



Residents' Parking Schemes

Approach to implementation of residents' parking schemes in B&NES

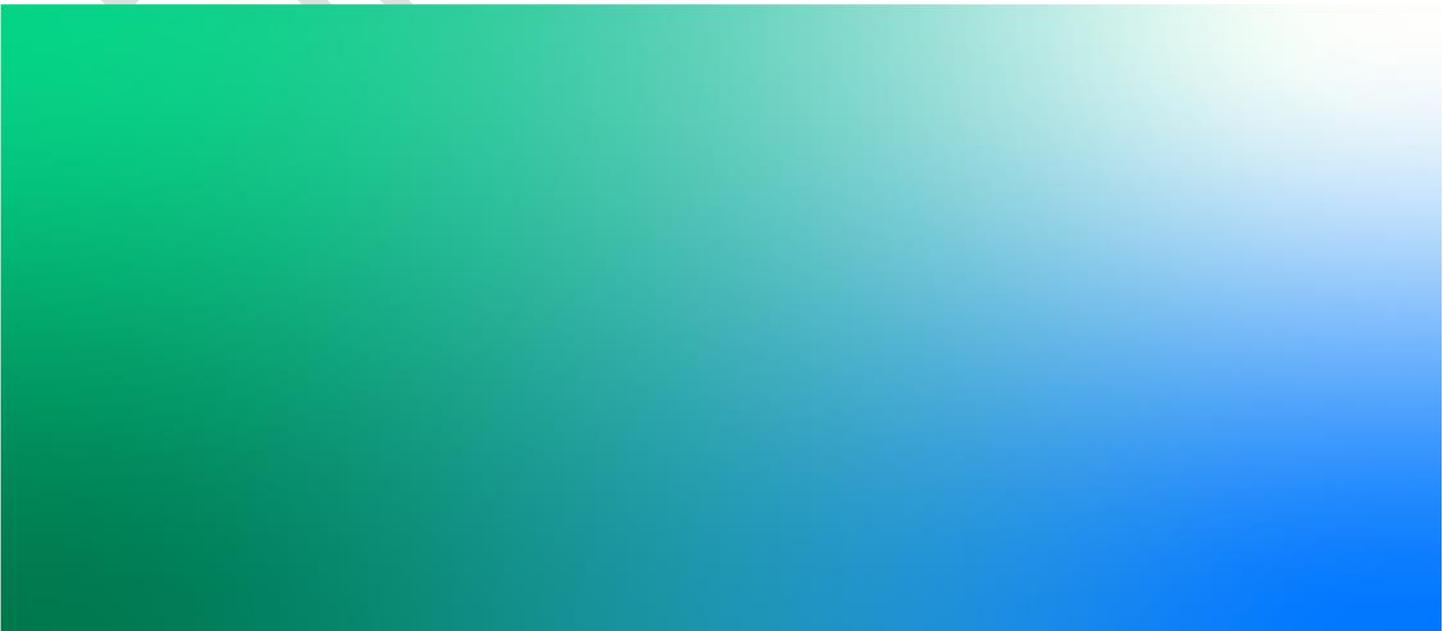
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1. Introduction

1.1 Context

The declaration of a climate emergency within Bath & North East Somerset (B&NES) in March 2019 outlined the resolution for the authority to be carbon neutral by 2030. This requires a transformational change in how people choose to travel and how goods are transported across the authority. The necessary revolution in the transport system requires the development of solutions at a local level which go beyond the schemes and policies set out in the newly adopted Joint Local Transport Plan 4 (JLTP4) and Getting around Bath Transport Strategy.

It should be noted that the proposals and principles of this strategy were developed before the Covid-19 pandemic and its emerging effects. Whilst the radical changes in travel behaviour, resulting from lockdown and social distancing, are not likely to be fully maintained in the longer-term, there will undoubtedly be a shift in how people choose to travel to work and home-working behaviours. Changes may include more flexibility in how and where people work, as well as how and when they travel. For example, there is likely to be more travel through active modes (walking and cycling), as well as a potential reluctance to use public transport in the short-term. Behaviours could also include an increase in driving to work in the initial return to work period, to observe social distancing if public transport is 'overcrowded'. These changes will all impact on the demand for on-street parking in different ways.

B&NES Council recognise the importance of responding to the climate emergency, which demands a fundamental step-change in methods of travel by residents, visitors and people who work in B&NES. It requires a major shift to public transport, walking and cycling in order to reduce transport emissions. Overall the Council, along with the other West of England authorities, recognise the need for overall vehicle use to fall substantially and for the vehicles that remain to produce zero carbon emissions. A wide range of initiatives will play a part in delivering this, including low traffic neighbourhoods.

"Low traffic neighbourhoods" are being successfully introduced both across the UK and abroad as a means of tackling traffic issues in communities. They are typically considered in predominately residential areas, where several streets are grouped and organised in a way to discourage through-vehicle traffic or "rat-running". Importantly residents remain able to drive on their streets, park on their streets and receive deliveries. Although it is noted that to be successful, strategies should also be in place to help reduce car ownership and usage by residents within any low traffic neighbourhood area, particularly as residents within urban areas generally have the widest levels of transport choice for any journey type.

Whilst these initiatives are being developed and implemented, there is a need to ensure the control and management of on-street parking is maintained, recognising that for some people and some trips, car use and ownership may still be required. Therefore reducing the intrusion of non-local vehicles into residential areas, through the combination of residents' parking schemes and other measures, provides opportunities to return neighbourhood streets to the people who live and work there and locate parking in areas where it is appropriate such as Park and Ride sites. Residents' parking schemes, where necessary, are one of the key ways in which this could be realised across B&NES; by managing on-street parking on residential streets and helping to create an environment which better encourages walking and cycling.

Residents' parking schemes have proven to be successful in certain areas of B&NES. The existing policy has enabled those schemes to be delivered in locations where there is a proven need for intervention. However, the previous application and implementation of schemes were as a reactive measure to issues and demand identified. The declaration of a climate emergency within B&NES and the emerging low traffic neighbourhoods strategy require an evolution of the existing residents' parking scheme guidance to allow schemes to also be considered strategically rather than locally. There is a noticeable difference in the level of on-street parking in residential areas within the city of Bath compared with towns and villages in wider B&NES, both in terms of the demand requirements for on-street residential parking, as well as the availability of off-street residential parking. This is already evident with the number and location of existing schemes operating in B&NES. Therefore, to affect changes going forward, a more proactive and strategic approach is required in the consideration and delivery of resident's parking schemes in the city of Bath.

This report sets out the [draft] strategic vision and key considerations for residents' parking schemes in the city of Bath. It also sets out the revised policy for the implementation of residents' parking schemes within wider B&NES. This revised approach has been developed through the review of the current B&NES residents' parking permit policy and consideration of how residents' parking schemes, separately or in conjunction with the low traffic neighbourhood strategy, could benefit local communities. This policy not only applies to the consideration of new schemes within B&NES, but also the review of existing schemes where necessary, particularly in conjunction with development and implementation of low traffic neighbourhoods.

1.2 What is a residents' parking scheme?

Whilst it should be noted that there is no right to park on the highway – the only legal right being to pass and re-pass - it is sometimes desirable to introduce residents' parking schemes to control the existence of on-street residents' parking and to discourage short-term resident, shopping or commuter parking, which should be encouraged to make better use of more appropriate off-street facilities or remove the need for vehicle use completely. In some areas, this non-residential parking might prevent residents who have no off-street facility (forecourt, drive, garage etc.) finding a parking space reasonably close to their home.

Traditional Traffic Regulation Orders (TROs) are used to alleviate any access, road safety or environmental problems associated with high levels of parking, but these offer no priority to the residents affected with both residents and non-residents would be equally impacted by any such restrictions.

