

RHONDDA CYNON TAF COUNTY BOROUGH COUNCIL

CABINET

19TH FEBRUARY 2014

REPORT OF GROUP DIRECTOR, ENVIRONMENTAL SERVICES

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PROPOSED REVISIONS TO RESIDENTIAL PARKING ARRANGEMENTS

1. PURPOSE OF THE REPORT

- 1.1 The purpose of the report is to provide the results of the public consultation period with respect to proposed revisions to the current arrangements for residential parking zones to inform a cabinet decision as to the way forward.

2. RECOMMENDATIONS

It is recommended that Members:

- 2.1 Duly note residents' views (please see Appendix A) on the two key consultation proposals, namely:
- The introduction of charges (£10 for the first permit and £15 for a second permit) for residential parking permits.
 - The introduction of a limit on the number of permits per household (a maximum of two permits).
- 2.2 Approve the following measures, including some revisions to the current residential parking permit arrangements as summarised below and for the reasons as set out in the attached report:
- Announce a formal review of existing Residential Parking Zones; with zones in Pontypridd and Aberdare being reviewed first.
 - Introduce charges for Residential Parking Permits in line with the consultation proposal.
 - Introduce a limit on the number of permits allowed per household, again in line with the consultation proposal.
 - Approve a revised Residential Parking Policy and associated procedures as outlined in Appendix B and Appendix C.

3. REVIEW OF RESIDENTIAL PARKING ZONES

- 3.1 Demand for new residential parking schemes is high with over 600 requests having been received by the Council over the last two years alone.
- 3.2 Such demand completely outstrips the current capacity of the Traffic Management team to introduce new or varied schemes. For several years the Traffic's capital allocation has focussed on safety measures and consequently very few residents parking schemes have been introduced as other road safety schemes have quite rightly taken priority.
- 3.3 A review of the residential parking zones (starting with Pontypridd and Aberdare) provides an opportunity to considerably improve existing arrangements.

4. CHARGING FOR RESIDENTIAL PARKING PERMITS

- 4.1 Residential parking permits are currently provided at no cost to residents.
- 4.2 However, due to the costs of implementing Residential Parking Schemes and the current financial climate, it is proposed that the Council recover its costs through charging for permits (in line with neighbouring authorities). The revenue thereby generated would be used to fund the administration of the schemes, with any surplus being put towards the implementation of any new or revised schemes.
- 4.3 Any new or revised schemes would ordinarily be funded out of the Traffic Management allocation of core capital. Despite the considerable pressure on this budget in 13/14, £25k has been allocated for residential parking schemes. However, this figure would only deliver a single medium-sized scheme only.

5. LIMIT ON THE NUMBER OF RESIDENTIAL PARKING PERMITS

- 5.1 Currently, there are approximately 2,100 Residential Parking Permit holders across the County Borough and no specific restrictions on the number of permits a household can apply for, thus contributing to parking capacity issues.
- 5.2 In order to try to ease these capacity issues, it is proposed that each household within a Residential Parking Zone will be entitled to one permit, with a second permit only subject to availability on a first come first served basis. In the unlikely event that additional capacity exists, further permits will also be sold, again on a first come first served basis.

6. REVISED RESIDENTIAL PARKING POLICY AND PROCEDURES

- 6.1 The Council adopted the current policy for Residential Parking from Mid Glamorgan County Council. The policy has not been subsequently reviewed or amended since it was originally adopted in 1996.
- 6.2 Whilst the current policy and procedures have served the authority well, the introduction of the changes described above mean that they are now considered to be in need of an update in order to ensure that they meet the needs of present day parking requirements following the recent residents' consultation.

7. CONCLUSION

- 7.1 In direct response to the many consultation responses received from residents, it is proposed that a formal review of residential parking zones both Pontypridd and Aberdare commence as soon as possible.
- 7.2 It is proposed that the Council charges for residents parking and utilises the income generated to administer the system and contribute towards the introduction of proposed new and revised schemes.
- 7.3 In addition, in order to address parking capacity issues, it is also proposed to introduce a limit on the number of permits available to each household within a residential parking zone.

