

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OF ENVIRONMENT AND NEIGHBOURHOOD SERVICES

TO:	TRAFFIC MANAGEMENT SUB-COMMITTEE		
DATE:	2 NOVEMBER 2017	AGENDA ITEM:	8
TITLE:	RESIDENT PERMIT PARKING - INFORMAL CONSULTATIONS		
LEAD COUNCILLOR:	TONY PAGE	PORTFOLIO:	STRATEGIC ENVIRONMENT, PLANNING AND TRANSPORT
SERVICE:	TRANSPORTATION & STREETCARE	WARDS:	BOROUGHWIDE
LEAD OFFICER:	JAMES PENMAN	TEL:	0118 937 2202
JOB TITLE:	ASSISTANT NETWORK MANAGER	E-MAIL:	JAMES.PENMAN@READING.GOV.UK

1. EXECUTIVE SUMMARY

- 1.1 This report recommends a standardised document 'pack' for informal consultations in areas where the Council receives requests for resident-prioritised parking.
- 1.2 This report also recommends that Officers conduct informal consultations over the Winter, in the remaining top-5 prioritised areas.
- 1.3 Appendix 1 is the recommended informal consultation document pack.
- 1.4 Appendix 2 provides the area plans for the recommended schemes for informal consultation.
- 1.5 Appendix 3 provides the list of outstanding schemes, for information, as reported at September 2017's meeting of the Sub-Committee.

2. RECOMMENDED ACTION

- 2.1 That the Sub-Committee notes the report.
- 2.2 That the informal consultation pack, survey and methodology in Items 4.4 - 4.9 are adopted as the Council's standard for Highway, on-street, Resident Permit Parking informal consultations.

- 2.3 That Officers conduct informal consultations for Resident Permit Parking in the Lower Caversham, St Stephens Close, Harrow Court and East Reading Areas schemes, as per items 4.15 - 4.17.
- 2.4 That the results of the informal consultations be reported to a future meeting of the Sub-Committee, intended to be March 2018.

3. POLICY CONTEXT

- 3.1 The provision of waiting (parking) restrictions and associated criteria is specified within existing Traffic Management Policies and Standards.

4. BACKGROUND AND RECOMMENDATIONS

Informal Consultation Documents

- 4.1 The Council has a growing list of areas where residents have expressed an interest in the implementation of a resident-priority parking scheme (Resident Permit Parking).
- 4.2 The first stage in the potential development of a Resident Permit Parking (RPP) scheme is for the Council to conduct an informal consultation with residents and occupiers of properties within each area. This has traditionally been a relatively resource-intensive undertaking, where largely bespoke consultation documents are created and distributed.
- 4.3 With the increasing interest in RPP schemes across the borough, a desire to reduce the resource requirements, provide consistent information and obtain consistent survey results, Officers are recommending the adoption of a generic informal consultation pack.
- 4.4 Appendix 1 is the recommended, generic consultation pack. The pack provides information about the Council's revised RPP scheme, information about the types of restrictions that can be applied, a survey and details about the next stages in potential scheme development. The information makes it clear to residents that RPP schemes are area schemes.
- 4.5 Each pack of documents will include a map to show the consultation area and private streets highlighted within this area. Should resources allow within the required delivery timescales, Officers will survey the road widths within the area and highlight those streets

that would be too narrow for the installation of marked parking bays on both sides of the road.