It is however possible to give priority to residents by introducing residents' permit-holders only parking schemes and defining various parts of the highway where parking may be permitted only if a valid permit has been issued by the Council. Permits are normally only issued to residents living on a street within the zone and are under the control of, and issued at, the discretion of the Council. All existing B&NES schemes operate in this way with provision for residents generally being within permit holder only or shared use bays. More information on current B&NES residents' parking schemes is summarised in section 2.1 of this report.

1.3 Key considerations

This document outlines the strategic vision for residents' parking schemes in the city of Bath. It sets out the approach for the review of all current schemes, as well as in the context of the strategic requirements for road-space and on-street residential parking within Bath. Previously, the way in which residents' parking schemes were often prioritised could sometimes be subjective. Therefore, by moving from a demand-led approach to a more proactive and holistic approach, this allows the inclusion of additional criteria to understand the level of dependency with other schemes (i.e. low traffic neighbourhoods) or the delivery of wider transport strategies within Bath.

Recognising that the vision outlined for Bath may not be reflective of issues and areas within wider B&NES, this document also sets out a clear guidance and rules to enable the introduction, operation and enforcement of residents' parking schemes where demand has been identified. It is important that these rules, as far as possible, take into consideration the various needs of residents and other road users across the Authority.

Residents' parking schemes by their very nature vary widely in terms of how the scheme might aim to serve the residents' needs, due in a large part to the existing characteristics of the zone to be considered, in particular the use of and availability of kerb space. Residents' parking schemes aim to give priority to permanent residents over commuters and visitors to the area, particularly those with limited off-street parking facilities.

However, in order to be able to affect the behaviour change required to respond to the climate emergency and to further encourage commuters and visitors to use more appropriate locations to park (i.e. Park and Ride, off-street car parks), it is necessary to review and deliberate the timings of existing and potential residents' parking zones. By not having schemes operational in the city of Bath seven-days-a-week, this could undermine efforts to reduce travel by private car and better encourage more sustainable transport choices for commuters, shoppers and tourists.

It is recognised that residents' parking schemes still need to address local issues and demands, although residents should not automatically assume there will always be available spaces within their zone, as the issue may be too many cars owned by residents who are entitled to permits. As part of any residents' parking scheme design, a review of the appropriateness of any current restrictions should be undertaken.

It is essential that the cost of administering the scheme is reflected in the cost of the permits, to enable all schemes to operate on a cost-neutral basis. Any surplus generated will be reinvested in the development, review and maintenance of low traffic neighbourhood and parking schemes.

Community engagement, through local council representatives, is important from the start of the process including: identifying issues and opportunities; through to development of proposals; and active feedback and monitoring. Engagement is essential to ensure the identification of solutions are locally supported.

Early engagement also provides the opportunity to inform communities of what the scheme aims to achieve, whilst moderating expectations by outlining levels of influence and potential timescales. These issues are important to discuss early and honestly. However, when considering the delivery of wider strategic transport aims, a balance will likely be required, with communities not having a veto on the implementation of a scheme where it is required to achieve strategic transport needs.

1.4 Purpose of this document

This report outlines the policies for the development and use of residents' parking schemes within B&NES, linking where necessary to the low traffic neighbourhood strategy and the parking strategy. Whilst Bath is the predominant focus of this document, the policies will be applicable throughout the B&NES authority area.

The structure of this document includes:

- the principles of residents' parking schemes in B&NES;
- the approach to implementation of residents' parking schemes in B&NES; and
- summary and next steps

This **[draft]** revised policy approach document supersedes the existing residents' parking scheme policy, to sit alongside the low traffic neighbourhood strategy and policy approach, as well as the **[draft]** on-street electric vehicle (EV) charging strategy, which reflects opportunities and considerations for EV charging infrastructure within B&NES.

2. Principles of residents' parking schemes in B&NES

A number of residential streets in Bath, Keynsham and other towns are frequently subjected to extensive parking by shoppers and commuters. In these areas, residents have expressed concerns that this often prevents them parking their own vehicles, or those of their visitors, close to their homes.

This section summarises the existing provision of residents' parking schemes within B&NES. It also outlines the types of parking restrictions and permitting available within B&NES. However it should be noted that with any scheme, a permit does not guarantee the availability of a parking space.

2.1 Current provision

According to census data, car ownership in B&NES increased from 85,670 in 2001 to 92,628 in 2011¹. This equates to 125 cars and vans per 100 households, which is greater than the average across England (116 cars and vans per 100 households). Since 2011, the DfT's national travel survey (2018²) estimates the average car ownership in England has increased to 121 cars and vans per 100 households, an increase of around 4%. If a similar increase is applied to car ownership levels in B&NES, this would equate to approximately 130 cars and vans per 100 households. The average car occupancy rate within Bath is 1.1 persons per car.

Residents' parking schemes, or zones, have been implemented in B&NES within Bath and Keynsham to-date, these have been summarised below. There is also currently a small bespoke scheme in place in Peasedown St John.

The Bath Transport Action Plan outlines that 35% of car trips within B&NES are less than 5km, whilst these contribute to congestion and poor air quality, they account for just 7% of total distance travelled. There is huge potential to encourage mode shift for these shorter trips.

2.1.1 Bath

There are currently 22 residents' parking zones (RPZ) within Bath, illustrated in Figure 2-1.

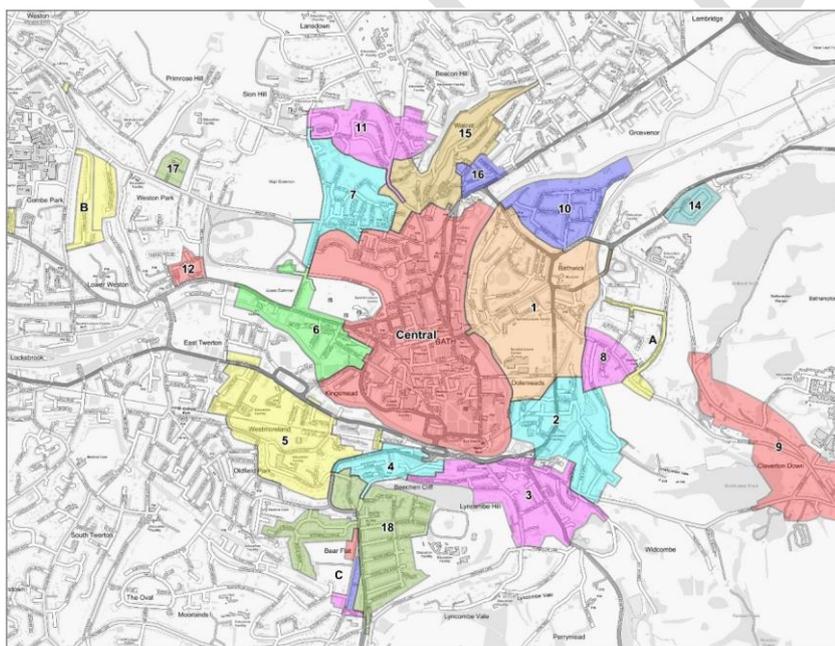


Figure 2-1: Bath – residents' parking zones

¹ <https://www.bathnes.gov.uk/services/your-council-and-democracy/local-research-and-statistics/census-and-population>

² <https://www.gov.uk/government/statistics/national-travel-survey-2018>

Whilst some residential areas currently benefit from residents' parking restrictions, there is not full coverage across the city.

2.1.2 Keynsham

A Keynsham parking study (2016³) highlighted that residential parking was reaching capacity and that residents' parking zones may be required.

A single residents' parking zone has been implemented to date within Keynsham, as shown in Figure 2-2, which covers Mayfields, Rock Road and Labbotts.

