
SHEFFIELD PARKING STRATEGY

Foreword

I am very pleased to introduce Sheffield's Parking Strategy. Affordable, convenient and sustainable parking has a big role to play in the life of our great city.

Parking is an important part of our efforts to manage congestion and air quality / noise pollution. It has a role in ensuring the attractiveness and vibrancy of the city and the quality of life of its residents and visitors. Well managed parking supports our efforts to improve road safety. For those with mobility difficulties the provision of appropriate disabled parking provision can make access to their homes and key destinations easier.

This strategy sets out the ways in which we will manage parking in order to achieve our wider aims in transport, land use planning, improving air quality and reducing carbon emissions.

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The Parking Strategy has been prepared as a statement of the Council's commitment to the future of parking. Its purpose is to define our vision for parking in support of the wider ambitions and policies set out in other existing and emerging documents, including the Sheffield Transport Vision, City Centre Plan, Sheffield Local Plan, Clean Air Strategy and the Green City Strategy.

Our city is changing:

- Recent years have brought greater density in certain parts of the city.
- How people work, travel and enjoy themselves is changing – with consequences for transport and parking
- The continued impact of government-imposed austerity has reduced public sector budgets significantly, affecting employment, training and supply chains.

Our transport systems and facilities need to be dynamic and responsive to the increasingly rapid changes in the way we live our lives.

Parking has an immensely important role to play in the commercial life of the city, as well as being a major issue for our residents and visitors. As the highway authority, the Council manages parking in order to support our wider vision for the city. This strategy sets out the current position and considers the issues and challenges we face.

It sets out the often conflicting demands placed on our parking spaces and discusses the tools we will use to improve parking and meet the challenges ahead. It also recognises that parking in the city is influenced by the offer that the city provides and that most of the off-street parking is provided through commercial operators.

One of the major challenges we must address is the damage that we are doing to our environment and the ways in which we can address that. Transport is a major contributor to carbon emissions,

environmental pollution. As such, parking management has a key role to play in our efforts to tackle this issue.

This strategy is part of enabling our Clean Air Strategy and will help the Council meet its statutory obligations in reducing nitrogen oxides and other airborne pollutants by up to 30% in the corridors along busy roads. For those with a car the availability, cost and location of parking can play a key role in how people choose to travel.

Managing the city's parking stock is not something the Council does alone and our strategy sets out our approach to partnership working with organisations and businesses in the parking sector and through the offer the city provides via the Business Improvement District (BID).

The customer experience of parking is also vitally important and our strategy covers the many ways we are using to improve it, such as driver information, payment options and quality of facilities.

We face major challenges and so, if we are to realise our ambitions for this city, we need to consider radical solutions. For example, we intend to formally investigate all the ways in which parking can be used to improve our city, including measures like a Workplace Parking Levy, which has brought huge benefits to Nottingham, helping to manage traffic congestion and delivering major improvements to public transport and sustainable travel provision.

We understand that measures like this can be controversial and we will be canvassing the widest range of views on them before taking any final decisions.

This strategy has a deliberate bias for action. We have used **green boxes** to highlight the actions, reviews and projects we will be undertaking such as:

- Investigating whether innovative measures such as a workplace parking levy might make a positive contribution to the growth of the city.
- Assisting in efforts to improve air quality by introducing anti-idling enforcement
- Progressing a dynamic parking pricing scheme for Council on and off street parking which is more responsive to demand levels
- Introducing a programme of new Controlled Parking Zones (CPZs)
- Introducing a programme of reviews of existing CPZs
- Introducing a streamlined scheme development process as set out in Appendix A
- Introducing new local parking schemes in smaller areas of high parking demand
- Investigating further measures to control parking outside schools
- Investigating the potential to introduce red routes in Sheffield
- Reviewing the range of permits available and eligibility criteria for them, reflecting latest evidence on vehicle emissions
- Improving the customer experience for purchasing and renewing permits
- Review the Motorcycle Parking Policy
- Establish and facilitate Sheffield's first "Parking Providers Forum", bringing together the major operators of parking facilities to address common challenges and seize share opportunities
- Work with cyclists and walkers to ensure that parking functions and services improve their travel experience

- Continue to work with partners to provide electric charging points for vehicles
- We will investigate potential mechanisms which enable small portions of additional parking income to be re-invested in transport or environmental activities, working in partnership with Councillors and local people.
- Pursuing funding opportunities from a wider range of available sources, particularly including examining changes to Planning Policy allow greater developer contributions for parking schemes
- Consider further measures to control parking outside schools
- Exploring innovative and creative ways of utilising parking spaces to enhance our neighbourhoods.
- Review the Green Parking Permit Scheme, to ensure it is an effective incentive to less polluting vehicles.
- Investigate the implementation of a “Pollution Premium”, whereby the most polluting vehicles are required to pay an additional surcharge to cover a small portion of the environmental cost of their emissions.

How we move around our city is a vital component of how we grow, nurture and enjoy it. The actions we are proposing in this document will ensure Sheffield continues to lead the way as a bold, inclusive and prosperous city.

Jack Scott
Cabinet Member for Transport and Sustainability

Contents

SHEFFIELD PARKING STRATEGY	1
Foreword	1
1.0 Introduction.....	4
2.0 Our Vision.....	5
3.0 Policy Framework.....	Error! Bookmark not defined.
4.0 The Current Parking Provision.....	6
5.0 Challenges and Key Issues	16
6.0 Uses of Parking Income	Error! Bookmark not defined.
7.0 Next Steps	Error! Bookmark not defined.

1.0 Introduction

The Sheffield Parking Strategy sets out how the Council intend to effectively fulfil our role of managing business, residential and visitor parking requirements throughout the city.

Sheffield's Transport Vision focusses on the following objectives:

- 1) Underpinning sustainable economic growth and a city that is open for business
- 2) Supporting and enhancing the health, wellbeing and quality of life of residents and businesses
- 3) Being inclusive and opening up the city's opportunities to all.

The City Centre Master Plan lists a number of specific priorities for Improved Parking Management that includes:

1. Kerbside parking must be regularly reviewed and this includes public pay and display as well as residents parking zones and other kerbside parking controls and restrictions.
2. A move towards a system of parking controls that:
 - a. Ensure good access by car
 - b. Ensure good availability of space near vital destinations
 - c. Maximise the use of the available parking stock
 - d. Minimise the level of circulating traffic seeking parking
 - e. Properly regulate parking to achieve the right balance between on and off street parking
 - f. Achieve the above in a context where parking stock will be subject to downward pressures due to the need to put land to more productive use (i.e. for development, and to accommodate increased amounts of people moving to and from development).
3. It is recognised however that off street parking provision needs to be commercially viable for the private operators as well as the City Council.