APPENDIX A

RESIDENTIAL PARKING PERMITS – RESIDENTS’ CONSULTATION

Summary of responses to public consultation: August – September 2013

A four week public consultation period with respect to proposed revisions to the current arrangements for residential parking permits was undertaken between August and September 2013 with letters and booklets being distributed to all current residential parking permit holders (approximately 2000 residents).

Approximately 500 residents responded in the form of postal comments, E-mails, phone-calls and petitions and the response have been summarised below. Full details of residents’ responses are available at:

www.rctcbc.gov.uk/en/councildemocracy/consultations/currentconsultation/currentconsultation.aspx

Sections and Categories of Comments	Total Numbers of Comments	Percentage of Comments
<i>With respect to paying a charge for permits:</i>	365	
Object to paying a charge	251	69%
Approve of paying a charge	114	31%
<i>With respect to limiting the number of permits allowed:</i>	100	
Those wishing to see a limit imposed	60	60%
Those <i>not</i> wishing to see a limit imposed	40	40%
<i>With respect to permit zones / permit types / permit time periods:</i>	152	
<i>Five separate categories of comments were received containing ten or more responses, representing 96% of all comments received with respect to this section (eight categories of comments received in total).</i>		
More residential parking zones required and the removal of limited waiting bays in the vicinity	63	41%
Would like to see visitor permits introduced	26	17%
Residential parking zones should apply to all streets in the vicinity	21	14%
Permits should cover a 24 hour period not set hours (eg Mon-Sat 8am-6pm)	20	13%
Would like the removal of residential parking zone(s)	17	11%

<i>With respect to the proposed charges:</i>	221	
<i>Six separate categories of comments were received containing ten or more responses, representing 77% of all comments received with respect to this section (twenty five categories of comments received in total).</i>		
The cost should be covered by existing charges (eg Council Tax)	52	24%
All permits (1 st , 2 nd , 3 rd etc) should be the same price	35	16%
Charges are illegal / unlawful	30	14%
Requested a breakdown of costs making up the proposed charges	22	10%
1 st Permits should be free of charge, only charge for 2 nd and multiple permits	18	8%
Charges and changes to the system are unnecessary	12	5%
<i>With respect to more parking space being required:</i>	168	
<i>Four separate categories of comments were received containing ten or more responses, representing 90% of all comments received with respect to this section (eleven categories of comments received in total).</i>		
Too many vehicles and permits for the amount of parking space available	56	33%
Concerns raised about introducing a charge for permits when the space for permit holders is already insufficient	46	27%
Requested removal of waiting restrictions in favour of more parking spaces and facilities	38	23%
Concerns raised about not being able to park near a specific house / property	11	7%
<i>With respect to some general suggestions:</i>	196	
<i>Eight separate categories of comments were received containing five or more responses, representing 88% of all comments received with respect to this section (twenty five categories of comments received in total).</i>		
More Civil Enforcement Officers are required for greater enforcement and heavier fines	90	46%
Cut the costs of car parks to stop people parking in nearby residential streets	16	8%
Abolish residential parking zones altogether	13	7%
Blue Badge holders should not be allowed to park in Residential parking zones without permits	12	6%
Strict control of multiple permit applications and more residential parking signage is required	11	6%
Remove the bureaucracy involved with the permit system to reduce staff	10	5%
Requested exemption from, or reduction in permit charges, for seniors and Blue Badge Holders	7	4%

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Local businesses to be made responsible for their customers parking actions	6	3%
Permits to be available for collection in person to reduce postage costs	5	3%
<i>With respect to any other comments:</i>	159	
<i>Six separate categories of comments were received containing five or more responses, representing 73% of all comments received with respect to this section (thirty three categories of comments received in total).</i>		
Too many people park in residential parking zones without permits as it is	75	47%
Requested exemption from permit charges for all privately owned vehicles	10	6%
Parking charges are discouraging people from using car parks; parking in the streets instead	7	4%
Requested public meetings and more adequate consultation	7	4%
Concerned about receiving parking tickets for parking in limited waiting bays in their street	7	4%
An extra charge would make properties no longer desirable should residents wish to sell	7	4%
Requested advice on where to park if opting not to pay a charge for a permit	6	4%

Rhondda Cynon Taff County Borough Council

Highways, Transportation & Strategic Projects Division

Residential Parking Policy

1. LEGISLATION

- 1.1 Section 45 and Part IV of Schedule 9 of the Road Traffic Regulation Act 1984 gives Rhondda Cynon Taff CBC the power to 'designate parking places on highways in their area for vehicles or vehicles of any class specified in the order; and the authority may make charges (of such amount as may be prescribed under section 46) for vehicles left in a parking place so designated.'