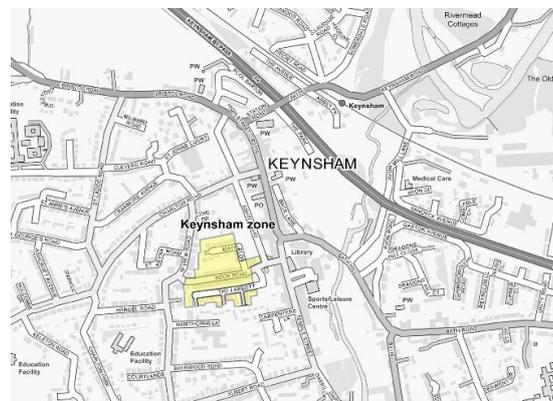


Figure 2-2: Keynsham Residential Parking Zones

2.1.3 Existing permit types

Existing permits are combination of digital and paper available to residents and specific businesses if their property is located within a designated residents' parking zone.

Digital permits require no physical permit to be displayed within the vehicle. The permit information is linked electronically to a vehicle registration and the permit holder's address. The digital permit provides much greater protection against fraud and helps prevent misuse. As there is no physical permit, the permit cannot be lost or stolen.

2.1.4 Future provision considerations

Within Bath it is possible that pressure from residents may grow, due to concerns about increases in non-residential parking in some areas from commuters and non-permanent residents. Particularly as in these areas traffic, which is not through-traffic but also does not have a direct local destination, is drawn into residential areas in search of on-street parking spaces (sometimes known as park and stride). This can lead to calls from residents for additional areas to be designated as residents' parking zones.

There may also be concerns over potential displacement resulting from low traffic neighbourhoods and other transport schemes, as well as after the implementation of the CAZ (as vehicles seek to avoid the charge). Although it is accepted that the location of the various residential parking zones and other existing TROs, such as double yellow lines, already limit the areas available to park immediately outside the CAZ boundary.

The climate emergency requires a fundamental step-change in methods of travel by residents, along with visitors and people who work in B&NES. This includes:

- reducing the need to travel (particularly by private vehicle) by encouraging working from home and other sustainable solutions;
- facilitating more active and sustainable travel by the development of model filters, wider pavements and cycle lanes to the detriment to on-street parking provision; and
- encouraging significant changes in attitude towards car ownership (such as zero-emission vehicles, use of car clubs or reducing numbers of vehicles per household).

However, even if people choose to travel differently, this may not necessarily reduce the number of vehicles parking on-street. For example, if a resident decides to change their vehicle from petrol to zero-emission, on-street parking may still be necessary along with the potential added requirement of on-street EV charging opportunities. Similarly, choosing to travel more sustainably may not result in people giving up their cars completely, but instead may result in households considering the number of vehicles they own and therefore possibly reducing the demand for on-street parking per household.

³ Keynsham Parking Survey Review - https://www.bathnes.gov.uk/sites/default/files/siteimages/Parking-and-Travel/20170511_task_5_technical_note_v8-final_issue_revised-dil_080917.pdf

The introduction of low traffic neighbourhoods and delivery of wider transport strategies are likely to change the way residential and non-residential parking is considered within B&NES, which in turn could lead to an increase in requests for new residents' parking schemes or amendments to existing residents' parking zones. Careful consideration should be undertaken in relation to residents' parking zones and the interaction between any proposed zone and proposals for low traffic neighbourhoods, whether one option or a combination of both provide the solution to non-residential parking concerns in a particular area.

2.2 Benefits and disbenefits of a residents' parking scheme

As previously stated, residents' parking schemes provide the ability to better manage on-street parking within residential areas. In conjunction with low traffic neighbourhoods, they also provide opportunities to:

- reduce the impact of traffic and on-street parking on residential streets;
- improve air quality;
- rationalise use of road space to enable the reclamation of areas for public realm improvements; and
- helping to create an environment which better encourages walking and cycling.

When considering residents' parking schemes, the benefits and disbenefits of schemes need to be carefully considered. Some of the key advantages and disadvantages have been outlined below.

Advantages:

- Residents having no off-street parking facility would have a reasonable opportunity to park close to their homes, particularly those with mobility concerns (however residents' parking schemes do not offer any guarantees of a parking space and certainly not a parking space in front of the resident's own home).
- Can reduce traffic flows on residential streets, by discouraging the circulation of non-local traffic looking for parking spaces and particularly in conjunction with low traffic neighbourhood schemes.
- Can improve local air quality, by discouraging the circulation of non-local traffic looking for parking spaces and particularly in conjunction with low traffic neighbourhood schemes.
- Encourages use of alternative modes of transport, by removing on-street parking provision for commuters, non-permanent residents and shoppers.
- The amenity of the area would be improved with vehicles being parked in a more orderly fashion and reducing obstructions for service vehicles.
- Could provide opportunities for the implementation and enforcement of on-street EV charging infrastructure use within the scheme's TRO.
- Limits residents' from keeping unlimited numbers of taxed vehicles on-street, therefore aligning with climate emergency and wider transport strategies in encouraging the reduction of private vehicle use.
- A scheme may also have benefits from a social, community safety, housing or planning policy aspect.
- Shared use bays give equal opportunity parking to motorists not visiting residents and also provide for short-term visitors without the need for visitor permit administration systems.

Disadvantages:

- Still encourages the ownership and use of private vehicles, rather than major shift to public transport, walking and cycling in order to reduce transport emissions to respond to the climate emergency.
- A residents' parking scheme in one area might create or worsen parking problems in adjacent areas.
- Residents are restricted to parking within their own zone and cannot use adjacent zones when capacity is exceeded.
- Could reduce the provision of on-street EV charging infrastructure, as use may be limited to residents' only.
- Could inhibit activities of commercial and other non-residential activities within the zone, especially retail areas.
- By formalising the parking layout, a net loss of spaces may result when turning movements, access and visibility at junctions are protected by new parking prohibitions, as well as consideration given to the need for cycling and walking infrastructure to support active travel options.
- Parking spaces for residents and visitors could at times be inadequate, due to parking availability and restrictions.
- Shared use bays give equal opportunity to all motorists not just those visiting residents, which could mean limited availability for longer-term visitors.
- Permits to park in the area are charged for all the residents within the zone area.
- Numbers of permits per household will be restricted if a property has off-street parking or if the property is redeveloped.

2.3 Types of residents' parking restrictions

There are three possible types of residents' parking restrictions used within schemes across B&NES, these have been summarised in Table 2-1 below, along with key operational features and considerations.

Table 2-1: Types of residents' parking restrictions in B&NES

Type of restriction	Operational features	Considerations
Exclusive permit spaces	<p>A street would be divided into prohibited and permitted parking areas.</p> <p>In order to park in the permitted parking areas a vehicle would be required to hold a valid permit.</p> <p>Permits would be issued to residents, visitors and other such persons as the issuing authority sees fit (e.g. carers) in accordance with the rules and criteria set out in writing by the issuing authority.</p>	<p>Most common form of residents' parking restriction within B&NES.</p> <p>This restriction would limit any commuter or non-local residential traffic from parking within the area.</p> <p>This system provides optimum benefit for residents and their visitors.</p> <p>The layout of the scheme may also reduce the number of current parking spaces available (net loss), as the streets are rationalised to ensure the safety and access of other road users.</p>

Type of restriction	Operational features	Considerations
Shared spaces	<p>The restriction designates areas for permitted parking to be controlled as dual use, i.e. time limited, which may or may not be charged for and residents' parking.</p> <p>Any vehicle displaying a valid residents' parking permit would be exempt from any charge or time restriction.</p> <p>It is essential that the balance between the needs of residents and other vehicles is carefully considered.</p>	<p>Can be more time consuming to enforce.</p> <p>Although reduces the need for the costly administration of a complicated permit scheme to accommodate the needs of different users (visitors, trades people, carers etc.)</p> <p>This restriction would still limit any commuter or non-local residential traffic from parking within the area but would also allow time-limited parking for additional uses within the area.</p> <p>Can be used in combination with exclusive bays, which if carefully designed, can produce a satisfactory compromise.</p>
Exemption from on-street parking charges	<p>The method of operation is similar to shared spaces above, with the exception that the non-residents pay for their short-term stay with a maximum stay defined by the Order.</p> <p>Permit holders would be exempt from any charges.</p>	<p>Such an approach to residents' parking schemes would require careful economic modelling.</p> <p>This restriction would still limit any commuter or non-local residential traffic from parking within the area but would also allow time-limited parking for additional uses within the area.</p>

As an alternative to the above three approaches, it would be possible to give residents an amenity benefit and some degree of priority, without the need to implement a residents' parking scheme, by introducing a waiting prohibition for a short period each day. Used in areas subjected to long-stay commuter parking, this approach has been successfully implemented in some local authorities with restrictions for example between 12:00 and 13:00 used around areas such as railway stations.

