

# **Appendix D**

## **CONTROLLED PARKING SCHEMES – SCHEME DEVELOPMENT PROCESS**

In February each year Traffic & Road Safety Advisory Panel (TARSAP) undertakes an annual review of parking issues in the borough and prioritises and agrees a work programme for the forthcoming year. All service requests, petitions and other issues identified and received during the year are considered and a priority list developed based on agreed assessment criteria (TARSAP November 2012) which are presented to the Panel for consideration. The programme of parking schemes approved all follow a standard scheme development process as follows:

### **Stage 1 – Stakeholder Engagement**

Officers prepare a report on parking problems and issues, most suitable parking management solutions and define study area (including consideration of areas that are likely to be affected by displaced parking).



Organise a stakeholder meeting to present report from officers and discuss approach to project and any relevant issues, suggest initial consultation area as agreed by TARSAP and the Portfolio Holder (PH), issue minutes of meeting to stakeholders.



Refine and agree public consultation area and scheme principles with the Chair of TARSAP and / Portfolio Holder (PH).

### **Stage 2 – Public Consultation**

Officers prepare consultation material / questionnaires and distribute to premises in the agreed consultation area specifying a deadline for responses. Consultation material is delivered to premises with a reply paid post facility. Consultation material is also available online via the Council's website with questionnaires completed online. Exhibitions are held within or as close as possible to consultations areas to allow the public to speak with officers directly about the scheme. Indicative road layout plans will be provided at exhibitions to assist consultees with considering scheme options. In all cases consultation material is displayed or made available for inspection at the Civic Centre. Contact details are available on all consultation material to enable further information or clarification to be provided on request.



A report is prepared by officers for the next available meeting of TARSAP which provides details of the public consultation, an analysis of the results and a recommended course of action. All aspects of consultation, collation, analysis and reporting of results will be subject to agreed quality assurance procedures.



The Panel will agree, amend or reject recommendations at their discretion. Generally areas that demonstrate majority support for common geographical areas and common parking control measures will be approved to proceed to stage 3. More contentious consultations may be dropped from the programme or the scope of the scheme redefined and subject to a new consultation at stage 2. In these instances consideration of the impact on the budget and resources is required.



The PH formally approves the recommendations of TARSAP and this is recorded as a formal decision.

### Stage 3 – Detail Design

Officers prepare a detailed scheme design indicating the exact locations of parking bays, waiting and loading restrictions (yellow lines), pay and display machines and other infrastructure.



Refine and agree plans with the Chair of TARSAP, PH and ward councillors

Draft Traffic Regulation Order (TRO).



Consult Police and other statutory consultees on draft TRO.

### Stage 4 – Statutory Consultation

Advertise TRO in local papers and London Gazette, erect statutory notices on site,



Officers prepare statutory consultation material and distribute to premises in the agreed area of the scheme specifying a deadline for any representations or objections. The material should be delivered at the same time as the adverts are placed. Statutory consultation is different from public consultation. It is notifying the public that an approved scheme will be implemented and offers the public a statutory right to make representations if they feel they may be materially affected by the proposals.



A meeting is arranged with the Chair of TARSAP and ward councillors to review the outcome of the statutory consultation. Any final revisions to the scheme to be reported to TARSAP are agreed



A report is prepared by officers for the next available meeting of TARSAP which provides details of the statutory consultation, an analysis of any representations received and a recommended course of action. All aspects of consultation, collation, analysis and reporting of results will be subject to agreed quality assurance procedures.



The Panel will agree, amend or reject recommendations at their discretion. Generally objections and representations will either be overruled because they are of a minor consequence or minor reductions in the extent of the scheme will be agreed to mitigate the impact (e.g. reducing the length of a yellow line or reducing the hours of operation). However, no additions to the content of the TRO can be made. More contentious consultations with high levels of objections may be dropped from the programme or the scope of the scheme redefined and subject to a new consultation at stage 2. In these instances consideration of the impact on the budget and resources is required.



The PH formally approves the recommendations of TARSAP and this is recorded as a formal decision.

## Stage 5 – Implementation and Monitoring

Construction drawings and estimates are finalised and a works package is prepared and issued to contractors for implementation of the scheme. The implementation dates are dependent on available contractor resources, road space permits and arranging any temporary TROs required for restricting on-street parking to allow road markings to be laid.



The TRO is formally made specifying the operational date once the implementation completion date is known. Information about the operation of the scheme, including any application forms for permits, is distributed to premises in the scheme area in advance of the operational date so that applications can be processed.



The scheme will be monitored during the initial 6 months of operation. If there are any substantial requests for changes or there are identified operational problems then these will be reported to TARSAP.



The Panel will review any reported issues and where these are urgent can decide to include small scale localised scheme reviews to address concerns within the current annual work programme subject to funding. Alternatively, further consideration to a parking scheme review can be referred to the next February meeting when TARSAP considers the wider programme of work for the following year. This is at the discretion of the Panel.

### Notes

Where there is a high degree of confidence about the design of a scheme for a particular area, one or more of the first three stages of consultation can be omitted. However, this is often not the case and the process is therefore designed to interact with the community at frequent intervals, to ensure that as far as possible the design reflects the wishes of the local community.

The reason for this incremental approach is that experience has shown that it is very difficult to achieve a consensus concerning the design of controlled parking schemes. It is therefore inevitable that some people will object to proposals. It would be very difficult for the Council to deal with these objections if it could not demonstrate knowledge of the wider community's views.