2. ELIGIBILITY CRITERIA

- 2.1 To be eligible for Residential Parking the following criteria must be met:
- That the street/s under consideration for a scheme are in close proximity to a town centre, large employment area, transport hub, retail park or other establishments or areas which cause parking capacity to be an issue due to non-resident parking.
 - Opportunity for residents to park in their street is restricted by non-resident parking.
 - That the 'ripple' effect of non-permit holders onto neighbouring streets is acceptable and will not adversely effect residents on neighbouring streets.

3. RESIDENTIAL PARKING PERMITS

- 3.1 Permits will be issued on application only to resident vehicle owners. They will apply to individual vehicles only and be renewable annually.
- 3.2 Each household will be entitled to one permit providing the vehicles are registered at a property on that street. A second permit will be sold subject to availability on a first come first served basis. In the unlikely event that additional capacity exists further permits will also be sold on a first come first served basis.
- 3.3 Owners of company goods vehicles are allowed to apply for a permit as long as they do not already have a permit for a private vehicle registered to the same address. However, only those vehicles with a maximum length of 5 metres and maximum height of 2.3 metres will qualify for a permit and all permits will be subject to capacity as per 3.2.
- 3.4 Permits are not transferrable to other vehicles. Permit holders who change their vehicle during the year may apply for a replacement at no extra charge.
- 3.5 Lost or damaged permits can be replaced at a cost of £10.
- 3.6 Level of provision for residential parking will depend on the particular circumstances of each location with the following taken into account:
- Scale of disruption to residents.
 - Proximity to Town Centre.
 - Other Traffic Management Measures required such as limited waiting.

- 3.7 Prioritisation will be given to requested schemes which most meet the set criteria e.g. closest proximity to town centre etc, highest parking saturation, least effect on neighbouring streets and least effect on local business.

4. CHARGES

- 4.1 Permits will be issued at the following annual costs:

- 1st Permit - £10
- 2nd Permit - £15
- Subsequent Permits - £50
- Replacement (lost, stolen or damaged) permits - £10
- *A single price of £10 per permit will apply to registered premises' of multiple occupancy (i.e. flats, student lets, etc).

- 4.2 Where a new resident moves into a house within a Resident Parking Zone, the same pricing structure and entitlement will apply

5. CARERS PERMITS

- 5.1 Carer Parking Permits will be made available to authorised carers (Local Authority, 3rd Sector and Family) free of charge where evidence of one of the following is provided:

- Receipt of Personal Independence Payment (PIP) / Disability Living Allowance (DLA)
- Receipt of Attendance Allowance
- Receipt of Carers Allowance

- 5.2 Any application for a Carer Parking Permit must also be supported by an official letter from the care organisation or, in the case of a private carer (relative etc.) confirmation from the residents' GP that they are in need of regular, permanent care within their home.

6. DISABLED BLUE BADGE

- 6.1 Non-resident Disabled Blue Badge holders will not be permitted to park in a residential zone.