Notable recent developments include continued investment in the Moor, featuring the new cinema and leisure development and new stores as well as upgraded public realm. Consequently, the parking market appears to be stronger and private sector parking prices are increasing.

2.0 Our Vision – From the Sheffield Transport Vision Document

Imagine a Sheffield where everyone can access to opportunities without transport or movement constraints. Residents, businesses and visitors in our thriving city can safely move themselves and their goods or products with confidence and without delay. The negative impacts of transport, including air quality and noise are minimised and safety and quality of life is improved in the city as a result.

Reliable and clean journeys for everyone in a flourishing Sheffield.

3.0 Policy Framework

National Policy

The national policy framework for the development of a Parking Strategy recognises the need to:

- Move away from the current dependence upon the car and the importance of promoting alternative modes of travel, particularly more active modes of travel - walking, cycling and public transport.
- Set local parking standards that reflect local conditions and transport objectives
- Improve the quality of town / city centres and set parking charges to support their vitality.

Parking management is recognised as an important mechanism for achieving these broader aims. National Planning Policy Guidance recommends that local authorities produce a comprehensive strategy and set of policies for the provision and management of parking designed to reinforce the attractiveness and competitiveness of the town / city centre. Furthermore the government's policies regarding transport and development planning also recognise that the level and quality of parking provision can strongly influence the mode choice of users accessing these destinations such as shops, workplaces and leisure facilities.

Legislation

Part 2 of the Traffic Management Act 2004 places a network management duty on local authorities to keep all traffic, including pedestrians, flowing and to co-operate with other authorities to the same end. Local authorities have to exercise all of their functions that have an impact on traffic in a more co-ordinated way.

The Act places a strong emphasis on the local authority taking responsibility for parking enforcement through the development and implementation of Civil Parking Enforcement.

In accordance with the Traffic Management Act 2004, the Council will be expected to exercise parking enforcement powers in a fair and reasonable manner to ensure that parking restrictions

and enforcement protect the operation of the highway network and bus routes from indiscriminate parking.

Parking provision, management and enforcement must contribute to the delivery of the statutory Network Management Duty and be reported for effectiveness through Local Transport Plans.

Local Policy

Planning policy is set out at local level in the Local Plan. In Sheffield, this is currently being refreshed. Planning policies normally include strategic policies which guide the overall provision of parking within the city and may include guidance on the amount of parking to be provided with new residential and commercial development.

4.0 The Current Parking Provision

OFF STREET

Sheffield City Council Car Parks

Sheffield City Council operates 19 relatively small surface level car parks, providing 788 parking spaces. (Most of these car parks are located on areas of land designated for redevelopment that is intended to support the city's regeneration and economic growth)

Usage data from Council on and off-street car parking indicates that the average stay in the city centre, where demand is largely managed by price alone, **is less than two hours**. This this would suggest that the current approach to ensuring turnover of parking space appears to work as expected, although there are issues whereby some areas of the city centre suffer excessive occupancy of parking spaces, due to very high demand, whereas others are relatively underutilised.

Private Sector Car Parks

In addition to the Council's own stock there are 27 privately operated car parks providing **8,470** parking spaces. (There are also a number of small temporary car parks on development land located to the north of the city centre)

There are also a few privately operated car parks which offer free parking or charge refunded when shopping. These car parks are associated with retail shopping locations. There are also some private car parks included as part of office or business developments.

ON STREET

Sheffield City Council controls the entire on street car parking provision in the city (except for a small number of private streets), including the residential car parking zones. The on street car parking within the city centre provides **1500** parking spaces. There are circa **2500** spaces on-street in Controlled Parking Zones (CPZ's) outside the city centre.

The on street parking spaces play an important role in the overall parking provision by providing additional convenience and flexibility for shoppers, passing trade, visitors and Blue Badge holders. They also have an important role to play in the Council's efforts to manage traffic congestion, through demand management policies and measures.

Within the city centre:

- There are 80 dedicated bays for Blue Badge Holders, who can also park free of charge in any of the Council's pay and display spaces and on yellow lines which do not have loading restrictions. This provision appear to be sufficient for current needs and any new off street car parks are normally conditioned to provide specific levels of disabled parking bays in the planning process.
- There are 35 loading bays
(in addition the city pedestrianised areas allow loading to take place before 10am and after 6.30pm)
- There is currently no long stay parking provision to cater for coaches or Heavy Goods Vehicles

The table below shows the total number of privately and Council operated on and off-street parking spaces within Sheffield city centre:

	Council	Private	Total
Off street	788	8,470	9,258
On street	1,532	0	1,532
Total	2,320	8,470	10,790

Residents Parking Schemes

Sheffield currently has a number of residents parking schemes, mainly located in areas adjacent to the city centre, with the exception of one scheme around the district shopping centre at Hillsborough. Parking controls on the streets within them is tailored to the needs of the area.

The residents parking schemes incorporate some or all of the following measures:

- Permit Holders only bays (times vary)
- Pay & Display bays (except permit holders)
- Pay & Display bays with maximum stay restrictions (except permit holders)
- Free time limited waiting bays
- Free unrestricted parking bays
- Dedicated Disabled Parking bays

Each household within a residents parking zone is currently normally entitled to purchase 2 permits, but a higher figure may be permitted if sufficient space is available in parking bays in the area.

Workplace Parking

There are many private car parks included as part of workplaces such as offices, shops and factories across the city. Currently, the only way the Council can influence this provision is through the planning process. The Council also provides off street parking for some operational staff within its buildings, particularly in the city centre.

Car Clubs

Car clubs are part of the sharing economy and can help people to have the benefits of access to a car without the high cost of owning one. They involve drivers who are members of the club being able to use club vehicles for a fee based on the length of time they use it. Dedicated bays are provided on a commercial basis to facilitate the operation of car clubs in a number of locations across the city.

Taxi Ranks

There are **76 taxi ranks** in locations across the city, providing space for **358 taxis**.

Motorcycle Parking

The Council currently provides free parking for motorcycles in all on and off street parking bays and some dedicated motorcycle parking stands. Some of the private sector parking operators currently charge for motorcycle parking.

Electric Vehicle Charging Points

There are a number of other electric charging bays provided by the private parking, business and retail sectors across the whole of Sheffield, including the city centre. The following link provides a list of the electric vehicle charging units and their locations: <https://www.zap-map.com/locations/sheffield-charging-points/#>

In Council car parks there are two charging bays in both Parkers Lane at Broomhill and Carver Lane in the city centre.