- 4.6 Officers propose encouraging residents to complete their surveys on the Council's website, which will expedite the analysis of responses. The website link to the informal consultation will be unique for each area and only made available on the consultation letter - it will not appear on the website's consultations page, to protect the integrity of the survey and results. Paper copies of the survey will still be included with the pack, for those persons who are unable to access our website, however, there will not be a freepost address provided as this will increase costs.
- 4.7 The results of the surveys will allow the Council to analyse whether residents consider there to be parking issues in their street, whether they feel that an RPP scheme will help in resolving the issues, what their preferred restrictions would be and the number of resident/occupier vehicles currently parked on street. The Council can consider whether development of an RPP scheme is appropriate and the survey responses could inform the later design of any progressed schemes.
- 4.8 It is recommended that any alterations to the standard documents are limited, with only very minor scheme-specific alterations made if necessary. It is recommended that the survey is not altered scheme-by-scheme, to ensure consistent results across consultation areas.
- 4.9 To make efficient use of the Council's small designing team, it is recommended that Officers do not undertake any potential scheme design work prior to the informal consultation being conducted, as the results of the survey could render much of this work unnecessary.

Informal Consultations

- 4.10 The Warwick Road and Cintra Avenue scheme was implemented in September.
- 4.11 The East Reading Study Steering Group met in early October. The group agreed on an action to ask the Sub-Committee for agreement to conduct an informal RPP consultation in the study area. If this recommendation is agreed, it is intended that the consultation is conducted ahead of the next Steering Group meeting in February, and that the results are reported to the Sub-Committee in March 2018.
- 4.12 There is currently an RPP informal consultation being undertaken in Battle Ward (Little Johns Lane area), which is now the priority 1

scheme on the list. This consultation closes in early November and it is the intension of Officers to report the results to the Sub-Committee in January 2018.

- 4.13 At September's Sub-Committee meeting it was agreed that the Lower Caversham scheme should be extended to include requests in the Send Road area and on a section of Gosbrook Road, which were itemised separately on the list of new and outstanding schemes. It would also be prudent to include the separately-itemised request for St Stephens Close in any informal consultation for RPP in lower Caversham.
- 4.14 At September's Sub-Committee meeting it was noted that the request for RPP in Harrow Court could potentially be a relatively quick and low-cost scheme to deliver.
- 4.15 Officers recommend that informal RPP consultations are conducted for the Lower Caversham area (now priority 2) (including St Stephens Close (p. 3)), Harrow Court (p. 4) and East Reading Area (p. 5) schemes. The recommended consultation areas are illustrated in Appendix 2.
- 4.16 Officers can undertake to conduct these consultations over the winter and intend to report the results to the Sub-Committee meeting in March 2018.
- 4.17 It is recommended that each informal consultation remains open for a period of 3 weeks and the 2 week festive period will be avoided.

New and Outstanding Schemes

- 4.18 Appendix 3 shows the new and outstanding list of RPP schemes/requests that was reported at the September 2017 meeting of the Sub-Committee. This list is for information and context only.

5. CONTRIBUTION TO STRATEGIC AIMS

- 5.1 This proposal supports the aims and objectives of the Local Transport Plan and contributes to the Council's strategic aims, as set out below:

- Providing the infrastructure to support the economy.
- Remaining financially sustainable to deliver these service priorities.

6. COMMUNITY ENGAGEMENT AND INFORMATION

- 6.1 Ward Councillors will be contacted ahead of commencing the informal consultations in their areas and provided with a copy of the information to be distributed.
- 6.2 All properties within the consultation area, including those located on private streets, will receive a copy of the informal consultation pack and provided with an opportunity to participate.
- 6.3 Officers will be encouraging residents/occupiers to complete the survey online, to reduce the resource burden in analysing the responses. However, a paper copy of the survey will be supplied with each 'pack'.

7. LEGAL IMPLICATIONS

- 7.1 None arising from this report.

8. EQUALITY IMPACT ASSESSMENT

- 8.1 In addition to the Human Rights Act 1998 the Council is required to comply with the Equalities Act 2010. Section 149 of the Equalities Act 2010 requires the Council to have due regard to the need to:-

- eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
- advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
- foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

- 8.2 An Equality Impact scoping exercise will be conducted as part of the detailed scheme design, prior to recommending the implementation of any restrictions.