These orders are generally easy to enforce by Civil Enforcement Officers. However, this may also be inconvenient to some residents and would be unlikely to deter short-term shoppers using local facilities. This type of order is better suited to areas with severe commuter problems (e.g. around railway stations) and in areas where the majority of properties have off-street parking places.

A system for dealing with visitors will also need to be considered. The charges for such permits must aim to recover the administrative cost and be restricted in the numbers available to each property. This is preferable through digital permitting but could also include scratch cards or additional paper permits if a need is identified.

2.4 Operating a residents' parking scheme in B&NES

2.4.1 Permit types and criteria for issue

Resident permits

Resident permits will only be issued to residents owning or keeping vehicles that live within the residents' parking scheme and stay at the property a minimum of four nights per week throughout the year. It may be necessary to limit permits to one or two per property or similar type of restriction aimed to control the issue of permits. Limits are currently in place within some residents' parking zones in Bath, particularly Central Zone, where only one permit per household is allowed. The permit entitlement to all future and existing zones will be linked to the availability of off-street parking spaces. As part of the review of existing parking schemes, permit numbers will not be reduced for residents who currently live there, however the potential for a reduction in entitlement may take place when there is a change of occupants. The strict control on the number of permits available is considered essential to a scheme achieving its objectives. Such restrictions, when relaxed, eventually result in chronic parking problems caused simply by too many residents' vehicles and complaints that residents are paying for a scheme which offers no tangible benefit. The number of permits per property will be considered on a zone-by-zone basis and depend on local issues.

A resident is defined as a person living in a property, which has a frontage or vehicle access to a street named in the traffic regulation order for the residents' parking scheme. Flats are treated as separate addresses if they are separate for Council tax rating, but houses in multiple occupancy, as one address. New developments and the redevelopment of existing properties will be prevented from applying for permits where potential demand exceeds supply. Where supply does not exceed demand, local conditions will be considered with new developments (including redevelopment of existing properties) limited to one permit per dwelling, where available.

Proof of residency at an address within the zone is automatically confirmed through the validation of Council tax records. Where this validation is not successful, a mediated application will be required with valid evidence including a recent utility bill or other form of evidence as agreed with the issuing authority at its discretion.

The issuing authority may undertake random checks against permits to identify where frequent vehicle changes are occurring that may indicate misuse of the permit and require the permit holder to provide proof of ownership of the vehicles or entitlement to keep the vehicle at home. This may be particularly relevant when a resident has access to or use of one or more company vehicles. In such circumstances a letter from the company may be required and a transferable permit issued.

Permits do not have a surrender value; are non-refundable and subject to annual review. All residents' parking schemes must be self-financing, and the cost of the permits should cover the administration, management, maintenance and enforcement of the scheme. Proof of residency and proof of vehicle ownership or vehicle responsibility will be required where requested.

The Council reserves the right to refuse issue of permits, where the class of vehicle in specific cases is deemed unsuitable for the scheme. For example, where the size of vehicle would reduce available parking for other residents in the area. All permits are issued in line with the Terms and Conditions of the schemes as amended and published on B&NES website from time to time.

Business permit

Businesses operating within a residents' parking scheme are entitled to apply for either a business permit that may be provided to customers visiting the business, or a business permit that shows the vehicle registration mark (VRM) of a business vehicle used to undertake deliveries and is considered essential to the function of the business. For example, a delivery van for a florist, or a van used by a pharmacy to deliver medicine/prescriptions within the community.

A maximum total of two are available and these can be a combination of the types if required.

The charge applied will reflect the benefit based on the costs of enforcing the scheme and are equivalent to resident's permits. The costs are for administration and on-going management of the scheme and are non-refundable and subject to annual review.

Visitors' permits

Appropriate methods of accommodating visitor parking will be considered during scheme design. If visitors' permits are made available, they will be available to all properties whether or not they are in receipt of a resident permit. Proof of residency will be required for applicants, through the normal automated Council tax validation processes where possible.

Digital permits are the preferred method of managing visitors, with activation made via a mobile app or website, as well as via text or call from a mobile or landline telephone. It is also recommended that the issue of visitor permits be reviewed annually by survey to check for abuse and misuse of permits. If fraud is detected in specific areas it may be necessary to restrict or limit visitor permits to individual properties.

The use of digital permits provides greater flexibility to the user through self-serve and automatic renewal where appropriate, whilst also allowing a more proactive approach to be taken to the identification of misuse which places undue pressure of the availability of spaces by legitimate users.

Renewal of permits

It is the permit holder's responsibility to renew their permits before expiry. Parking control notices (PCN) issued for displaying an expired resident permit may not be cancelled.

Misuse and withdrawal of permits

The enforcing authority reserves the right to withdraw any permit that is misused.

In normal circumstances, the level and frequency of misuse of permits is very small and easily detected. Experience has found that the residents themselves are often the first line in enforcement, with the potential of withdrawal or invalidation of a permit often sufficient to halt any misuse.

Blue badge holders

A valid Blue Badge does not entitle a holder to park without a valid resident's permit in a zone; however, all Blue Badges holders that live within a residents parking zone are entitled to a free resident's permit for the appropriate zone, valid for the duration of their blue badge. This permit cannot be used in any other zone.

Blue badge holders would however be permitted to park in a residents' parking zone on yellow line restrictions under the national regulations and concessions for legitimate badge holders.

Tradespeople Permits

Many different 'trades' often request permits or use the Trades Permit scheme on a daily basis. These range from general building and property maintenance contractors, to mobile hairdressers and estate agents. If tradespeople need to use their vehicle on site, a digital permit is available which allows them to pay for parking in permit spaces on a pay and stay basis.

Supporting those receiving care at home

It's also important to consider how a residents' parking scheme may impact on vulnerable residents that are receiving medical or health and social care in their own home, and how these impacts can be removed or minimised. This is particularly important as there are both welfare and financial advantages to caring for those in need in their own home against that of a residential or hospital setting.

In many instances the introduction of some limited waiting bays would provide carers with the ability to park within a residents' parking scheme, however time-limits may be insufficient for some medical visits, or the locations may be not appropriate to the location of the visit.

Consideration should therefore be given to the introduction of digital permits that facilitate these types of visits, however the terms and conditions will need to be carefully considered and measures implemented to prevent misuse by the permit holder when not visiting residents, including when working at health centres. A digital permit will aid the introduction of these measures.

Hospitality sector

Bath is a large city which is visited by approx. six million tourists annually, many of whom will stay for an extended period time in one of the city's many hotels, guest houses or B&Bs, often located in residential zones. These visitors contribute to the local economy; however, consideration should be given to aligning any permit provision with the climate emergency and wider transport strategies, as well as discouraging private vehicle use into the city.

Security

The use of digital permits should be used as the default method of managing and monitoring residents' parking schemes. This is because they can and do reduce levels of fraud due to the ability of the system to be fully audited. Where any paper permits are required for specific circumstances, it is essential that they are not only printed to prevent forgery but are managed and issued in a secure way to prevent abuse. It should not be forgotten that a permit with a face value has a significantly higher value to a non-resident. Secure permits can be procured for use by the authority or alternatively the printing out-sourced to a specialist printer.