PARK & RIDE SCHEMES

There are now eight Park and Ride sites in Sheffield offering a total of 1839 spaces. We are located within a metropolitan area, so this type of parking provision is operated by South Yorkshire Passenger Transport Executive (SYPTTE). All of the current park and ride sites are rail based.

SYPTTE is accountable to the Sheffield City Region Combined Authority.

SYPTTE's role is to encourage the maximum use of public transport throughout South Yorkshire and to promote growth of the public transport network. It works closely with transport service operators, local councils and other key stakeholders to develop the network and services across the county.

Although SYPTTE does not directly operate transport services, it commissions some services from operators in order to meet social needs. It also provides region-wide travel information, manages the funding and administration of concessionary fares, provides bus stops and shelters, and operates interchanges throughout the region.

As the Sheffield Transport Strategy is developed, the potential for more park and ride sites will be explored.

For example, as part of the planning consent requirements for the new Ikea store, Sheffield City Council secured the provision of **167 additional park and ride spaces**, providing new park and ride capacity on the already popular yellow tram route.

The eight current Park and Ride sites are:

Park & Ride Site	Location	Car Park Capacity
Dore and Totley Station	Abbeydale Road South SL17 3LB	130
Halfway	Eckington Way S20 3GW	190
IKEA Sheffield	Sheffield Road S9 2YL	167
Malin Bridge	Holme Lane S6 4JR	104
Meadowhall	Barrow Road S9 1EP	328
Middlewood	Middlewood Road S6 1TQ	343
Nunnery Square	Sheffield Parkway S2 5DH	377
Valley Centertainment	Attercliffe Common S9 2EP	200

To ensure that parking demand and provision throughout the city is effectively managed, monitoring of the parking demand is essential. This monitoring will also provide the Council with key data which will inform its decisions on any action necessary

5.0 Challenges and Key Issues

Various issues have been identified that concern parking arrangements within the city, which present a challenge to the Council and the realisation of our vision.

These challenges include organisational issues such as the wide variety of car park operators, varying parking tariffs, customer-related issues such as a lack of parking guidance systems or information, and a marked difference in the quality of car parks and the parking environment.

These issues combine to form a very varied parking landscape; - which can contribute to issues such as congestion due to motorists circulating seeking parking because some city centre car parks and streets experience high occupancy levels, while others have spare capacity. Similarly, in Controlled Parking Zones, drivers are known to circulate, seeking unrestricted kerb space.

It is clear that there is a need to address parking in a comprehensive and holistic manner in order that the key challenges are mitigated. To achieve this, the Council will need to work closely with other organisations such as car park operators, public transport providers and interest groups in order that the strategy is successfully delivered.

The parking strategy requires joined-up thinking and working to ensure that everyone who wants to access parking in Sheffield has the means to do so safely and conveniently and that they are aware of the choices available to them.

In this section we have addressed the key challenges and issues in the differing locations in which they occur. These include:

- Sheffield City Centre
- Residential Areas
- Key Transport Corridors
- City wide parking issues

CITY CENTRE

Current Position

Sheffield City Centre experiences a huge influx of motorists throughout the week. Observations indicate that a number of city centre car parks are full in the busy parts of the day, but generally there is space available in car parks across the city and across the day. Shoppers and visitors account for a good proportion of this, but there is also a significant amount of all day parking.

It is difficult at this time to produce accurate occupancy levels because currently many of the Council's ageing stock of pay and display machines are not able to provide this data.

As such, we are continuing to invest in new machines and technology which will assist in providing this vital data that will allow more detailed analysis to be undertaken.

Increasing numbers of people are choosing to pay via cashless means, such as telephone payment. This does provide management information, but currently represents a small proportion of the overall number of parking transactions.

In addition to the Council's 19 surface level car parks there are 27 private operated public car parks providing public car parking in the city centre. The Council does not have access to occupancy data from these car parks.

The level of parking charges can be taken as an indicator for levels of parking demand and it can easily be seen that Sheffield's city centre parking charges are generally significantly lower than we see in the larger cities in this part of the country, such as Leeds and Manchester, where peak hourly charges for Council controlled on-street parking can be 50% higher than their equivalent here and private sector operators also charge higher rates.

We can easily see from this that there is currently an over-supply of parking in the city centre, which has the effect of keeping prices lower, as operators compete rigorously for the available business.

There are a number of types of parking permit which are currently in use in the city centre,

- Residents
- Green
- Council Staff
- Utility

The structure of the permit scheme and eligibility criteria for permits have not been reviewed for some time and now require refreshing.

There are currently limited numbers of electric vehicle (EV) charging points in the city centre

There are currently limited numbers of car club vehicles available in the city centre.

There are locations in the city centre where we routinely experience issues with drivers parking in footway areas. These can be difficult to enforce, particularly in areas covered by pedestrian crossing zig zag lines or bus stops. This type of parking is inconsiderate, causes risks to pedestrians and the limits the accessibility of public transport.

Challenges and Opportunities

Ambitious future plans for the city centre, arising from the City Centre Masterplan and the Sheffield Local Plan, will present challenges, as many existing surface level car parks are expected to be

redeveloped and resulting changes to road layouts will affect the existing on-street parking provision. The number of jobs and residents in the city centre is expected to grow. The land use policies will include provision of sufficient parking to meet anticipated demand, but it is to be expected that this provision will increasingly rely upon multi-storey car parking, rather than surface car parks or on-street provision, to make best use of the available space. The Council will, at some point, also need to review its position on the types of parking that it wishes to provide and manage, for example, whether or not it wishes to be involved in owning or managing multi-storey car parks.

As demand for parking spaces, and pressure on road space more generally, grows, it will be necessary for the Council to manage its parking by employing demand management measures. This may include more dynamic use of parking prices to manage demand and exploration of mechanisms to link parking prices to price inflation in the wider economy, to ensure that the demand management effects we seek are not diluted over time. These will assist in delivering the step changes in travel mode share which are envisaged in the Transport Strategy. The measures to deliver those changes, such as separation of differing modes of travel, for example segregated space for cycling, are likely to require physical space, which will place some pressures on the amount of parking spaces that can be accommodated on-street.

As demand for parking increases and the number of spaces available in the city centre decreases due to the inroads of development, it can be expected that parking prices will generally increase. Signs of this are already being noted in private sector operator's prices.