9. FINANCIAL IMPLICATIONS

- 9.1 There will be relatively low costs associated with the printing and distribution (Officer-time) of the consultation documents. The standardisation of documents will reduce Officer-time, and therefore costs, when compared with the production of bespoke documents for each scheme proposal.
- 9.2 Funding will need to be identified before schemes can be developed, formally consulted and implemented.

10. BACKGROUND PAPERS

- 10.1 Resident Permit Parking - New and Outstanding Requests (Traffic Management Sub-Committee - September 2017).

The Residents/Occupiers

[Highlighted text will be altered to suit the application]

Your contact is: [Contact], Network Management, Transportation & Streetcare

Dear Resident/Occupier,

RESIDENTS' PERMIT PARKING IN [AREA] - INFORMAL CONSULTATION

Reading Borough Council has been asked to consider the introduction of an on-street Residents Permit Parking scheme in your area. This expression of interest has been reported to the Council's Traffic Management Sub-Committee and Council Officers have been asked to conduct an informal consultation in your area to gather your views.

The purpose of this letter, and the additional information enclosed, is as follows:

1. To provide you with information about the area that this informal consultation covers;
2. To provide you with information about the Council's Resident Permit Parking scheme and the parking restrictions that are available;
3. To provide you with an opportunity to share your views; and
4. To provide you with information about the next steps.

Your views are really important to help us make an informed decision about any potential parking restrictions in your area. We kindly ask that you review the enclosed information and provide us with your feedback by [date].

We have set up a consultation page on our website here [web link]. You may provide your feedback by completing the online survey, or by completing and returning the enclosed survey to Network Management (Transport), Reading Borough Council, Civic offices, Bridge Street, Reading, RG1 2LU.

Yours Sincerely

[Contact]
Network Management (Transport)

Informal Consultation [Area] Additional information

The following information is correct at the time of writing to you ([Date of letter]).

Consultation Area

Enclosed is a map to show the area that is being covered by this informal consultation.

This area has been defined based on the comments that that we have received, regarding a variety of parking issues.

This map also identifies those narrow streets where it would not be possible to install parking bays on both sides of the road and private streets that would not be included in any Council-promoted scheme.

Resident Permit Schemes are defined by a Zone, for example '12R'. New streets may be added to existing zones or, if a scheme is sufficiently large, a new Zone may be created. Permits are issued for a Zone, rather than individual streets.

The Resident Permit Parking Scheme

The Scheme

- A Resident Parking Permit will typically allow parking by a specific vehicle within a Zone area. A permit does not guarantee a parking space outside the permit holder's property.
- A maximum of two permits may be issued to each household. A household is a house or flat in a permit parking Zone that is registered for Council Tax, has appropriate planning permissions and does not have a planning condition and/or informative. You may be asked to demonstrate appropriate planning consents.
- Commercial vehicles are not eligible for resident permits.
- The first permit for a household is issued at the cost of £30. A charge of £120 is made for a second permit. The decision as to whom will apply for the first and the second permit is that of the occupiers.
- Households will be entitled to visitor permits. Visitor permits are scratch cards, each valid for half a day when used. They are issued in books of 20 permits. The first two books are free and a further five books can be ordered at a cost of £22 per book.
- Visitors permits can be used for one-off situations, but the onus is on the vehicle driver/owner to make their own arrangement in obtaining a permit to park. Reading Borough Council may issue other permits to people who are unable to comply with the application process or to people providing services to residents such as carers, health professionals and trades people. These permits are called discretionary permits.
- Before permits are first issued, an application form will need to be completed and proof of residence and vehicle ownership provided. Thereafter, permits will need to be renewed on an annual basis.
- Businesses with premises located within the Parking Permit Zone may be entitled to one business permit. Proof of business address and business use of the vehicle is required. Business permits are subject to a higher charge.

More information is available online at: <http://www.reading.gov.uk/parkingpermits>.