APPENDIX C

Rhondda Cynon Taff County Borough Council

Highways, Transportation & Strategic Projects

Residential Parking Permits Procedures and Guidelines

1. INTRODUCTION

- 1.1 Inconsiderate and unlawful parking causes road safety problems, congestion, obstruction and considerable inconvenience to residents and businesses right across Rhondda Cynon Taf.
- 1.2 In some areas, where there is a great desire for on-street parking resulting in conflict between the needs of residents, businesses and those requiring shorter term parking such as shoppers and commuters, priorities need to be set.
- 1.3 This document seeks to address some of these issues by identifying those types of areas where it may be possible to give priority to residents parking in an attempt to enable them to park close to their home, although even where Residential Parking Schemes are introduced this can rarely be guaranteed.
- 1.4 Contrary to widespread opinion, a resident does not have any special claim to a parking space in front of their own property and such provision is impractical. However, it is considered reasonable to expect to be able to park close to ones home as this heightens a perception of accessibility and security. Moreover, it must be recognised that there is no guarantee that a scheme will ensure residents' will be able to park outside their home or indeed within the zone itself.
- 1.5 Inconsiderate and 'nuisance' parking is often a local issue between individual residents and in such cases preventative action by way of any Traffic Prohibition is rarely appropriate or effective. The introduction of a Residential Parking Zone should primarily provide a benefit to a group of local residents thereby responding positively to actual need i.e. those that can be identified and quantified.
- 1.6 Where residents are unable to park close to their homes purely due to the number of residents' vehicles exceeding the available parking space, it is extremely unlikely that a Residential Parking Scheme would prove effective or beneficial. The number of permits issued would either be less than the number desired or far too many permits for the spaces available. Both scenarios would result in some residents' with permits still being unable to find a parking space within the restricted zone.
- 1.7 It is important to try and ensure that any Residential Parking Zone is respected and supported by the residents themselves. To achieve this it is considered appropriate to consult with each household seeking the support of the majority before proceeding to develop a formal scheme. This would give a very clear mandate in favour of introducing a scheme.
- 1.8 Except where parking is specifically prohibited or time limited, there are very few restrictions on where drivers may safely park their vehicles. If some drivers are to be prohibited from parking on the public highway in favour of others then it can be expected that those benefiting from a Residential Parking Scheme incur costs to cover the administration of the scheme.
- 1.9 It is not the intention for the Council to set out to make a profit from the issue of permits but neither should the Council be expected to have to meet the

administration costs of a scheme that benefits a relatively small percentage of its inhabitants. However, both the set up costs of a scheme and the on-street signing works costs should be met from any surplus funds generated from the Civil Enforcement of Road Traffic Contraventions under the Traffic Management Act 2004.

- 1.10 The size of an area or zone considered appropriate for the implementation of a Residential Parking Scheme is also important. Single roads would not normally be considered. It is envisaged that a whole estate or other area with natural boundaries would be appropriate. However the zone should not be so large that residents would be encouraged to drive from one side of the zone to the other to access shops, business etc. and some may require splitting up accordingly.
- 1.11 Where properties in an area under consideration have extensive off-street parking facilities the introduction of a Residential Parking Zone (RPZ) in some form may still be appropriate.
- 1.12 In order to install an effective RPZ, a combination of parking control i.e. junction protection, limited waiting, permitted parking places and permit parking may be deployed.
- 1.13 It is intended that these procedures be flexible enough to cover the most important issues in a way that is appropriate for all areas of the County Borough. A consistent approach to the many and varied issues should be maintained as far as is practicable thereby minimising confusion as to how, when and where schemes are implemented and operated.

2. RESIDENTIAL PARKING ZONES

- 2.1 Requests for an RPZ should be directed towards the Traffic Management department.
- 2.2 Officers will undertake an initial investigation to judge the appropriateness of each request against established eligibility criteria as detailed in the Residential Parking Policy and recommend schemes for priority ranking.
- 2.3 Preliminary investigations will focus on the type of environment, the amount of parking taking place and by whom i.e. commuter, shopping, business, residents etc. If it transpires that the major problems are primarily that of too many residents vehicles for the available parking spaces within an area or conversely, that a relatively low level of spaces are occupied during the survey periods, then a scheme is unlikely to receive a high enough priority for detailed investigation.
- 2.4 It is anticipated that prior to preliminary investigation a substantial amount of support for a scheme will have been demonstrated. This could be by way of a formal request from a Senior Highways Manager, a petition submitted by a residents group or a direct approach by the Local Elected Member. (Individual residents should be encouraged to follow one of the above routes in the first instance).