As demand for parking increases, it is right that the current permit scheme in place in the city centre is reviewed and brought up to date in order to ensure it is fit for purpose and aligns with wider policies and strategies. For example the city centre resident's permits were introduced when very few people actually lived within the city centre. There has been a huge growth in city living and many recent apartment developments are designated to be car-free and are not eligible for permits, where some older developments which do include off street parking for residents are eligible for permits. It is therefore timely to consider whether the current residents permit scheme in the city centre is now appropriate and whether there are better ways to manage residential parking demand

Nottingham City Council has successfully introduced a workplace parking levy which covers their city centre area. This entails levying a charge per space on employers, who provide off street parking spaces for their staff. Smaller employers are exempt from the charge and many of the employers who are subject to the levy, pass the cost on to the employees who enjoy the benefit of the parking spaces. It has been found that this levy has contributed to managing the levels of congestion in the city. The levy has provided funding to cover the local contributions towards the cost of tram extensions and has financed projects such as world class cycling infrastructure and electric buses.

In order to address the pavement parking issues in the city centre and across the city as a whole, we would envisage the investigation of whether it is feasible to have a city-wide traffic regulation order prohibiting footway parking, which could be enforced if the correct signing is erected. In doing this, we will take a pragmatic and sensible approach; For example, ensuring access for people with disabilities and prams whilst not unduly reducing parking availability in a community.

Outcomes We Want to Achieve

The city centre will continue to need sufficient parking facilities in order for it to thrive, as a workplace, retail and leisure destination and as a place to live. The supply of parking will be managed, - partly through the planning process and; - partly through the operation of the Council's own on and off-street parking. We will also seek to introduce more innovative methods of managing parking such as a workplace parking levy.

We will manage congestion effectively in order to minimise delays and limit the damaging effects of traffic generated pollution. We will improve our air quality in order to be compliant with legal requirements.

Through our land use and transport strategies and policies, the Council wish to put in place the right conditions and facilities to promote a step change in travel mode choice. This will lead to more people making healthier and sustainable travel choices by cycling or walking and will also promote the use of public transport.

We will also keep our city centre footways free of parking, so that they remain safe and convenient for pedestrians.

Actions we will take forward:

- Implement the application of a city-wide TRO to address pavement parking
- Carry out research on the potential to introduce a workplace parking levy in Sheffield
- Full review of Permit Scheme
- Work with cyclists and walkers to ensure that parking functions and services improve their travel experience
- Review of parking space allocation and parking restrictions to improve space utilisation
- Reallocation of parking space to promote sustainable travel modes as part of future schemes
- Progress improvements to the Council's stock of pay and display machines and technology used in parking administration
- Continue to work with partners to provide electric charging points for vehicles
- Reviewing the Motorcycle Parking Policy
- We will establish and facilitate Sheffield's first "Parking Providers Forum", bringing together the major operators of parking facilities to address common challenges and seize share opportunities
- Review of the type and amount of off street parking the Council wishes to provide or manage
- Progress a dynamic parking pricing scheme for Council on and off street parking which is more responsive to demand levels and takes account of the effects of price inflation in the wider economy to ensure that the demand management effects of our parking prices are not diluted over time

RESIDENTIAL AREAS & LOCAL CENTRES

Current Position

Non-City Centre Controlled Parking Zones (CPZ's)

There is also strong demand for parking in areas adjoining the city centre and in a number of outer areas, such as around hospitals, district shopping centres, educational establishments and visitor attractions.

In response to requests from businesses and residents, the Council has already introduced a number of CPZ's in areas of high demand. Some of these have now been in place for over ten years.

These CPZ's were primarily designed to address the issues caused by unrestricted all day commuter parking. This has tended to concentrate the demand for free parking in areas which have not yet been treated. This affects the local environment and quality of life and causes traffic management issues in terms of congestion and space utilisation. Locations known to be experiencing high levels of parking pressure include:

- Kelham and Neepsend
- St Vincents
- Crystal Peaks
- Park Hill Area
- Pitsmoor and Burngreave
- Northern General Hospital Area

The existing CPZ's tried to cater for all types of user and typically included permits for businesses, residents and their visitors, as well as pay and display parking for other uses. They also featured significant areas of unrestricted, free parking, as consultation responses indicated local people felt these were needed to ensure visitors to the area could park.

Feedback and requests from businesses and residents and our own observations indicate that these existing CPZ's are in need of review and new schemes are needed in order to address proven and presently unmet demand. The areas of unrestricted parking within existing zones are a particular issue as they can be largely taken up with long stay parking by residents and businesses who do not wish to purchase permits and the remainder can attract commuters who circulate the areas seeking out free parking spaces.

There are a number of different types of permit which are utilised in these zones. The structure of the permit scheme and the eligibility criteria for those permits has largely remained unaltered since the CPZ's started to be introduced some 10 years ago.

The types of permits which are in current use include:

- Residents
- Businesses
- Visitors (residents and business)
- Trade
- Medical
- Carers
- Green
- Council Staff

Schools

The Council is part-way through implementing a programme of enforceable school entrance markings. These can be enforced by vehicle mounted ANPR cameras or by civil enforcement officers on patrol. Schools are visited by enforcement officers on a rota and in response to complaints and requests for enforcement action.

However the parking issues around the school run are more widespread, presenting challenges and safety issues in a much wider area around schools.

School run traffic also contributes to air quality issues around schools, particularly via drivers sitting in their cars with engines idling.

Local Centres

Parking in many of our local centres is either unrestricted or has some form of time limited waiting. A number of our local shopping centres are reporting issues with parking, often relating to a lack of turnover of parking spaces, which can result in customers and visitors not being able to easily find a convenient parking space.

Time limited waiting is very difficult and time consuming to enforce and so enforcement action is normally infrequent, which leads to these restrictions being prone to abuse.

Challenges and Opportunities

In recent years, development of new parking schemes and reviews of existing ones has been paused. However, demand for parking has continued to grow and we are now seeking to develop new schemes of all sizes and review existing provision to ensure it meets current needs. This will allow us to address the issues caused by unrestricted commuter and visitor parking in areas of high parking demand.

Controlled Parking Zones

There is extremely strong demand for parking in areas around the city centre not currently within CPZ's and we are receiving many requests from businesses and residents for parking schemes, including CPZ's. To overcome the many demands and challenges we face, we need to develop new schemes at pace, in an environment of constrained funding resulting from mainstream transport funding being drastically reduced by Government. We therefore must explore all funding opportunities open to us and we will also be expecting developers to make significant contributions via planning obligations (under Section 106 of the Town and Country Planning Act 1990) to schemes in areas where their developments will affect parking demand.

It is clear that the existing way in which parking is controlled and managed within the CPZ's is not providing the most efficient use of space. Much of the unrestricted, free parking is utilised by residents and businesses / their workers who do not wish to purchase a permit, rather than by people who are unable to purchase a permit. They are also highly sought after by commuters, who arrive early in the day to seek out available spaces. In some areas, parking stock is poorly used as a consequence of over-regulation; for example, where bays prioritised for residents are left underutilised during the working day, whereas those prioritised for visitors are full to capacity.