The Restrictions

Resident Permit Parking schemes will require choices to be made between different types of parking restrictions. The main consideration is whether the restrictions should allow non-permit parking for limited periods of time. Around the borough we have introduced schemes that allow parking for up to 2 hours between certain times of the day (e.g. 8am - 8pm), which will allow activities such as visitor parking to take place without needing to use the visitor permit allocation. However, we also have schemes with elements of permit holder parking only, which will require every parked vehicle to display a valid parking permit.

The following table shows the two primary Resident Permit Parking models that we have implemented elsewhere in the borough:

Type of Restriction	Considerations
Marked Bays	All vehicles must be parked with all wheels within the bay, so Civil (Council) Enforcement can be applied to vehicles parking out of the bay (e.g. on the footway).
	'Shared-use' restrictions can apply, such as permitting visitor (non-permit) parking for a limited duration during specific time periods. The Council's standard model is: <i>8am - 8pm Permit Holders and limited waiting for 2 hours, no return within 2 hours. At all other times, permit holders only.</i>
	On narrow streets we may not be able to fit marked bays on both sides of the road.
	During the times that permit parking applies, all vehicles will be required to display a valid permit while parking in a marked Resident Permit Parking bay, including visitors.
	Each bay will require signing and the areas between bays should be protected with alternative restrictions, such as double-yellow-lines.
'Permit Parking Past This Point'	There will be area entry and exit signs and no bay markings with this restriction. Therefore, this restriction may be more suitable for narrow streets.
	All parked vehicles must display a valid parking permit at all times when parked on-street within the restricted area. It is not possible to introduce a shared-use parking restriction.

The Survey

Please visit our website to complete the online survey here [\[web link\]](#). The deadline for responses is [\[date\]](#).

If you are unable to complete this survey online, we kindly ask that you complete and return the enclosed survey form.

The Next Steps

Officers will analyse the responses to this informal consultation and report the results to a meeting of the Council's Traffic Management Sub-Committee. The results of this informal consultation will determine whether any further development work is conducted.

Should a scheme be put forward, the next stage will be a formal statutory consultation, which will enable you to support or object to the proposals.

[This page is intentionally blank]