- 2.5 To ascertain with some level of confidence the parking situation at a specific location it is expected that a minimum of 4 parking surveys are undertaken at different times of the day (during the likely period of operation of the particular scheme), and on different days of the week, including at a weekend.
- 2.6 Early consultation with individual householders and other interested parties is essential. Subsequent consultation should take place as the scheme progresses; for a new scheme to progress to detail design and then implementation, it will be necessary that a majority of consultees respond in support of the scheme.
- 2.7 Each scheme will be designed with careful consideration of the needs of all residents and road users; any specific representation will receive due consideration. However, it must be acknowledged that a balance will always have to be maintained between the wishes of residents to be able to park and traffic congestion and road safety needs.
- 2.8 Upon completion of a scheme arrangements will be made to review its operation and where appropriate initiate improvements in accordance with approved procedures. It is expected that an initial review will be undertaken within the first year of operation and at periods following the initial review.
- 2.9 Parking bays will generally be 2.4m wide with an absolute minimum of 1.8m where road width is limited.
- 2.10 Signs clearly indicating the zone and the restrictions on parking will be displayed in accordance with Regulations current at the time.
- 2.11 Loading and/or unloading will normally be permitted, except where signs indicate otherwise, so long as vehicles do not cause obstruction and park for the duration of that activity only.
- 2.12 The introduction of a Residents Parking Scheme does not prevent the prohibition of waiting where it is deemed necessary subject to statutory procedures. Permitted parking areas will not replace areas subject to existing waiting restrictions unless it is considered prudent to do so.
- 2.13 Vehicles will generally not be permitted to park on both sides of the road opposite each other where such provision would prevent a minimum 'running lane' width of 3m being maintained. 'Passing Places' would need to be established to minimise conflict between opposing vehicles.

3. RESIDENTIAL PARKING PERMITS

- 3.1 All permits will be issued on a renewable annual basis and be effective for a period of 12 months. A full charge is made for the year of the permit irrespective of usage.
- 3.2 Permits will show the number of the permit (unique), the number of the relevant Parking Zone in which the vehicle can park, the vehicle registration number and expiry date.

- 3.3 Permits will be issued strictly on the basis of one permit per resident with an initial maximum of two permits per household. Where there is additional capacity, applications can be made for a second permit on a first come first served basis. Capacity will be set at 110% of full capacity to take into account the fact that it is unlikely all cars in a zone will be parked at the same time. In the unlikely event that capacity exists further permits will be sold on a first come first served basis.
- 3.4 Prior to a permit being issued, an applicant will need to prove their residency and their ownership of, or responsibility for, the relevant vehicle to the satisfaction of the Council.
- 3.5 Permits will only be issued for passenger cars, motorcycles, invalid carriages or light vans providing they do not exceed 5 metres in length and 2.3 metres in height. Permits will be issued only for those vehicles that can park wholly within a bay.
- 3.6 Permits must be displayed inside the front windscreen of the vehicle so that all relevant details are clearly visible. Failure to correctly display the permit may result in the issue of a PCN.
- 3.7 Where an existing permit holder's vehicle is temporarily replaced by a hire / courtesy car; the relevant permit holder must advise the Parking Services department accordingly and arrangements will be made to issue a temporary permit for a limited period of time only.
- 3.8 Where registered premises' of multiple occupancy (i.e. flats, student lets etc.) exist within an RPZ, the Council may exercise its discretion to allow the issue of additional multiple permits. Whilst permits may be issued to multi-occupancy properties already in existence, when a new scheme is introduced there is no automatic right for permits to be issued where either new multi-occupancy properties are constructed or existing properties are converted within an area already subject to an RPZ. Discretion in this matter rests with the Council.
- 3.9 If a permit is lost, stolen or damaged or a permit holder moves to a new home a Replacement Permit may be required. The relevant permit holder must advise the Parking Services department accordingly. The original permit will be made invalid upon issue of the replacement.
- 3.10 A permit holder will surrender their Permit, without a refund, if their personal circumstances change to the extent where a permit would no longer be issued i.e. move house, no longer own and drive the vehicle.
- 3.11 If a permit holder allows fraudulent use of their permit it may be cancelled, and no further permit issued to that person when residing within Rhondda Cynon Taf.
- 3.12 If a Permit is defaced it will be invalid and the vehicle may be liable to receive a Penalty Charge Notice (PCN).
- 3.13 If a Permit holder allows their vehicle to be kept illegally on the highway i.e. without Tax, Insurance etc. the permit may be cancelled and no further permit issued to that person when residing within Rhondda Cynon Taf. Such

occurrences will be reported to the relevant Police authority.