This means that visitors to the area are routinely experiencing problems in finding a suitable space to park, despite the fact that there is space in bays which are not available to them as they are restricted to resident permit holders only.

Motorists can also find the variety of types of bay within CPZ's somewhat confusing, which can lead to them incurring penalties for parking in spaces which they are not allowed to use.

It is therefore clear that a fundamental review of the type of parking provided within the non-city centre CPZ's is required.

Delivering new CPZ schemes and reviews of existing schemes have traditionally been very lengthy processes, primarily due to the stakeholder engagement process. We know that we now have many potential parking projects to deliver and limited funding available. To maximise the impact we can have and shorten delivery timescales, we need to streamline our scheme

development processes and standardise the measures we implement wherever possible. We set out in Appendix A of this strategy the scheme development process we will now follow.

The types of permits in use, the charges for them and eligibility criteria have changed little since the permit scheme was introduced over 10 years ago, so a full review of the permit scheme is needed which will examine all of these aspects. Our review work will also encompass ways in which our parking prices (parking tariffs and permit prices) can take account of price inflation in the wider economy which affect the cost of motoring. This will ensure that the demand management effects of our parking prices are not diluted over time.

We are seeing year-on-year increases in the levels of car ownership and use, which are reflected in the numbers of permits issued in our current CPZ's. It may be necessary in some of them to consider **reducing the number of permits issued to each household**, in order to manage the supply of parking more effectively, as streets are becoming clogged with vehicles at all times of the day.

The lack of green space in urban areas is often an issue. Parking can have a role to play in providing green space, for example with the introduction of Parklets (see: <https://hackney.gov.uk/parklets>) which are small projects which convert parking spaces either on-street or in car parks into urban parks. These can be installed on a temporary or permanent basis. We would seek to utilise innovative and creative methods like this to enhance our urban spaces and enhance the lives of our citizens.

Schools

The installation of enforceable school keep clear markings at all schools across Sheffield will be completed in 2018. This will provide a significant benefit in addressing the parking issues around the school run, although at certain location parking problems are much more widespread. The Council will investigate innovative ways in which parking can be managed around the schools with the worst problems to assess whether they are appropriate for use here. An example of this is the use of public space protection orders to limit drivers stopping in the area around schools.

We will also seek to maximise the efficiency of our enforcement by making the maximum use of enforcement by camera on school keep clear markings.

We also have an opportunity, through the introduction of anti-idling enforcement, to improve air quality in the areas around our schools.

Local Centres

The Council's preferred method of ensuring turnover of spaces is to charge for parking. This in itself has a demand management effect and encourages drivers to stay only as long as they need to. For the past few years, the Council's city centre on and off street parking has operated successfully without time limits and it is therefore our preferred method of operation for any new parking scheme.

Outcomes We Want to Achieve

We wish to ensure that the areas around the city centre are relieved from the detrimental effects of free, unrestricted commuter parking.

Given the high demand for new schemes, we want to speed up our scheme development process and maximise the impact we can have with the limited amount of funding available.

We want to ensure that our local centres have an adequate supply of parking and that turnover of spaces is optimised to ensure drivers can find a convenient space.

We would like to better manage the issues around school run parking.

We would like to ensure that the range of parking permits is available to motorists and that the customer experience for drivers seeking to purchase or renew a permit is excellent.

We would like to ensure that the range of permits we offer reflects current thinking on vehicle emissions and incentivises zero emission vehicle uptake.

Actions we will take forward:

- A programme of new Controlled Parking Zones (CPZs) to be developed and implemented
- A programme of reviews of existing CPZs
- A streamlined scheme development process as set out in Appendix A
- We will investigate potential mechanisms which enable small portions of additional parking income to be re-invested in transport or environmental activities, working in partnership with Councillors and local people.
- Progress a dynamic parking pricing scheme for Council on and off street parking which is more responsive to demand levels and takes account of the effects of price inflation in the wider economy to ensure that the demand management effects of our parking prices are not diluted over time
- Pursuing funding opportunities from a wider range of available sources, particularly including examining changes to Planning Policy allow greater developer contributions for parking schemes
- A full review of our permit scheme to include eligibility criteria, types of permits and pricing mechanisms
- Improvements to the customer experience for purchasing and renewing permits
- New local parking schemes, for example small pay and display schemes in district shopping centres and other smaller areas of high parking demand
- Consider further measures to control parking outside those schools where problems continue following the roll out of enforceable school keep clear markings outside all Schools in Sheffield
- Pay and display parking without time limit will be the preferred method of promoting turnover of parking spaces within new schemes
- Explore innovative and creative ways of utilising parking spaces to enhance our neighbourhoods.

AIR QUALITY

Sheffield has been identified by the Government in its newly-released National Air Quality Plan as an area in exceedance for Nitrogen Dioxide (NO₂) gas which means that we will need to tackle vehicle emissions in order to become compliant with the European health based limits for this air pollutant in the 'shortest possible time'. Parking has a key role to play in our efforts to tackle this vital issue. By improving parking availability and turnover, we can reduce the amount of vehicles circulating seeking parking.

In addition, there is a particular need to review the **Green permit scheme** and the emissions based discounts available in the Resident and Business permit schemes in order to ensure they align with the Clean Air Strategy.

Challenges / Opportunities

Effective management of parking can have a positive impact on traffic congestion and thereby help with wider initiatives to reduce levels of pollutants emitted by vehicles. Better availability of parking will reduce the amount of time drivers spend circulating, looking for a parking space. Various studies estimate that 25% or more of urban traffic in congested areas is due to drivers seeking parking. Our aim is to move towards having a good availability of parking spaces, which will mean drivers do not have to travel far to find a convenient parking space.

At this time, the Government is not prescribing the way in which we must reduce vehicle emissions. The type of measures that we may have to introduce in Sheffield, in order to improve air quality in the 'shortest possible time', will need to be considered through a Local Feasibility Study, funded by Government.

Outcomes we want to achieve

We have approved a Sheffield Clean Air Strategy (CAS) which will acknowledge the National Air Quality Plan and reference the recommendations from the DEFRA funded 2013 Sheffield Low Emission Zone Feasibility Study (which indicated that in the short term, diesel vehicles and in particular Buses, Taxis and Goods Vehicles need to be retrofitted or be a minimum Euro VI / 6 standard and in the longer term, we need a shift away from diesel fuel to alternative low emission fuels such as electric, gas / biogas, hybrid, hydrogen).