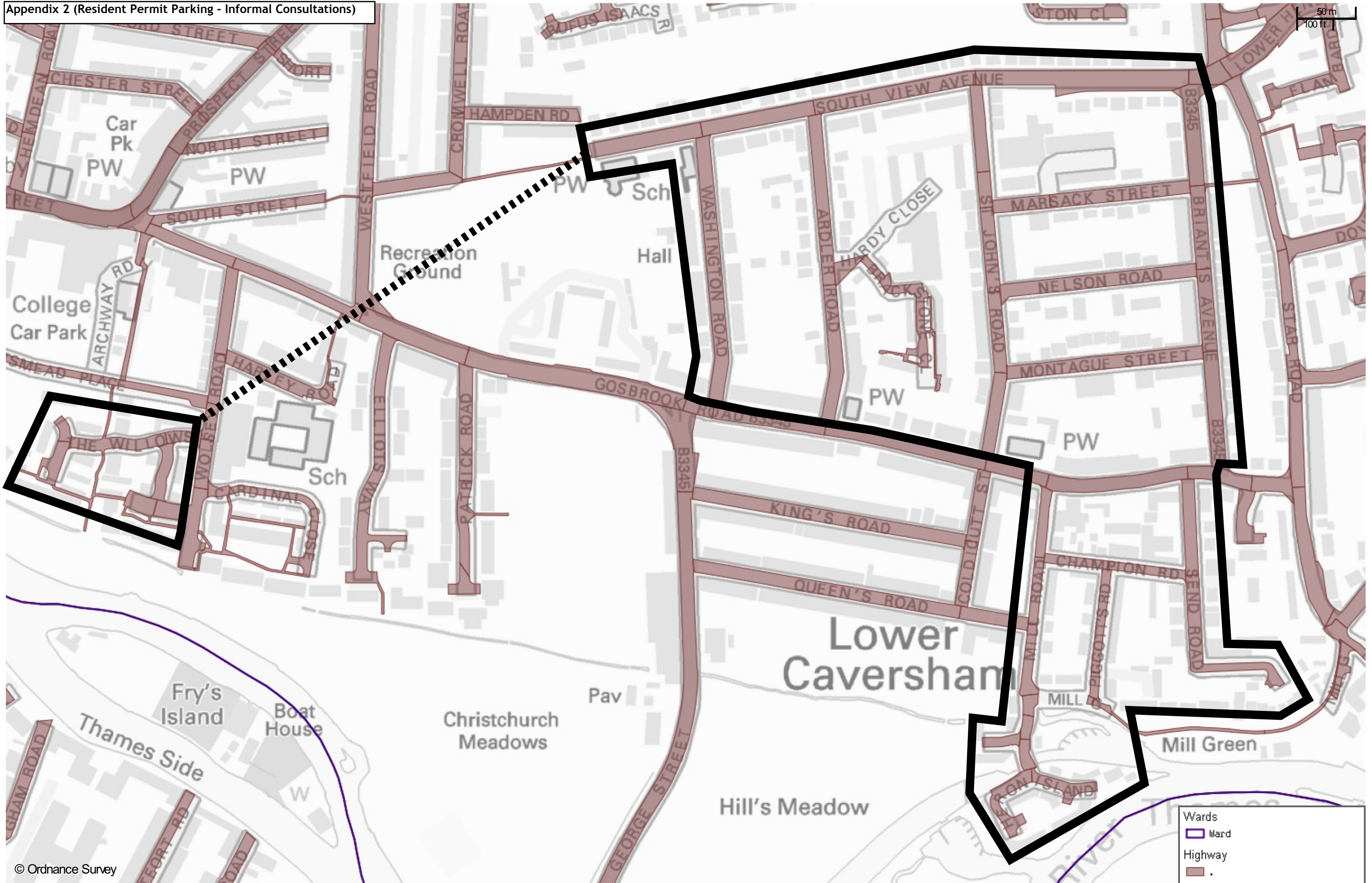
Informal Consultation [Area]
Survey

Address (Street)	
-------------------------	--

Questions	Please tick
1. Do you consider there to be on-street parking problems in your area?	
	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
2. Do you consider that a Resident Permit Parking scheme would improve parking in your area?	
	Yes <input type="checkbox"/>
	No <input type="checkbox"/>
3. Which Resident Permit Parking model would you consider best suited to your street?	
Marked bays with permit-holder parking only	<input type="checkbox"/>
Marked bays with shared-use parking	<input type="checkbox"/>
Permit parking only past this point	<input type="checkbox"/>
4. How many vehicles registered to your address would need to park on street?	
	Please write the number <input type="text"/>
5. If you have any further comments or views that you would like to share with us, please use the space below.	

Please complete the survey and return to: Network Management (Transport), Reading Borough Council, Civic offices, Bridge Street, Reading, RG1 2LU

Thank you for your participation in this informal consultation.





