

## PART A

**Report to:** Cabinet  
**Date of meeting:** 16 February 2015  
**Report of:** Committee and Scrutiny Officer  
**Title:** Controlled Parking Zones Policies

### 1.0 SUMMARY

1.1 This report provides Cabinet with the final report of the Controlled Parking Zones (CPZ) Policies Task Group and its recommendations.

### 2.0 RECOMMENDATIONS

#### Vehicle Length Limits

- 2.1 The 5.25m length limit to be retained for all residential permits. *(For further details see page 9 of the Task Group's report)*
- 2.2 To extend the length limit for business permits (in CPZs) to 6.0m. *(For further details see page 9 of the Task group's report)*

#### Business Permits

- 2.3 Criteria to be revisited. *(For further details see page 9 of the Task Group's report)*
- 2.4 Vehicles should be registered to the company address (i.e. Head office) but not necessarily at the CPZ address – not to an individual at a residential address. *(For further details see page 9 of the Task Group's report)*
- 2.5 Vehicles must realistically be usable for the stated operation. *(For further details see page 9 of the Task Group's report)*
- 2.6 Vehicles to be used during the day rather than parked throughout entire business hours. *(For further details see page 9 of the Task Group's report)*

#### Blue Badge Drivers

- 2.7 Free permits be retained for drivers who hold a Blue Badge. *(For further details see page 10 of the Task Group's report)*
- 2.8 Extend free permit issue to cover parents caring for disabled children under 16 years old who hold a blue badge. *(For further details see page 10 of the Task Group's report)*

### One Permit per Person

- 2.9 The current Rule should remain: up to two permits to be available to each household but only one permit per person. *(For further details see page 10 of the Task Group's report)*

### Funerals

- 2.10 The policy to remain unchanged. *(For further details see page 10 of the Task Group's report)*

### Visitor Voucher Abuse

- 2.11 Amendment to the Traffic Regulation Order (TRO) to allow for the revocation of vouchers when they are abused and confirm that all minutes on Visitor Vouchers must be scratched, including zero. *(For further details see page 11 of the Task Group's report)*

### Doctor and Health Visitor (DHV) Permits

- 2.12 The price of DHV permits to be: £25 for the first five permits for any one organisation and subsequent permits to be priced at £55 each. Charges to be reflective of the residents' pricing structure. A formal criterion to be created and a clause inserted in the TRO to reflect this. *(For further details see page 11 of the Task Group's report)*
- 2.13 All current DHV permits to be revoked and reissued to applicants under the new criteria and pricing structure. *(For further details see page 11 of the Task Group's report)*

### Staff Permits

- 2.14 A formal criteria for use to be created and a suitable clause inserted in the TRO to reflect this. *(For further details see page 11 of the Task Group's report)*

### Late Night Enforcement (Residential Roads)

- 2.15 To continue with the current arrangements and to be reactive to specific yellow line complaints in circumstances where safety or access concerns may exist. *(For further details see page 12 of the Task Group's report)*

### Period of Residency (Vehicle Ownership)

- 2.16 Proof of residency to be produced for each renewal of permit. *(For further details see page 12 of the Task Group's report)*
- 2.17 The requirement for a V5 or insurance document to be produced each year should be removed if the renewal relates to the same vehicle. *(For further details see page 12 of the Task Group's report)*

## Refunds

- 2.18 That a standard administration fee of £10 is deducted from the refund due on each permit and a pro-rata refund for the remaining months is provided by BACS upon application. This rule to apply only to those permits with more than three months remaining. *(For further details see page 12 of the Task Group's report)*

## Driveway CPZ parking by permit holders

- 2.19 A suitable clause to be written into the TRO in order that persistent instances of abuse can be dealt with. *(For further details see page 13 of the Task Group's report)*

## Residents' Permits – minimum tenancy period

- 2.20 To formalise the minimum six months tenancy period to qualify for a 12 month permit. All other residents remain entitled to visitor vouchers. *(For further details see page 13 of the Task Group's report)*

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**Report approved by:** Carol Chen, Head of Democracy and Governance

## **3.0 DETAILED PROPOSAL**

- 3.1 The Head of Regeneration and Development submitted a scrutiny proposal to Democratic Services in November 2014. The suggestion referred to a review of the operational aspects of policies relating to the Controlled Parking Zone.
- 3.2 The suggestion was submitted to Overview and Scrutiny Committee at its meeting on 20 November 2014. The Scrutiny Committee agreed to establish the Task group to carry out the requested review. The Task Group was to be carried out in a short period of time with the final report being submitted to Cabinet at its meeting on 16 February 2015.
- 3.3 The Task Group has met on three occasions, the last of which was on Monday 2 February 2015 when it agreed its final report and recommendations. The report is attached as Appendix 1 to this report. The relevant pages of the Task Group's report have been indicated next to the recommendations, providing more context and the Task Group's reasoning.
- 3.4 Following the completion of a review it is usual practice for a Task Group's final report to be presented to Overview and Scrutiny Committee for final approval. On this occasion it has not been possible to submit it to the Scrutiny Committee as its next

meeting is not until Thursday 5 March 2015. At that meeting the Scrutiny Committee will receive the Task Group's report and Cabinet's response.

- 3.5 If Cabinet accepts the Task Group's recommendations officers will be empowered to withdraw or refuse permits when they are being abused and have the support of formal policies and the Traffic Regulation Order for their actions.
- 3.6 If Cabinet does not accept the Task Group's recommendations parking enforcement will continue to be carried out under the current policies and Traffic Regulation Order.
- 3.7 Cabinet is asked to review and comment on each of the recommendations for referral to Overview and Scrutiny Committee.

#### 4.0 **IMPLICATIONS**

##### 4.1 **Financial**

- 4.1.1 The Shared Director of Finance comments that there are no financial implications.

##### 4.2 **Legal Issues** (Monitoring Officer)

- 4.2.1 The Head of Democracy and Governance comments that some of the suggested recommendations will require the TRO to be amended. Should these amendments result in objections that are not withdrawn this could require a public inquiry.

##### 4.3 **Equalities**

- 4.3.1 The Task Group's recommendations have been based on comments from the public and Members to the parking service, through surveys and officer's views. Regeneration and Development will be responsible for carrying out any Equality Impact Assessment if it is required.

##### 4.4 **Potential Risks**

- 4.4.1 None have been identified as a direct result of the Task Group's report.

#### Appendices

Appendix 1 – Final report of the Controlled Parking Zone Policies Task Group

#### Background Papers

Overview and Scrutiny Committee minutes 20 November 2014

#### File Reference

None