Our Clean Air Strategy is aligned with work on a new Transport Strategy for Sheffield, which is principally focused upon ensuring that the transport system supports economic growth, whilst also considering matters of health, and environmental sustainability that affect us as a large and growing city, in particular reducing air pollution to a point well below European health based limits.

Following approval of the Sheffield Clean Air Strategy we will update our Air Quality Action Plan (AQAP) to reflect this.

Actions we will take forward:

- We will investigate whether innovative measures such as a workplace parking levy might make a positive contribution to the growth and air quality of the city. We will consult with stakeholders so that we obtain a full understanding of the potential impacts of such a scheme.
- We will review the Green Parking Permit Scheme, to ensure it is an effective incentive to less polluting vehicles.
- We will investigate the implementation of a "Pollution Premium", whereby the most polluting vehicles are required to pay an additional surcharge to cover a small portion of the environmental cost of their emissions.
- We will use implement new technologies to reduce the amount of time and fuel drivers spend looking for a parking space

KEY TRANSPORT CORRIDORS

Current Position

Types of Restriction

Our key corridors can have a number of types of parking restrictions, which are designed to maintain the flow of traffic on these important corridors:

- Double and single yellow lines
- Loading restrictions
- Clearways
- Bus Lanes / Gates

Enforcement

Enforcement is normally carried out by civil enforcement officers on patrol. The bus lanes and gates can be enforced by camera, as can bus stop clearways

Bus lane / gate enforcement is currently carried out using two different systems. One is a manually observed system where operators record contraventions in real time. This is an older system and is less efficient in terms of capturing contraventions. The other is a more modern automatic system, which is more efficient.

Challenges / Opportunities

Types of Restriction

The motorist can be presented with a variety of restrictions which have different meanings. Some are more easily understood than others.

24 hour clearways in particular appear to present issues for many motorists as they do not have any road markings associated with them. On some routes, the clearway restrictions extend up side roads which drivers can also find confusing. This leads to a number of appeals against penalties issued, which might be avoided if the restriction was clearer to drivers. At the time our clearway restrictions were introduced, the Council did not have access to red routes, which were then only applicable in London. Traffic signs regulations have now been amended to allow local authorities outside London to use red routes.

Red routes, which indicate a prohibition of stopping and are denoted by red lines on the carriageway instead of the normal yellow, are now commonly understood by motorists. They have been in use in London for many years and Birmingham have recently introduced them. Following a change to government signing regulations, red routes can now be introduced by any local authority. It is therefore timely to consider whether red routes should be rolled out in Sheffield on new schemes and as a replacement for less easily understood restrictions like 24 hour clearways. Because red routes can mean that loading and unloading is not allowed, it is necessary to

understand and carefully consider the needs of local businesses and residents when considering their introduction, so significant levels of stakeholder engagement will be needed.

Enforcement

Our bus lanes and gates are a key component in our efforts to maintain punctual public transport services which provide a genuine alternative to the car. Experience tells us that where they are not enforced, they are prone to abuse, resulting in unnecessary delays to public transport. We work in close liaison with SYPTE and bus operators to promote public transport. We need to maximise the effectiveness of our current efforts to enforce these restrictions, which will mean replacing existing observed camera systems with automatic ones and making maximum use of our camera enforcement vehicles.

The efficiency of our camera enforcement efforts can be improved by moving all our bus lane / gate cameras to an automatic system. This will require investment.

The effectiveness of our civil enforcement officers can also be improved through equipping them with the latest technology to speed up the recording of contraventions and issuing of penalty charge notices. The safety of our staff can also be improved by utilising safety related technology such as body-worn video.

Outcomes We Want to Achieve

We wish to promote the free flow of traffic on our main transport corridors.

We want to ensure that public transport is punctual and offers a realistic option to car use.

We want our restrictions to be clear and easily understood by all, so that drivers do not incur unnecessary penalties.

We want the enforcement of our restrictions to be as effective as possible in deterring abuse, so that delays to traffic and public transport are minimised.

We want to maximise the benefits of our parking spaces to local communities

Actions we will take forward:

- Investigate the potential to introduce red routes in Sheffield
- Continue to invest in technology to improve the effectiveness and efficiency of our enforcement
- Continue to invest in technology to improve customer experience

BROADER ISSUES

Current Position

Car Park Management

A significant challenge for the Council is that the overwhelming majority of car park spaces in Sheffield are managed by the private sector. As a result, the Council are not able to directly influence the operation of these facilities to support the objectives of the Transport Strategy.

Parking is of course a commodity and car park operators normally run their car parks on a commercial basis in order to ensure ongoing financial viability. The City Council also seek to

operate our parking estate in a financially viable way. In accordance with legislation, our overriding aim in operating parking schemes is to better manage traffic.

Signage, Information and Customer Experience

The information we can provide via our website for drivers who receive a penalty is currently limited by the capabilities of our back office systems.

Signage on the highway network for the car parks and the availability of spaces is inconsistent. Some car parks attract more customers and are at times fully occupied, whilst others remain under-used. This imbalance of supply and demand can create a perception of lack of available spaces, despite the fact that there are spaces available elsewhere. There is currently limited real-time parking occupancy information to re-direct customers to alternatives which have available capacity.

Enforcement

Experience tells us that the only way that restrictions will be complied with is if they are enforced. We therefore enforce against contraventions of parking restrictions and bus gate / lane restrictions. Much of our parking enforcement is carried out by civil enforcement officers on patrol.

Misuse of blue disabled parking badges is an issue which is estimated to cost the country £46m per year. We have recently begun enforcing against misuse of blue badges, making criminal prosecutions in the Magistrates court

We cannot currently enforce by camera against moving traffic offences and abuse of box junction restrictions. Currently, in England, these options are only available to Councils in London . Regrettably, the Government do not feel it necessary to roll out these powers more widely, so only the Police can enforce these offences in Sheffield.

Quality and Maintenance

We control a number of off street car parks and we recognise that some aspects of quality and maintenance of our facilities could be improved.

Some of our pay and display machines are of older types which are not always as reliable as we would like. This can cause issues for us when breakdowns occur, with customers sometimes being reluctant to park elsewhere, where there is access to a working machine.

New Developments

New developments can have considerable impact on on-street and off-street parking for the duration of the work if the scheme is not managed effectively. These pressures can stem from individual developments or from the accumulation of development work in an area. They can cause capacity issues in existing parking locations or intensify problems in residential areas. Although transport and parking issues can be addressed to some extent within the development management process, the needs will alter throughout the life of the building works and then we must ensure that the most appropriate parking controls are implemented on the completion of the building works.