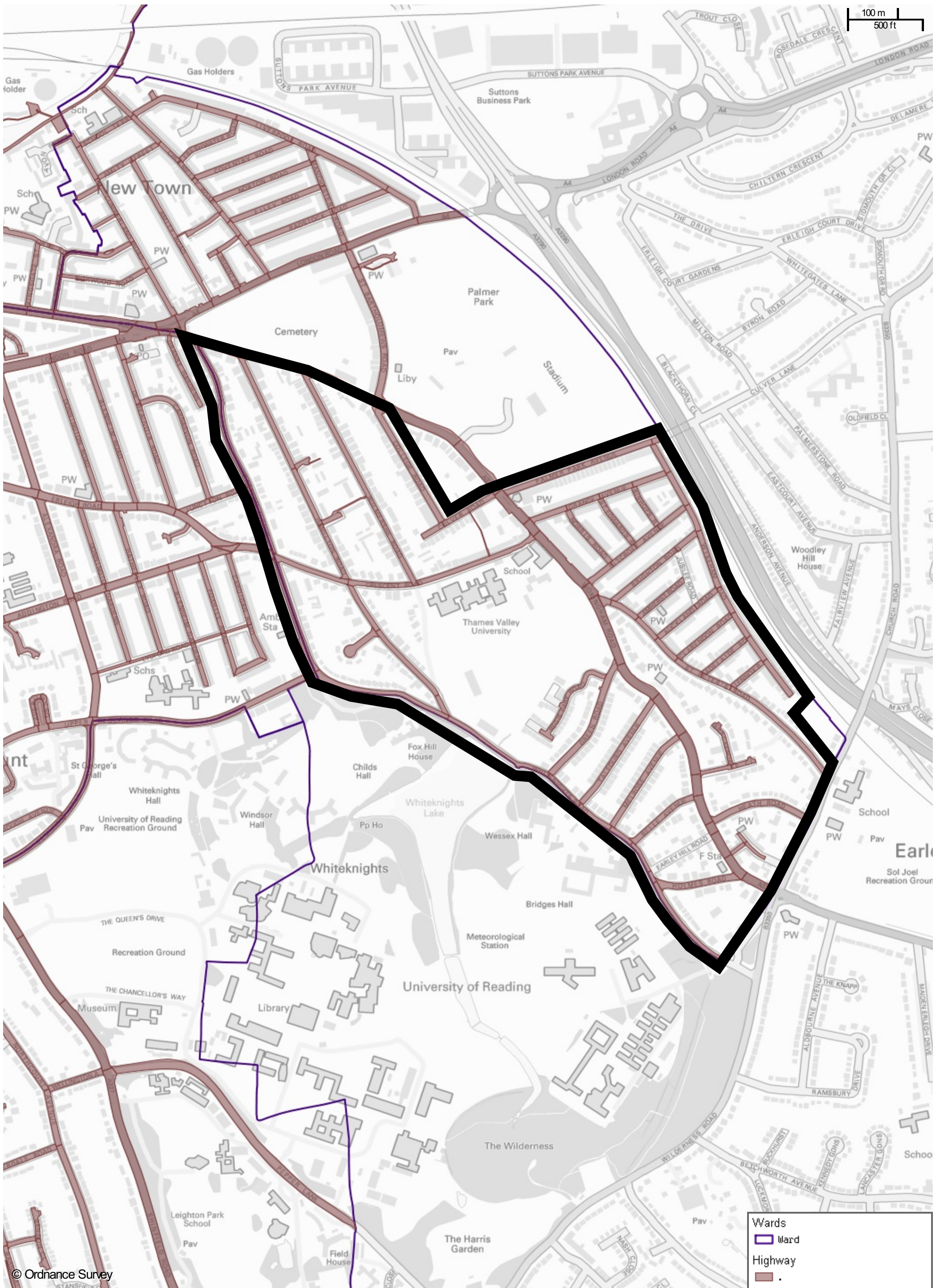
© Ordnance Survey

iShare printing
Scale: 1:709

Harrow Court - Proposed informal consultation area



Printed on: 17/10/2017 at 12:26 PM



© Ordnance Survey

iShare printing

Scale: 1:7000

Printed on: 17/10/2017 at 12:42 PM

East Reading Area - Proposed informal consultation area



© Crown copyright and database rights 2017 Ordnance Survey 100019672

APPENDIX 3 - RESIDENT PERMIT PARKING - NEW & OUTSTANDING REQUESTS

UPDATED: September 2017

This table has been sorted by 'TMSC Agreed Priority', then by 'Street' (A-Z).