2.4.2 Charging for permits and enforcement costs

This can be a controversial issue as many residents consider that they are not the cause of parking problems and having paid their vehicle excise duty fee and/or council tax they are “entitled” to park on the highway in their own area free of any charge. However as previously mentioned, it is essential that all residents’ parking schemes operate on a cost-neutral basis.

All such charges will be clearly set out and published in the consultation literature as the Terms and Conditions of residents’ parking schemes (as published on B&NES website). There will also be a charge for visitor permits, where available.

A charge will be levied for each permit, with permits being valid for a period of six-months or twelve-months. The cost of each permit is for administration of the scheme and not for parking and therefore is non-refundable.

When considering the introduction of further schemes, the cost of enforcement should be considered as it can potentially be a significant cost to the enforcement authority. Different schemes will of course require different levels of enforcement. Those prone to very short-term commuter problems, or with significant areas of limited waiting, are likely to require more frequent patrols than those who suffer from long-stay commuters and which are predominantly permit holder only parking spaces.

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3. Approach to implementation of resident's parking schemes in B&NES

The declaration of the climate emergency demands a fundamental step-change in methods of travel by residents, visitors and people who work in B&NES. Parking controls are an important mechanism for encouraging the shift towards more sustainable modes of transport, particularly how on-street parking is considered. The development of measures that consider road-space requirements (including the control of vehicles) and encourage sustainable and active travel need to be planned holistically prior to and throughout scheme implementation.

The London Cycling Campaign recently published the 'Climate Safe Streets' report (LCC, 2020⁴) which details that in the UK, the average car is in use for only around 4% of the time, with parked cars having a considerable impact on space availability on local residential roads. The Centre for London has also published a report⁵ in March 2020 on reclaiming kerb space, which makes a case for considering on-street parking more proactively rather than as a reactive measure to issues.

The emerging low traffic neighbourhood strategy, along with wider transport priorities in B&NES, further make the case for a more strategic approach to managing on-street parking and the hierarchy of road space. However this requires a change in how on-street parking is considered within B&NES, particularly in the city of Bath, where on-street parking demand and issues are more acute.

The consideration of road-space and kerbside requirements, predominantly in urban areas, in light of the climate change agenda and Covid-19 pandemic are likely to include conditions for improved active travel infrastructure (i.e. wider pavements, cycle lanes, cycle parking etc.) as well as changing travel behaviours (i.e. increased potential for home-working and methods of commuting). Consideration must also be given to the effect of displaced parking caused by the introduction or changes to residents' parking schemes, as by moving the problem to another location may cause other significant issues for residents.

3.1.1 Bath

A strategic vision and approach for on-street parking within the city of Bath is being considered by B&NES Council, this will include residents' parking schemes and is likely to include:

- review of all existing residents' parking zones in Bath, in terms of boundaries, size and hours of operation;
- review of permitting and associated charges, to ensure schemes cover the cost of parking implementation and enforcement, as well as encourage modal shift;
- strategic city-wide review of on-street parking requirements in Bath, including the potential identification of new residents' parking zones, in collaboration with low traffic neighbourhoods and wider transport policy objectives;
- strategic allocation of road and kerb space with clear user hierarchy to reduce commuting and local trips by car; and
- consider existing and new technologies to manage kerb demand (i.e. digital permitting, automated charging etc.).

The outcomes of this strategic review will be a framework for potential changes to existing residents' parking zones, as well as a delivery plan for possible changes and expansion of schemes within Bath. The framework will also outline a programme and mechanisms for delivery (including short-, medium- and long-term timescales).

Consideration of residents' parking schemes within and outside of low traffic neighbourhood proposals

If the need for a new residents' parking scheme or changes to an existing residents' parking zone have been identified through the development of low traffic neighbourhood scheme, it is likely that the parking scheme will be developed alongside and incorporated within the wider low traffic neighbourhood scheme proposals (including prioritisation and consultation processes). This aims to limit any consultation fatigue; reduce the potential duplication of processes; and

⁴ <https://lcc.org.uk/articles/climate-safe-streets-report-launch>

⁵ <https://www.centreforlondon.org/publication/parking-kerbside-management/>

ensure key proposals, which may be reliant on the installation of residents' parking schemes, are not being programmed separately.

However, if a low traffic neighbourhood scheme has been initially considered and it is found that a residents' parking scheme in isolation is more suited resolve acute issues in certain locations, then a scheme may be progressed and prioritised alongside existing and proposed residents' parking schemes. This would be outside of the low traffic neighbourhood process.

3.1.2 Wider B&NES

On-street parking problems within residential areas are not just confined within city of Bath. Other towns and villages within B&NES also suffer from unsuitable non-local, shopping or commuter parking within residential areas. Therefore, the approach and criteria outlined in **Appendix A** and **Appendix B** respectively been developed to ensure a consistent method for the consideration of residents' parking schemes within wider B&NES (outside city of Bath). Residents' parking schemes across wider B&NES should be considered, designed and implemented specifically for the local area and respond to local problems, issues and opportunities.

The summary process flow in Figure 3-1 below highlights the broad stages for new residents' parking scheme considerations and implementation within wider B&NES. Requests for a residents' parking scheme will generally be received from local members (via the proforma outlined in **Appendix C**) supported by their community wishing to solve a local issue within their area. Identification of potential residents' parking schemes or changes to existing schemes may also arise via work undertaken by the Council, for example as part of a low traffic neighbourhood scheme or in relation to the wider implementation of transport strategy and projects.

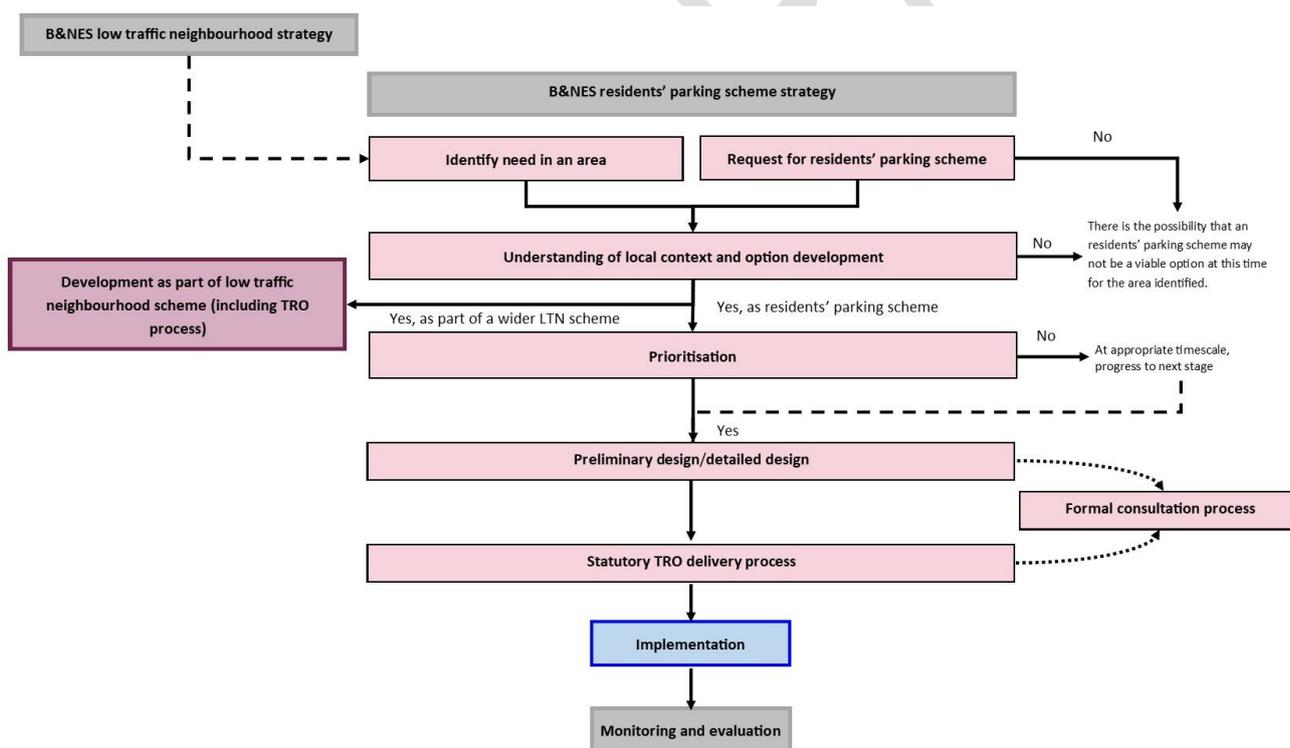


Figure 3-1: Summary process for delivery of new residents' parking schemes in wider B&NES

