



## **CABINET – 5<sup>TH</sup> JUNE 2024**

**SUBJECT: FINAL REPORT OF THE TASK AND FINISH GROUP  
REVIEWING THE RESIDENTS' PARKING POLICY**

**REPORT BY: CORPORATE DIRECTOR EDUCATION AND CORPORATE  
SERVICES**

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### **1. PURPOSE OF REPORT**

- 1.1 To advise Cabinet Members on the final recommendations of the Task and Finish inquiry into the potential implications of changes to the current Residents' Parking Policy.

### **2. SUMMARY**

- 2.1 At a meeting of the Environment and Sustainability Scrutiny Committee held on 6<sup>th</sup> October 2022 Committee Members agreed that a Task and Finish inquiry into the potential implications of changes to the current Residents' Parking Policy be carried out.
- 2.2 A Task and Finish Group was recommended under 5.14.2 of the "Parking for Resident Permit Holders" report that was under discussion that evening.
- 2.3 The report had been prepared in response to requests received from Councillor D.T. Davies MBE and Councillor A. Hussey and endorsed by the Joint Scrutiny Committee (Environment and Sustainability and Housing and Regeneration) on 15th December 2020, for amendments to be considered to the parking restrictions in residential areas.

### **3. RECOMMENDATIONS**

- 3.1 Cabinet Members are asked to note the contents of the report and endorse the following recommendations of the Task and Finish inquiry into the current Residents' Parking Policy:
- i. That the times of operation of the Residents' Parking Policy be changed to Monday to Saturday, 8am to 8pm as a maximum restriction (formerly Monday to Saturday 8am to 6pm). This can be reduced depending on the local circumstances which will be considered as part of the traffic regulation order process.

- ii. That the times of operation of all existing schemes are brought in line with the policy. This will be applied when the traffic regulation order for each area is progressed/reviewed.
- iii. That Caerphilly County Borough Council communication channels are used to convey enforcement messages to residents with regards to residential parking infringements.

#### **4. REASONS FOR THE RECOMMENDATIONS**

- 4.1 To seek endorsement from Cabinet Members of the recommendations of the Task and Finish inquiry into the potential implications of changes to the current Residents' Parking Policy.

#### **5. THE REPORT**

- 5.1 The terms of reference for this Task and Finish inquiry are: To fully consider the complexities and implications of any proposed changes to the existing Residents' Parking Policy. As part of the Task and Finish Group's remit a consultation exercise will need to be carried out with all eligible residents (approximately 1,800 properties) within existing schemes to gauge views and help inform decisions.

- 5.2 The Task and Finish Group on Residential Parking met for the first time on 7<sup>th</sup> December 2022 and agreed the terms of reference and Inquiry Plan set out in the review's Scoping Document. The Task and Finish Group was made up of the following Members:

Councillor D.T Davies MBE  
Councillor N Dix – Vice Chair  
Councillor A Hussey - Chair  
Councillor D Ingram-Jones (Co-opted from Policy & Resources Scrutiny Committee)  
Councillor S. Kent  
Cllr H. Pritchard

- 5.3 The second Task Group meeting was held on 30<sup>th</sup> January 2023 and focussed on gaining an understanding of the current position regarding residential parking and a background overview from Traffic Management Officers. The key witnesses were Mr Clive Campbell (Transportation Engineering Manager) and Mr Dean Smith (Principal Engineer, Traffic Management).
- 5.4 The Chair raised the issue of extending the permit operating time from the current schedule to 8am to 8pm instead. Whilst acknowledging that recommendations were a matter for the Task Group the Principal Engineer reiterated that extending the operating hours risked diverting enforcement resources from the working day when roads were busier. Members heard how a thin resource would be spread more thinly if times of operation were extended. The Chair highlighted that in Newport some operating restrictions were from 8am to 8pm. The Principal Engineer suggested that this might be appropriate in cities where demand was greater in the evenings because of sporting events for example.
- 5.5 At the January meeting the Principal Engineer, Traffic Management advised that historically Limited Waiting Bays had been introduced to allow visitor parking. But as

Visitor Permits were now allowed under the current policy the Principal Engineer advised that Limited Waiting Bays could be reviewed as part of Phase 3 of the Traffic Order Programme.