Line	TMSC Agreed Priority	Ward	Street	Area Scheme	Petition	Details	Last reported to TMSC	Officer Comments
1	1	Redlands	Warwick Road and Cintra Avenue	N	N	Daytime/commuter parking has been a long-standing issue, for which proposals raised through the Waiting Restriction Review programme had not been favourable with residents. Following a positive and well-attended meeting with residents and changes to the RP site assessment policy, RP is now available as a potential parking control measure and a concept scheme has been developed. TMSC agreed the priority of this scheme (1) at their meeting in March 2017. The scheme was approved to proceed to statutory consultation and the results of the consultation were reported to TMSC at their meeting in June 2017. The scheme was approved for implementation.	June 2017 (Resident Permit Parking Update - Scheme Progression)	This scheme is due to be implemented in early September 2017.
2	2	Battle	Little Johns Lane area	Y	N	Requests for RP in the area of Little Johns Lane had been received and as part of the 2014 RP expansion, it was agreed that an informal consultation should be conducted on concept proposals for the area. A concept design has been created and the consultation can be conducted, following the results of the RP scrutiny review. TMSC agreed the priority of this scheme (2) at their meeting in March 2017.	March 2017 (Resident Permit Parking - New and Outstanding Requests)	Officers have provided Ward Councillors with draft documents for the informal consultation. Once approved, Officers can allocate some time to conduct the informal consultation and report the results to a future meeting of the Sub-Committee.

Line	TMSC Agreed Priority	Ward	Street	Area Scheme	Petition	Details	Last reported to TMSC	Officer Comments
3	3	Caversham	Lower Caversham	Y	N	An informal survey conducted by Cllr Davies showed a majority support for RP in parts of Lower Caversham. This followed a history of requests for RP and other informal consultations, due to commuter parking issues on particular streets. The report to TMSC in March 2016 recommended that a concept scheme be designed and that the Council conducts an informal consultation on this scheme. A concept design was created and can now be completed, following the results of the RP scrutiny review - this allows additional streets to be included. TMSC agreed the priority of this scheme (3) at their meeting in March 2017.	March 2017 (Resident Permit Parking - New and Outstanding Requests)	
4	4	Caversham	St Stephens Close	N	Y	14 signature petition submitted to TMSC in June 2016 and passed to the 2016B Waiting Restriction Review programme. At January 2017 TMSC Officers recommended to review the request once other schemes have been implemented. TMSC agreed the priority of this scheme (4) at their meeting in March 2017.	March 2017 (Resident Permit Parking - New and Outstanding Requests)	
5	5	Minster	Harrow Court	N	Y	38 signature petition submitted to TMSC in June 2016 and passed to the 2016B Waiting Restriction Review programme. At January 2017 TMSC Officers recommended to review the request once other schemes have been implemented. TMSC agreed the priority of this scheme (5) at their meeting in March 2017.	March 2017 (Resident Permit Parking - New and Outstanding Requests)	

Line	TMSC Agreed Priority	Ward	Street	Area Scheme	Petition	Details	Last reported to TMSC	Officer Comments
6	6	Park	East Reading Area	Y	Y	A number of petitions for RP have been received at TMSC, including requests for Crescent Road, Bulmershe Road, Hamilton Road, Melrose Avenue and a petition against permit parking in Hamilton Road. These join previous requests and an informal consultation for expanding RP in the area of Grange Avenue. A proposal was presented to TMSC in June 2016, which proposed a new RP area concept scheme and recommended informal consultation following those for the Battle and Caversham area proposals. TMSC agreed the priority of this scheme (6) at their meeting in March 2017. It was also agreed that an East Reading Area Study steering group be created to consider parking and traffic management measures for this area.	March 2017 (Resident Permit Parking - New and Outstanding Requests)	The East Reading Area Study steering group is meeting in order to develop proposals for this scheme.
7	7	Katesgrove	Charndon Close, Collis Street and Rowley Road	N	N	Requested by Councillors and residents and included in the 2016B Waiting Restriction Review programme. At January 2017 TMSC Officers noted that the street did not meet the criteria for a permit scheme. The site assessment criteria policy has now been amended and a scheme can be considered. TMSC agreed the priority of this scheme (7) at their meeting in March 2017 and for requests in Collis Street and Rowley Road to be considered at the same time.	March 2017 (Resident Permit Parking - New and Outstanding Requests)	
8	8	Norcot	Grovelands Road and Beecham Road	N	N	Requested by a resident via the MP. At January 2017 TMSC Officers noted that they were unable to progress the scheme at that time. Agreed at March 2017 TMSC to include concerns on Beecham Road (as raised in the 2017A Waiting Restriction Review proposals) in this potential scheme. TMSC agreed the priority of this scheme (8) at their meeting in March 2017.	March 2017 (Resident Permit Parking - New and Outstanding Requests)	