Challenges / Opportunities

Car Park Management

Differences in approach across the spectrum of parking operators can have real impacts on the experience of a wide variety of people who live in, do business in or visit the city.

Private car park operators appear to have found the prevailing economic conditions in the city challenging in recent years and as a result have reduced prices in order to try and capture the market share of car parking to remain viable.

The City Council can only set car park tariffs for its own car parks and these have remained unchanged in the city centre since 2013. However it can work with other operators and interested parties to provide better information to customers and seek other ways in which the visitor experience can be improved.

The Council is also looking at the potential for managing workplace parking within the city, with the aim of better managing traffic congestion. Nottingham City Council has successfully introduced a Workplace Parking Levy in their city, which is thought to have made a significant contribution to congestion management. The income from the Levy has been used to finance local contributions to the cost of extensions to the Nottingham Tram System, the introduction of electric buses and the provision of extensive high quality cycling facilities. Other local authorities such as Oxford and Cambridge are also now looking to introduce a Workplace Parking Levy.

Signage, Information and Customer Experience

We can improve the customer experience of those who receive penalties by improving the efficiency of our back-office systems that we use to process penalties and by providing better information for such drivers on our website. Better information will allow drivers to make a more informed decision on whether or not to pursue an appeal against a penalty. An example of this is to allow drivers the facility to view video clips of their bus lane / gate contraventions on-line.

We need to continue to look for opportunities to improve signing and direction for motorists as well as exploring the application of innovative new technologies in this sphere which are designed to enhance the parking experience.

Enforcement

We will continue to enforce against contraventions of parking restrictions and bus lane / gate restrictions, using the best technology available to us.

By discouraging misuse of blue badges through enforcement, we can ensure that parking opportunities are available to genuine blue badge users. We will maximise the opportunities to publicise this initiative with the aim of ensuring that anyone who misuses a blue badge in Sheffield knows that they may be caught and prosecuted with a potential fine of up to £1000 plus costs and victim surcharges.

We would like to be able to enforce by camera against moving traffic offences and abuse of box junctions as we know that these are a matter of concern for many drivers and can cause safety issues and delays. We will continue to lobby the Government for these powers to be devolved to Local Authorities.

Quality and Maintenance

We want our parking facilities to be high quality and well maintained, in order to provide the best customer experience. This will need investment and improvements to the efficiency of our organisation.

We need to continue to invest in our stock of pay and display machines to improve their reliability and the amount of useful information we can gain from them. We also would like to offer our customers a variety of payment methods, for example, electronic payments have recently been rolled out to all of our parking estate.

New Developments

Where new developments are impacting on parking in an area, the Council is seeking financial contributions from developers to help fund the parking schemes which will become necessary as development progresses.

The ongoing development of the Sheffield Retail Quarter in the city centre is expected to impact on the Council's stock of on and off street parking. It is important that the development takes full account of the impact on parking and that there is sufficient supply of parking in the city centre to meet anticipated needs.

Outcomes We Want to Achieve

Car Park Management

We would like the management of car parks to be an effective tool in our efforts to manage traffic congestion. We would like to better understand how innovative measures such as a Workplace Parking Levy might be used to this end and engage with stakeholders across the city to obtain their views on whether it is something that would make a positive contribution to managing the city's transport needs.

Signage, Information and Customer Experience

We want our customers to have the best possible experience of their interactions with us. We'd like to provide customers with the best possible information to understand the restrictions we use and help them in decisions on whether to appeal against penalties received.

Enforcement

We want our highway network to be as safe and efficient as it can be.

We want to maximise the parking opportunities for genuine blue badge holders

Quality and Maintenance

We would like our parking facilities to be recognised as being well maintained and of a high quality

We want our customers to have as many payment options as possible across the whole of our parking estate.

New Developments

Our city needs to grow and we wish to be able to accommodate the necessary development with a minimum of inconvenience. Where on-street parking is lost as a result of development, we will seek to replace it in a nearby location.

We also wish to be able to fund the often very expensive parking schemes which may be necessary as a result of development.

Actions we will take forward:

- We will give customers the best possible experience when dealing with us and we will continue to look to improve our processes and information provided to customers.
- Through enforcement, we will try to maximise the parking opportunities for genuine blue badge holders

- We will investigate whether innovative measures such as a workplace parking levy might make a positive contribution to the growth of the city. We will consult with stakeholders so that we obtain a full understanding of the potential impacts of such a scheme.
- We will continue to lobby the Government to roll out the powers to enforce by camera moving traffic offences and box junction abuse to Councils outside London.
- We will continue to seek to improve the quality of the parking facilities we offer and drive up maintenance standards.
- We will work to provide customers as many payment options as we can, starting with the roll out of electronic payment facilities to the whole of our parking estate.

6.0 Uses of Parking Income

The ways in which Councils can provide or change parking schemes, including the imposition or changing of parking prices is tightly regulated in UK law. The uses to which any surplus parking income earned by local authorities can be put are also tightly regulated.

Section 122 of the Road Traffic Regulation Act 1984 (“the Act”) imposes a general duty on the Council to exercise its function under the act to “secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities on and off the highway”. Collectively, these criteria may be referred to as “traffic management purposes”

Section 45 of the Act gives the Local Authority a power (a discretion) to designate parking places on a highway; to charge for the use of them and to issue parking permits for a charge. Section 55 of the Act places a duty on the Local Authority (a requirement) to keep an account of their income and expenditure in respect of designated parking places. This includes ‘pay and display’ income. The ring-fenced account is referred to as the Specialist Parking Account. Section 55(4) of the Act sets out the purposes for which any surplus income in respect of designated parking places can be used. These purposes include:

- Provision and maintenance of off street parking
- Meeting costs incurred in the provision or operation of public transport
- Highway and road improvements and maintenance
- Reducing environmental pollution
- Improvement and maintenance of public open space
- Provision of outdoor recreational facilities open to the public without charge

All of these functions are carried out by the Council’s Place Portfolio, which includes Strategic Transport and Infrastructure and the Highways Maintenance Divisions. Any surplus in income in respect of designated parking places is utilised in accordance with Section 55(4) of the Act to underpin the activities of these two service areas

Sheffield City Council does generate an incidental surplus of parking income, which is permissible under the Act. In 2016/17 this amounted to £3.95m. To put this in context, this amount of surplus ranked the city at number 51 in the list of parking authority earnings. Our nearest comparable neighbours Leeds, Manchester and Nottingham generated considerably higher surpluses:

- Leeds £7.8m surplus, ranked 23
- Manchester £7.75m surplus, ranked 24

- Nottingham £5.7m surplus, ranked 36

There are a number of reasons why our surpluses are modest compared to these cities. Our stock of parking spaces, particularly city centre off street spaces, is lower. Our highest parking charges are also markedly lower than Leeds and Manchester. Our highest city centre on-street charge is £2/hr, whereas Leeds and Manchester both charge £3/hr. Sheffield's city centre parking charges have not changed since April 2013.