It is vital to reiterate the vision of residents' parking schemes is to maximise the number of residents' spaces, where possible, and to reduce the amount of commuter or non-local parking in residential areas whilst supporting the core policy requirements to increase active travel options in light of the climate emergency. It is important to note that on some streets within a proposed residents' parking scheme, the amount of parking that would be permitted within a formal scheme could be further reduced from what is currently available due to the need to ensure junction protection, access and passing places. Additionally, in the development of low traffic neighbourhood schemes, interventions may also impact on the amount of parking permitted within an area.

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4. Summary and next steps

B&NES Council recognise the importance of responding to the climate emergency, which demands a fundamental step-change in methods of travel by residents, visitors and people who work in B&NES. Overall the Council, along with the other West of England authorities, recognise the need for overall vehicle use to fall substantially and for the vehicles that remain to produce zero carbon emissions. A wide range of initiatives will play a part in delivering this including low traffic neighbourhoods.

Whilst these initiatives are being developed and implemented, there is a need to ensure the control and management of on-street parking is maintained, recognising that for some people and some trips, car use and ownership may still be required. Through the combination of residents' parking schemes and other measures, it may be possible to reduce the intrusion of non-local vehicles into residential areas, control on-street parking on residential streets and help create an environment which better encourages walking and cycling.

This report sets out the [draft] strategic vision for residents' parking schemes in the city of Bath, particularly in combination with low traffic neighbourhood projects. The introduction of low traffic neighbourhoods and delivery of wider transport strategies are likely to change the way residential and non-residential parking is considered within B&NES. This in turn could lead to an increase in requests for new residents' parking schemes or amendments to existing residents' parking zones. This requires the consideration of a holistic framework and proactive approach for on-street residents parking, including the review of all existing residents' parking zones within Bath.

This report also sets out the slightly revised policy approach for the implementation of residents' parking schemes within wider B&NES. A system has been identified to determine the priority for residents' parking schemes in B&NES, which will also be supplemented by the local knowledge obtained over a period of time, where possible.

Residents' parking schemes by their very nature vary widely in terms of how the scheme might aim to serve the residents' needs, due in a large part to the existing characteristics of the zone to be considered, in particular the use of and availability of kerb space. These schemes aim to give priority to residents over commuters and visitors to the area, particularly those with limited off-street parking facilities. However it should be noted that with any residents' parking scheme, a permit does not guarantee the availability of a parking space.

Appendix A: Approach to implementation of residents' parking schemes in wider B&NES

A.1 Introduction

On-street parking problems within residential areas are not just confined within city of Bath. Other towns and villages within B&NES also suffer from unsuitable non-local, shopping or commuter parking within residential areas, particularly if located adjacent or within walking distance of large trip attractors such as local high streets or large employment sites. Inappropriate on-street parking not only causes frustration for those living within the area, but it can also have access and safety consequences. Residents' parking schemes can rationalise on-street parking within an area, to encourage more sustainable travel choices or ensure parking is situated in more suitable locations (i.e. off-street car parks).

The 'Climate Safe Streets' report (LCC, 2020) details that in the UK, the average car is in use for only around 4% of the time, with parked cars having a considerable impact on space availability on local residential roads.

By encouraging sustainable travel choices, particularly for local trips, this offers the potential to influence levels of car ownership and the demand for on-street parking. However, as a consequence of people choosing to walk or cycle to work and using their car less (but retaining vehicle ownership), there may be an increase in demand for residential on-street parking, particularly during the day and where off-street parking is not available. This may result in the consideration or review of residential parking controls, such as residents' parking zones.

The following approach has been developed to ensure a consistent method for the consideration of residents' parking schemes within wider B&NES (outside the city of Bath).

A.2 Approach

Residents' parking schemes should be considered, designed and implemented specifically for the local area and respond to local problems, issues and opportunities. However, that said, it is important that there is a clear overall approach for identifying and taking forward residents' parking scheme proposals across B&NES. The summary process flow in Figure A-1 below highlights the broad stages for new residents' parking scheme considerations and implementation. The timeframe for this process will vary on a location-by-location basis, particularly when considering a proportional approach depending on the location and scale of local issues.

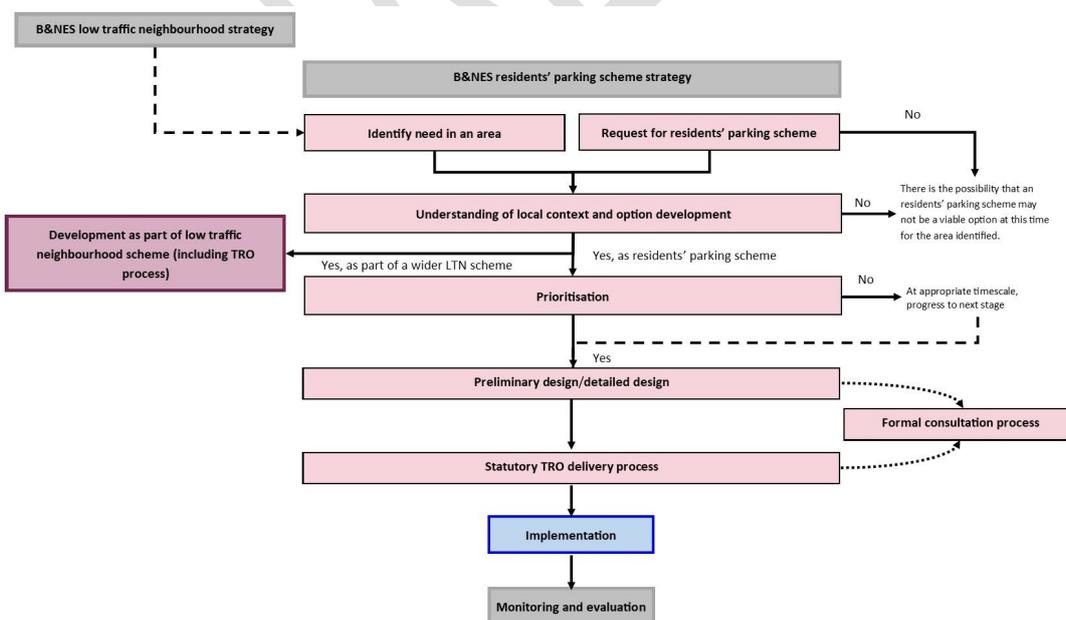


Figure A-1: Summary process for delivery of new residents' parking schemes in wider B&NES

Requests of residents' parking schemes

Requests for a residents' parking schemes will generally be received from local members supported by their community wishing to solve a local issue within their area. A proforma (**Appendix C**) has been produced to standardise the request process and outline the information required to be able to initially consider the local issues and opportunities.

Identification of potential residents' parking schemes may also arise via work undertaken by the Council, for example as part of a low traffic neighbourhood scheme (to enable the rationalisation of low traffic neighbourhood and residents' parking scheme boundaries) or in relation to the wider implementation of transport strategy and projects (i.e. to incorporate additional areas within an RPZ to mitigate any displacement of parking issues resulting from implementation of wider transport or high street improvement schemes).