- 3.14 Blue Badge holders, who are not permit holders, are not allowed to park in an RPZ.
- 3.15 Vehicles actively involved in either a funeral or a wedding will be allowed to park without displaying a valid permit provided that the Parking Services department is notified in advance of the time, date and anticipated duration of the funeral.
- 3.16 Permits will not be issued to “official vehicles” such as Police, Fire Brigade and Ambulance vehicles and neither will they be necessary for vehicles undertaking works associated with such as gas, water and electrical equipment. A more complete list of exemptions and dispensations can be found in the Rhondda Cynon Taf Parking Enforcement Policy.
- 3.17 The issue of a Parking Permit in no way absolves the permit holder from parking lawfully and with due care. The Council does not accept any responsibility for the damage, theft or loss of or to any vehicle or its contents whilst parked within a RPZ.

4. APPLICATION FOR RESIDENTIAL PARKING PERMITS

- 4.1 Following approval of application and receipt of payment, permits will be issued either via recorded delivery or can be collected in person at a Council One4All Centre. The Council aims to process all applications within 10 working days from receipt of a completed application form.
- 4.2 Along with a completed and signed application form, proof of residency displaying the applicants name and address at which the permit is applied for must be enclosed. Such proof of residency can be in the form of:
 - A vehicle registration document (V5) **and either**
 - a valid Driving Licence **or**
 - recent utility bill (less than 3 months old) **or**
 - a copy of your insurance certificate.
- 4.3 In the event of a resident applying for a permit for a company vehicle, a letter of entitlement to the vehicle from the company concerned confirming the applicant as the keeper and user and confirming the company’s ownership of the vehicle will be required.
- 4.4 If a permit holder moves to a new address within a different parking zone, the relevant permit holder must advise the Parking Services department accordingly as a new Residential Permit will need to be issued (but at no extra cost).
- 4.5 If a permit holder moves to a new address within the same parking zone a replacement permit will not be required but the relevant permit holder must still advise the Parking Services department, so that records can be updated accordingly.

- 4.6 If a permit holder changes their vehicle, a replacement permit will need to be issued (but at no extra cost). The permit holder will need to provide confirmation of ownership of the vehicle.
- 4.7 The responsibility for renewing a permit rests with the individual permit holder. However, the Council may endeavour to send reminders advising of any forthcoming expiry date, the current level of charges and methods of payment prior to the expiry of the previous permit.

5. CARER PARKING PERMITS

- 5.1 Carer Parking Permits will be made available to authorised carers (Local Authority, 3rd Sector and Family) free of charge where evidence of one of the following is provided:
- Receipt of Personal Independence Payment (PIP) / Disability Living Allowance (DLA)
 - Receipt of Attendance Allowance
 - Receipt of Carers Allowance
- 5.2 Any application for a Carer Parking Permit must also be supported by an official letter from the care organisation or, in the case of a private carer (relative etc.) confirmation from the residents' GP that they are in need of regular, permanent care within their home.
- 5.3 Any abuse of such permits will result in them being withdrawn immediately.

6. APPEALS

- 6.1 If an application for either a Residential Parking Permit or Carer Parking Permit is rejected by the Council, an applicant has the right to appeal the decision.
- 6.2 Appeals should be made in writing to the following address:

Parking Services
Rhondda Cynon Taff CBC
Sardis House
Sardis Road
Pontypridd
CF37 1DU

- 6.3 Appeal decisions are at the discretion of a Chief Officer.

7. PERMIT COSTS

- 7.1 The Council charges for residential parking permits in order to cover any administration costs, with any surplus generated being used to fund new residential parking schemes.

7.2 The current costs per permit are as follows:

- 1st Residential Parking Permit: £10
- 2nd Residential Parking Permit: £15
- Additional multiple Residential Parking Permits: £50
- Replacement (lost, stolen or damaged) Residential Permit: £10

8. PAYMENT METHODS

8.1 A Residential Parking Permit can be paid for in the following ways:

- By telephone: 01443 494878 (credit / debit card payments).
- By cheque payable to: "Rhondda Cynon Taff CBC" for the attention of the Parking Services department, Sardis House, Sardis Road, Pontypridd, CF37 1DU.
- In person at any of the Councils One4All Centres when collecting a permit.

