.g. schools, Metro stations, employment sites, retail destinations;
- iii. access for service vehicles, e.g. buses, emergency services, refuse collection vehicles.

Schemes identified to be progressed are added to the scheme delivery list.

Once an identified scheme is brought forward, the procedure outlined in Appendix 1 is applied.

This process generally takes 24-36 months (unless exceptional circumstances apply, e.g. an acute road safety concern).

3.4 Example of delivering a scheme

To explain the process, the Committee requested that an example be provided to illustrate the practicalities of introducing a scheme. The example provided relates to a proposal to introduce waiting restrictions in a turning area in a street in Whitley Bay.

This resulted from a request from a local resident who expressed concerns about vehicles parking at this location restricting turning movements and access for residents and emergency vehicles. It should be noted that double yellow lines existed at this location previously but were no longer visible following resurfacing work to the carriageway. It was suggested by the resident that these markings should be reinstated however on investigation, officers were unable to find any record of the appropriate supporting Traffic Regulation Order (TRO). It was therefore decided, following site inspections, that a new proposal for the introduction of waiting restrictions should be progressed.

The initial request was received in September 2014. It was dealt with under the previous process (outlined in section 3.2.1) until this was replaced with the current process (outlined in section 3.2.3).

The example was one of a programme of 62 parking management schemes involving waiting restrictions which were intended for delivery during the 2015/16 financial year. Table 1 below outlines the timeline of the key stages in the implementation of this example scheme and includes references to the delivery of the programme as a whole where appropriate.

Table 1 Timeline for Scheme Implementation
(references to the wider programme are shown in **bold**)

Date	Action
Sept 2014	Request for waiting restrictions received via Members' Enquiries system
Mar 2015	Requests assessed
Apr 2015	Scheme added to the programme for of 62 schemes intended for delivery in 2015/16
May 2015	2015/16 programme progressed
Dec 2015	Proposal for the introduction of waiting restrictions drawn up by officers
Dec 2015	Ward Members consulted upon proposal
Jan 2016	Residents consulted upon proposal
Apr 2016	Update sent to Members (Members Update 39, issued by Capita) detailing progress of all schemes and advising of delays in the implementation of some. Outstanding schemes now due to be delivered by the end of March 2017.
July/Aug 2016	Proposal advertised for statutory 21-day period
Aug 2016	Objection to the proposal received from a local resident

Sept 2016	Meeting with ward Members to discuss a possible amendment to the proposal; agreed to progress proposal as advertised.
Sept-Oct 2016	Officers correspond with objector in an attempt to resolve the objection; objection not resolved.
Jan-Feb 2017	Delegated decision report on the TRO for Cabinet Member for Housing and Transport completed and circulated for sign-off.
Feb 2017	Report considered by Cabinet Member for Housing and Transport and decision taken to set objection aside and proceed with restriction. Five-day 'call-in period' follows.
Mar 2017	Waiting restrictions installed.

In this example the process, from the initial request to completion, took 30 months.

4 Appendices

Appendix 1 Process for implementation of waiting restrictions
Appendix 2 Capita Members Update Issue 39, issued by Capita

5 Background Information

The following documents have been used in the compilation of this report and may be inspected at the offices of the author.

North Tyneside Parking Strategy

http://www.northtyneside.gov.uk/browse.shtml?p_subjectCategory=360

Appendix 1 – Procedure once an identified scheme is brought forward

(see also process map attached)

1. Plan of scheme and outline of proposal emailed to appropriate Ward Members. Members given 2 weeks to respond with comments. If no comments are received it is assumed that Members have no objections to the proposal.
2. Proposal/plan amended as necessary following comments from Members.
3. Residents/businesses whose properties are immediately adjacent to the proposed restrictions are consulted. In the case of proposals involving waiting restrictions only, residents are simply informed of the proposal and the Authority's intention to begin the statutory advertising period in the near future.
4. Results of engagement/feedback from residents shared with Members/Cabinet Member as necessary and proposals progressed/amended/discontinued as appropriate.
5. Depending on the nature of any identified amendments to the proposal, further consultation with residents and then Members may be necessary.
6. Appropriate Traffic Regulation Order(s) (TRO) prepared by officers and instruction given to Democratic Services colleagues to arrange for statutory notice to be advertised.
7. Statutory advertising period – 21 days ("Notice of Intention", inviting objections, is posted in the local press, on the Authority's website and in the affected area, e.g. on lighting columns). If no objections are received, proceed to step 12.
8. Officers respond to objectors and attempt to resolve their objection (this may involve a significant amount of correspondence with objectors) and invite them to withdraw their objection by a specific date. If no reply is received, the objection remains.
9. Details of any objections which have not been withdrawn are set out in a report for consideration by the Cabinet Member for Housing and Transport in accordance with the Scheme of Delegation to Cabinet Members.
10. In line with the decision, the scheme is either progressed as advertised, amended or discontinued.
11. If amendments to the proposal are required, further consultation with residents/Members/Cabinet Member may take place.
12. If proposal progressed, instruction sent to Democratic Services to make the relevant TRO(s).
13. "Notice of Making" to be advertised in the local press, on the Authority's website and in the affected area, e.g. on lighting columns. (Members of the public may make representation to the High Court to question the validity of the Order within 6 weeks of the date of its making.)
14. A detailed works drawing is prepared and the works are programmed for implementation.