Understanding of local context and option development

Once the initial request has been received, B&NES will (when appropriate) undertake a desktop review to understand the local context and consider the needs of residents and other users of the area. This may include:

- the use of the area (residential/commercial);
- property types (availability of off-road parking);
- key attractors in the area (i.e. schools, places of worship, shops etc.);
- loading/unloading requirements;
- review of any current restrictions;
- limited waiting areas for local business;
- the needs of the wider community; and
- links with delivery of low traffic neighbourhoods and/or wider transport strategies.

The objective of the scheme would be to maximise the number of residents' spaces, where possible, and to reduce the amount of commuter or non-local parking in residential areas whilst supporting the core policy requirements to increase active travel options in light of the climate emergency. It is important to note that on some streets within a proposed or requested residents' parking scheme, the amount of parking that would be permitted within a formal scheme could be further reduced from what is currently available due to the need to ensure junction protection, access and passing places. Additionally, in the development of low traffic neighbourhood schemes, interventions may also impact on the amount of parking permitted within an area.

When determining the layout and times of operation for a residents' parking scheme, the following must be considered, additionally to those points outlined above:

- maintaining traffic flow & visibility at junctions;
- safety of the public within the zone;
- bus stops and routes;
- the needs of blue badge holders;
- vehicle accesses;
- visitors and other categories of drivers who need to park within the zone; and
- active travel corridors and sustainable transport options such as on-street cycle parking

Consideration must also be given to the effect of displaced parking caused by the introduction of a residents' parking scheme, as by moving the problem to another location it may cause other significant issues for residents.

It is unlikely that the Council would have the financial or staff resources, in a single financial year, to satisfy the current number of residents' requests for schemes and review the operation of the existing schemes. Therefore, requests will be prioritised, by the application of a system which can be seen as fair and consistent, but also to account for the financial and staff resource constraints.

Based on the data identified during the request and initial desktop review, additional data may be required. This need should be based on the local issues and take account of any data gaps. If additional data is required and it is deemed appropriate, parking surveys may be undertaken. The surveys aim to obtain information regarding the demand by residents and the level and effect of non-resident parking, including daytime, evening and overnight use on weekdays and potentially weekends. However, if a scheme is identified as part of a wider transport strategy, it may not be necessary to obtain additional data; with existing information, anecdotal evidence and professional judgement of B&NES officers used to identify need.

The results of this process will give an insight of the actual demand for a scheme on a daily basis and whether a scheme will adequately provide for their needs and also inform a prioritised list of areas from which the Council could, subject to finance being available, select a number of streets to be considered for residents' parking schemes. In addition, the survey results would assist with the design and extent of a scheme.

Consideration of residents' parking schemes within and outside of low traffic neighbourhood proposals

If the need for a new residents' parking scheme or changes to an existing residents' parking zone have been identified through the development of low traffic neighbourhood scheme, it is likely that the parking scheme will be developed alongside and incorporated within the wider low traffic neighbourhood scheme proposals (including prioritisation and consultation processes). This aims to limit any consultation fatigue; reduce the potential duplication of processes; and ensure key proposals, which may be reliant on the installation of residents' parking schemes, are not being programmed separately.

However, if a low traffic neighbourhood scheme has been initially considered and it is found that a residents' parking scheme in isolation is more suited resolve acute issues in certain locations, then a scheme may be progressed and prioritised alongside existing and proposed residents' parking schemes. This would be outside of the low traffic neighbourhood process.

Layout of schemes

In determining the amount of available space for permitted parking and to ensure that all schemes are treated in a similar way, the following set of criteria has been adopted for maintaining available widths of highway for traffic movements. This criterion has been based upon guidance set out by the Institution of Highways and Transportation in "Transport in the Urban Environment", which is further corroborated by guidance outlined in Manual for Streets.

- a) One-way residential roads shall maintain a free carriageway width of .3 metres between marked bays.
- b) One-way traffic with parking on both sides of the road requires a minimum width of 6.9m.
- c) One-way traffic with parking on one side of the road requires a minimum width of 5.2m.
- d) Carriageways carrying two-way traffic must retain a width commensurate with its function. E.g. a through-route may need to allow sufficient width for two HGVs to pass, whilst a small cul-de-sac may be able to function safely with a reduced carriageway width.

Schemes will be introduced on a zonal basis, as per existing schemes in B&NES. The introduction of residents' parking scheme across a zone provides greater flexibility by using spare capacity in one street to supplement another. Zone boundaries should remain logical and easily defined and not large enough to provide a benefit in vehicles 'commuting' whilst remaining in their zone. Some benefits, such as the ability to use off-street car parks outside of controlled hours are not affected by zones and are provided on a discretionary basis by the Council.

Times of operation

In the case of a town centre, because the non-residential parking is often as a result of commuters, as well as retail and leisure trips, it is appropriate to start consideration with a seven-day (Monday to Sunday) scheme. However, if problems are only identified on specific days of the week (i.e. Monday to Friday or Monday to Saturday), it may be more appropriate to consider five- or six-day schemes.

All vehicles, including those of residents are required to park legally at all times or may be subject to enforcement. It is important to remember that despite the public perception about what a scheme can deliver for the residents:

- i. in most instances non-resident parking occurs during the day Monday to Friday;
- ii. less, and more possibly no, enforcement resources would be available at night;
- iii. a residents' only scheme will not solve problems caused by too many residents' vehicles unless unpopular restrictions are placed on the issue of permits and the numbers permitted per household; and
- iv. all residents' parking schemes should be designed on a zonal basis with careful consideration of zone boundaries to prevent commuting within a zone.

Consideration of enforcement

Enforcement of residents' parking schemes tend to be during normal working hours, including where the schemes cross over with the night time economy, therefore it would be appropriate for the proposed schemes to be operational during times for which enforcement is provided, and times when commuter and shopping activity is greatest.

Enforcement outside of these hours will generally be on an ad-hoc basis. It is unlikely that sufficient enforcement resources will be available for schemes to be enforced regularly outside of the normal working day.

Prioritising potential areas for residents' parking schemes

There are few residential streets anywhere that at some time or another do not suffer from non-residential parking. It is appropriate therefore to establish a priority system, which discriminates in favour of areas experiencing high levels of non-residential parking to the exclusion of residents and where there are few opportunities for residents to park off-street. Problems due purely to the number of residents' vehicles, for example during the evening, when few or no non-residents vehicles are present will not be solved by such a scheme unless strict rules upon the hours of operation and permit issue are applied which restrict the residents themselves.

A system has been identified below to determine the priority for residents' parking schemes in wider B&NES. Any surveys undertaken should aim to help determine the extent of parking problems and the demand for residents' parking. Before prioritisation is considered, schemes should reasonably meet the majority of criteria outlined in **Appendix B**.

A minimum level of positive feedback from respondents must be agreed for a scheme to be considered viable to proceed to the next stage. Whilst a minimum threshold is not always necessary, particularly when delivering wider transport schemes or low traffic neighbourhoods that may require the implementation of a residents' parking scheme, a clear majority of respondents (over 50%) in favour of the scheme is preferred. Guidance on engagement and consultation are detailed in **Appendix D**.

It is essential that residents are clearly informed of the scheme rules that are not negotiable (e.g. if permit costs are applicable, the charge and, if applicable, the restriction of the number of permits per property or residents etc.) during the consultation process. It is therefore essential that the Terms and Conditions as agreed and published on B&NES website are distributed with the consultation documents.

Following the desktop review, any additional data collection and initial option development, schemes will be assessed, using criteria and scored on a scale of 1 -3 (max. score to be established based on number of categories) against other proposed residents' parking schemes. The prioritised list will then be considered against the wider delivery programme and available budgets.