Line	TMSC Agreed Priority	Ward	Street	Area Scheme	Petition	Details	Last reported to TMSC	Officer Comments
9	NEW	Minster	Coley Avenue (South), Upavon Drive and Froxfield Avenue	N	Y	28 signature petition submitted to TMSC in March 2017 and Coley Avenue request was also reported as part of the Waiting Restriction Review list at the same meeting. TMSC agreed that these requests should be considered in the Resident Permit Parking list and in the context of the West Reading Area Study.	March 2017 (Petition for Resident Permit Parking (Coley Avenue Area)) and (Waiting Restriction Review 2017A - New Requests)	
10	NEW	Caversham	Gosbrook Road	N	N	Requested by resident, specifically around the vicinity of Send Road and Mill Road junctions. Experiencing a steady increase in the use of unrestricted parking along the street by commuters using the rail station and by businesses. Resident has requested that these areas become resident permit parking.	N/A	This request could be considered as part of the Lower Caversham area proposal. However, this could delay the progression of the area scheme, which is in an advanced state of design. Alternatively, it could be considered alongside requests for Send Road/Mill Road/Champion Road/Piggotts Road as a standalone 'area' proposal.
11	NEW	Southcote	Granville Road	N	N	Concerns raised by residents and ward Councillors regarding the parking pressures in this area, both on Highway and Housing land. It is felt that the introduction of a resident permit parking scheme will assist resident parking and reduce commuter and business parking in the area. It is also considered that the potential inclusion of Housing land parking areas in this scheme will bring a uniform parking scheme to the area.	N/A	This issue has been raised in the West Reading Study group meetings.

Line	TMSC Agreed Priority	Ward	Street	Area Scheme	Petition	Details	Last reported to TMSC	Officer Comments
12	NEW	Church	Northcourt Avenue	N	N	Received requests from residents and councillors to review the parking situation in Northcourt Avenue, due to the overflow parking following the introduction of the hospital and university scheme.	N/A	Views from residents have been mixed and some have said that they do not want permits, however this would be the only restriction that would ensure that would be effective in removing commuter parking. It is recommended that a basic informal consultation is conducted (along with distribution of information regarding the implications of resident permit parking restrictions) to ascertain whether residents would like to pursue such a scheme. This could avoid potentially unnecessary work being conducted.
13	NEW	Caversham	Send Road, Mill Road, Champion Road, Piggotts Road	Y	N	Requested by residents and a Councillor, due to increasing parking pressures and concerns about commuter parking.	N/A	This request could be considered as part of the Lower Caversham area proposal. However, this could delay the progression of the area scheme, which is in an advanced state of design. Alternatively, it could be considered as a standalone 'area' proposal.
14	No further action at this time	Whitley	Mortimer Close	N	N	Requested by resident. At January 2017 TMSC Officers presented resident concerns regarding double parking, parking by residents from other streets and alleged access difficulties for emergency vehicles. Officers noted that there are no existing permit zones in this area, that formal parking restrictions would affect all road users including the residents and that the Council had not been contacted by emergency services regarding access issues. Officers recommended not to progress the proposals. TMSC agreed that this request remains on the list, but that no further action be taken at this time, at their meeting in March 2017.	March 2017 (Resident Permit Parking - New and Outstanding Requests)	Officers recommend that this line is removed from the list of outstanding requests.