As development continues, particularly in the city centre, there is clear potential for there to be a loss of on and off street parking spaces in Council control, which will of course impact on current parking income levels. We also often hear requests for parking charges to be made lower or parking to be provided free of charge. Parking is a service and providing it is never free. There is always a cost. Although the surpluses we produce from parking are of course incidental, it is important to realise that any significant decrease in parking income, resulting in lower levels of surplus income, will have a direct impact on the overall amount of money the Council has to spend on its wider services.

8.0 Next Steps

Programme

In implementing future schemes we will comply with statutory requirements to consult and to advertise the legal orders which underpin the schemes. Once the need for action has been established, we will be seeking to deliver our new schemes with increased pace so that we can deliver the outcomes as quickly as possible.

When new area-wide parking schemes have been introduced in the past, it has often taken up to two years from the start of the project to completion on-site. Significant reviews of existing schemes can also take similar timescales. This has been due to the level of stakeholder engagement which has been undertaken, which is time consuming and costly.

Development of the larger schemes will therefore be necessarily over several years and progress will be very much dictated by the availability of funding from a wide range of sources.

Our streamlined scheme development approach, which will improve the pace of scheme delivery, is set out in Appendix A.

Funding

Mainstream transport funding is very now very limited and there are increasing demands on it. It is therefore imperative that we maximise the available funding opportunities to finance the parking initiatives programme

The schemes and initiatives in the programme will be progressed as quickly as the available funding allows. Funding streams which may be used to finance this work include:

- Local Transport Plan (Mainstream Transport Capital Funding)
- Developer Contributions (Contributions will be sought from significant developments in areas of high parking demand via Section 106 of the Town and Country Planning Act 1990 and Community Infrastructure Levy (CIL))
- Ring Fenced Surplus Parking Income arising from any tariff increases or new parking schemes which are installed

- External Funding – there are from time to time opportunities to gain funding as part of government or regional initiatives or as part of wider scheme packages.

To give some context on costs involved, a large area wide parking scheme can cost in excess of half a million pounds. A modestly sized local scheme may be upwards of fifty thousand pounds.

Governance

All new schemes brought forward as part of this programme will be subject to the Council's internal governance and gateway processes. Political approvals will need to be obtained, these are normally via reports to the relevant Cabinet Committee or Individual Cabinet Member.

Traffic Regulation orders associated with these schemes have to follow a statutory process of advertisement in which objections can be lodged by interested parties. Any objections received and not withdrawn are reported to the Cabinet member for a decision.

Appendices

Appendix A:

Scheme Content and Development Process for Parking Schemes

Background

- It is assumed that schemes identified in the parking initiatives programme will progress unless a compelling reason to change this comes to light in consultation.
- The highest cost items on parking schemes are often pay and display machines. These also accrue significant maintenance and operational costs. To reduce our costs, on new and revised schemes, pay and display machine provision will be minimised and preferred payment method will be by electronic means.
- Officer time for stakeholder engagement is also a high cost item in parking schemes. On the last review of a large parking scheme, 80% of the final cost was officer time spent on engagement.
- Area-wide parking schemes have in the past taken up to 2 years to deliver. Reviews of existing schemes have taken 12-18 months to deliver.
- Due to the limited amount of funding currently available for transport schemes, stakeholder engagement must be streamlined as much as possible in order to reduce overhead costs and increase the number of schemes we can deliver with the available funds. There will still be opportunity for local people to have input and influence the final provision.
- There are many areas with pressing parking issues and we need to implement solutions at pace. This and the limited funding available mean that more simple and standardised schemes will be utilised.

The impact of continued austerity and significant government funding cuts has profoundly affected our ability and capacity to deliver parking schemes in the way we have done in the past, which involved extensive and prolonged consultation exercises.

As a result, unless there are extenuating circumstances, we will only undertake the minimum levels of consultation required by legislation. This will allow us to streamline the process and deliver the much needed benefits of parking schemes more quickly, as well as reducing costs.

Scheme Content

The following template of measures will be employed in new schemes and existing schemes will be amended to reflect this upon review

- The default waiting restriction will be double yellow lines, with loading restrictions where appropriate.
- Red Route restrictions may be provided on main routes if appropriate.
- Parking bays will be mixed use (permit and pay and display / paybyphone).
- There will be no unrestricted parking within scheme boundaries.
- Consideration will be given to providing enforceable disabled parking, as well as secure motorcycle and cycle parking as part of the scheme.
- Specialised bays such as loading bays and taxi ranks may be considered if evidence of need is identified.
- No time limits will be used. Turnover will be achieved through charging an appropriate tariff for parking. The required level of charges to achieve turnover will be established by regular occupancy surveys.
- Schemes may include permits for residents and businesses if sufficient space is available to meet anticipated levels of demand. Season tickets may be considered if appropriate.

New Area-Wide Parking Scheme Process (Including reviews of existing schemes)

- Officers will assess the evidence base available and carry out any necessary surveys to understand the issue which needs to be addressed. Community groups, major stakeholders and local Members can be engaged at this stage for their input.
- Officers will draw up a proposed scheme, produce detailed plans and draft the necessary traffic regulation orders (TRO's) to support it.
- The TRO's will be advertised and, aligned with this, all properties in the proposed area of the scheme will receive a letter advising of the proposals and pointing out where the scheme plan can be viewed and how to make comments and express support / objections. The TRO is advertised for 3 weeks. Drop-in sessions at local venues may be considered.
- Officers will consider comments received and make any reasonable amendments to the proposals required to mitigate issues raised.
- An executive decision will be made at appropriate level on any objections which cannot be mitigated and objectors advised of the outcome.

New Local Parking Schemes

- Officers will assess the evidence base available and carry out any necessary surveys to understand the issue which needs to be addressed.
- Officers will draw up a proposed scheme, produce detailed plans and draft the necessary traffic regulation orders (TRO's) to support it.
- The TRO's will be advertised and, aligned with this, all frontage properties in the immediate area of the scheme will receive a letter advising of the proposals and pointing out where the scheme plan can be viewed and how to make comments and express support / objections. The TRO is advertised for 3 weeks.
- Officers will consider comments received and make any reasonable amendments to the proposals required to mitigate issues raised.
- An executive decision will be made at appropriate level on any objections which cannot be mitigated and objectors advised of the outcome.