Factors which are likely to be included within the prioritisation assessment are:

- **fit with wider strategies and visions** – whether the scheme assists in the delivery of low traffic neighbourhood schemes or wider transport strategies (based on the level of dependency with other schemes), this will be informed by the initial desktop review.
- **existing local conditions** – availability of off-street parking for residents, level of residents' parking and total occupancy throughout the day;
- **likelihood of delivery based on public support** - this will be informed based on the information gathered via proforma and any initial community engagement undertaken.
- **technical feasibility of solutions** - this will be based on an assessment of the deliverability of initial options.

- **high level costs** - an initial cost estimate should be undertaken. Whilst only an initial estimate with little detail on potential scheme designs, this should include high-level costs for any potential scheme based on comparable areas and problems tackled. Cost could include consideration of the feasibility, concept and detailed design stages, as well as costs associated with consultation and risk considerations.
- **potential timeframes for implementation** - this will be informed by consideration of potential scheme design, likely extent of community support/opposition and length of time for implementation, as well as funding opportunities.

The system will produce a priority list to assist B&NES cabinet in the decision-making process of where the limited resources could be allocated. B&NES cannot guarantee that the available budget in one financial year will be able to support all the possible applications. To ensure budgets are appropriate, B&NES may re-prioritise projects and requests, with consideration on a six-monthly rolling review.

Preliminary/detailed design of scheme

This stage of the process considers the full implications of design issues, timescales for intervention and cost. Designs should be in accordance with existing B&NES street design guidance and should consider, as appropriate, low traffic neighbourhoods proposals.

Risk and equality implications also need to be considered at this time.

Further community engagement will be carried out at this point. This is designed to identify problems/issues to be targeted, outlining objectives for the proposal as a whole. Following the preparation of a preliminary design, a full public consultation will be undertaken, with further information on the consultation process contained within **Appendix B**.

The results of the formal consultation are to be presented in a report, with any modifications to the scheme design resulting from consultations being actioned. The preparation of final detailed design proposals, including finalisation of preliminary design drawings is then taken through to the statutory TRO delivery process.

Statutory TRO delivery process and implementation

Depending on the final scheme designs, the relevant statutory TRO delivery process should be followed for implementation. This includes schemes being delivered on the ground in a timely and cost-effective manner.

Community engagement undertaken at this stage is tailored much more towards keeping people informed on progress of the implementation of an already agreed proposal. Therefore, options for change are far more limited. Ongoing communication with the community should be undertaken during the construction phase via newsletters, website, information boards etc. as appropriate.

Monitoring and evaluation

Monitoring of the residents' parking schemes will be managed and led by communities with technical support from B&NES with exact requirements defined and promoted at the discretion of B&NES. Monitoring may include, as appropriate:

- quantitative data on usage, enforcement and misuse; and
- qualitative surveys of community and business opinion.

Appendix B: Criteria for residents' parking schemes in wider B&NES

The following are regarded as the main criteria which should be met prior to the consideration of a residents parking scheme for prioritisation:

- a) A bona fide need of residents is established, considering levels of kerb-side space occupation from Monday to Saturday inclusive.
- b) Not more than 50% of the car owning residents have, or could have, parking available within the curtilage of their own property, or within 200 metres walking distance by way of garages or other private off-street space such as a driveway.
 - A garage is defined as a building designed to accommodate a parked motor vehicle, with the minimum dimension being 5.0 metres long by 2.5 metres wide. Any garage that measures smaller than the minimum dimensions will not be classed as an off-road parking space.
 - A driveway is defined as an area of land designed to accommodate a parked motor vehicle, with the minimum dimension being 5.0 metres long by 2.5 metres wide. Any driveway that measures smaller than the minimum dimensions will not be classed as an off-road parking space.
- c) The design and introduction of a scheme should give consideration to the displacement parking in adjacent roads.
- d) The authority should be satisfied that a reasonable level of enforcement of the proposals can be maintained by Civil Enforcement Officers.
- e) The initial proposals should be acceptable to the greater proportion of the respondents due to the restrictive and fiscal impact of a scheme.
- f) Permits for non-residential premises should be able to be limited in their use to essential operational use only.
- g) In areas where parking space is severely limited, the introduction of reserved parking does not seriously affect the commercial viability of the area.

The above criteria should be used as a guide and be treated as reasonable requirements for a scheme. However, the details could be modified to accord with special circumstances, and it is therefore important to consider each scheme on its own merits.

Appendix C: Residents' parking scheme request proforma template

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Appendix D: Community engagement and consultation

Community engagement and consultation can be powerful tools for improving the quality and cost-effectiveness of services, and for ensuring that the Council remains in touch with the community.

Development and Preliminary Design Phase

Engagement can often be included at multiple stages throughout the process but is particularly useful alongside the initial evidence of need stage. If a residents' parking proposal is given the go ahead to proceed following initial prioritisation, the first step should be to engage the community. Effective community and stakeholder engagement is a key part to delivering schemes successfully. Consideration to the level/intensity of engagement and key stakeholders at this stage should be considered. This should be informed by the initial indication of local support, the potential scale of the project, any impacts or opportunities it may deliver for businesses and community.

The purpose of this early engagement would likely be to:

- understand the problems and issues;
- identify potential solutions; and
- understand acceptability of likely trade-offs.

Key considerations should include the direct and potential indirect impacts of issues to residents and businesses, along with what people want from their neighbourhood that could be achieved within the remit of a resident' parking scheme. However, all discussions should be framed within an understanding of the requirements of those with disabilities or specific needs. Engagement with "harder to reach" groups within a community is particularly important, including older people, families with young children, unemployed residents, people with disabilities and people for who English is not their first language. Table D-1 provides examples of engagement methods that would be employed during engagement and consultation on residents' parking schemes. It is important that engagement is proportionate to the level of intervention or size of the scheme being considered.

Table D-1: Example engagement methods

Engagement method/technique		Types of stakeholders
Informal public forums, exhibitions or drop-ins	Share, collect and compile information, enabling topics to be discussed in an informal environment Inform the public of principles May provide an indication of levels of support	Residents, general public, individuals
Discussions with community representatives	Wider conversations with representative groups Empowerment of groups to engage locally	Residents associations, community groups, Councillors
Focused conversations with individuals or groups	Specific issues and requirements to be discussed Working through issues/concerns to identify solutions	Schools, disability groups, GP surgeries, emergency services, Council services
Design sessions	Working through issues/concerns to identify solutions and creating design responses with stakeholders	Residents, traders/businesses, community groups, schools, disability groups
General information sharing and updates	Share information on schemes and update/inform the public on progress, including: <ul style="list-style-type: none"> ▪ publication and notifications on B&NES website ▪ press articles and advertisements 	Residents, general public, individuals

Each project will have an individually tailored consultation programme featuring all or some of the techniques referred to above; plainly the more extended and complex those processes become, the greater the cost. It is suggested that the proportion set aside for consultation should be **no greater than 25%** of the entire budget allocated for development and preliminary design.

Following the preparation of a preliminary design, a full public consultation including some or all of the methods outlined above. The results of the consultation will to be presented in a report, including level of support and any modifications to scheme design proposed. The consultation will be used to inform the preparation of final proposals, including finalisation of preliminary design drawings.

Detailed Design and Implementation Phase

Depending on the final scheme design, the relevant statutory processes should be followed for implementation of a traffic regulation order (including consideration to the Traffic Regulation Order Forward Plan). This will include statutory consultation as appropriate and include a minimum of 21 days for objections prior to the any TRO being made. Ongoing communication with the community is tailored to keeping people informed on progress of the implementation of an already agreed proposal, this may include newsletters, website, information boards etc. as appropriate. As such, requires proportionally less in terms of overall consultation budget costs. It should be noted that options for changing the scheme at this stage are far more limited.

Appropriate 'after' monitoring of residents' parking schemes should be undertaken to properly evaluate the impact of the scheme.

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