- 5.6 During the second meeting a Member of the group asked if a Camera Car would be a more effective enforcement tool rather than foot patrols given that there were 6,200 metres of resident parking within the County Borough. The Principal Engineer advised that this was a good idea but outlined the regulations on what can be enforced via a Camera Car.
- 5.7 One Member enquired if moving away from parallel parking on one-way streets had been considered. Provided there was adequate road width the Member was of the view that angled parking would be a better use of space. The Principal Engineer advised that echelon parking had been introduced in Nelson but most of the streets now under consideration were not wide enough to introduce it. However, he gave assurances it would be one of the considerations under the Phase 3 review.
- 5.8 At the meeting the Principal Engineer advised that wider consultation would be needed for any policy changes which were outside the Traffic Order process. The Transportation Engineering Manager advised that any consultation of this kind would need to be County-wide and more detailed than the planned consultation of the 1,800 households who currently hold parking permits.
- 5.9 The third meeting on 27<sup>th</sup> February 2023 was organised so that guidance on the future consultation exercise could be provided by the Consultation and Public Engagement Officer Ms. Elizabeth Sharma.
- 5.10 At the February meeting officers suggested to Members that consultation on changes to times of operation should be conducted on a street-by-street basis as part of Traffic Order changes. It was highlighted that some residents with more than one vehicle might prefer ending regulations at 6pm so that additional vehicles could be parked at the end of the working day.
- 5.11 A draft survey by the Consultation and Public Engagement Officer and the Scrutiny Officer was unanimously endorsed by the Task Group at their fourth meeting on 25<sup>th</sup> May 2023. It was decided that the online survey of eligible residents within existing schemes should be supported by a letter offering hard copies of the survey if preferred. A copy of the survey is attached in the appendices of this report.
- 5.12 The survey of eligible residents ran from 4<sup>th</sup> July until 4<sup>th</sup> August 2023. Also, as part of the evidence-gathering process an update report was presented at the Community Council Liaison Sub-Committee meeting on 24<sup>th</sup> July 2023 in order to gather the views of the Community and Town Councils.
- 5.13 The fifth meeting of the Task and Finish group was held on Monday 16<sup>th</sup> October 2023. The purpose of this meeting was to present Members with the findings from the consultation of residents.
- 5.14 Members heard how 1,837 bilingual letters inviting residents to complete the survey were sent to every household within residential parking areas. 312 responses were received to the survey which ran for four weeks from 4<sup>th</sup> July 2023.
- 5.15 Accessibility to the online survey was increased for residents with smartphones by the inclusion of QR codes on the letters circulated to the areas covered by existing schemes. 38 households requested hard copies of the survey, 21 surveys were

returned in the prepaid envelopes and were submitted manually by the Scrutiny Officer. Two surveys returned were not included as the respondent of one did not live in an area covered by a resident parking scheme, and the other was received after the closing date for the survey. 18 letters were returned by the Royal Mail as the address for each one was deemed inaccessible.

- 5.16 At the meeting in October 2023, the Scrutiny Officer advised Members that on the key question “did the current policy meet the needs of you and your household?” 71% of respondents replied no and 29% of those surveyed thought that it did.
- 5.17 According to survey respondents the area of the current policy most in need of updating was: the maximum times of operation Monday to Saturday 8am – 6pm. There were 91 nominations for this part of the policy to be updated.
- 5.18 The remaining top 4 current policy parts that needed updating according to the consultation exercise were: the non-resident element of parking must be at least 25%, residents must have to park some distance from their properties, 80% of residents must support the introduction of a residents' only parking scheme, and charges of £15 per permit per annum. At the October meeting Members were also given a selection of some of the supporting comments made by residents on each current policy area.
- 5.19 On the comments made by residents in the survey the Scrutiny Officer outlined to Members how he had read them all and had broken them down under key themes. The top five themes taken from survey comments were: Greater Enforcement (19% of comments), Remove Limited Parking (18%), Extend Hours of Operation (15%), Too many Commercial Vehicles (12%), and Unable to park despite having a permit (7%). The Scrutiny Officer also gave Members a flavour of opinion by showing them a selection of comments made by residents under each identified theme.
- 5.20 The Transportation Engineering Manager observed that the survey showed the variety of opinion that existed and how it would be impossible to please everybody. The Group were asked to consider where the balance should be between parking for residents, visitors and businesses. He highlighted that permitholders were not paying for a space to park, they were paying for the administration and enforcement of the scheme. There was no guarantee of a space. Members heard how Enforcement Officers did not have access to the DVLA database and could not check addresses for example, they could purely enforce consistently on whether or not a permit was displayed between the hours of operation.
- 5.21 During discussion at the October meeting Members suggested that the Council used local media to highlight the enforcement action taking place, this could be press releases on the issue of Penalty Charge Notices for example. Caerphilly County Borough Council social media platforms could also be used to convey the enforcement message to residents.
- 5.22 Having determined that there was no merit in gathering further evidence the Task and Finish Group met on 1<sup>st</sup> December 2023 to discuss their final recommendations. At this sixth meeting of the review Members received a synopsis of the evidence received so far against the key issues identified such as if a policy update was needed and whether or not the hours of operation should be extended. A copy of the synopsis is contained in the appendices of this report.
- 5.23 At a meeting of the Housing and Environment Scrutiny Committee held on Tuesday 30<sup>th</sup> April 2024, Members considered this report and unanimously supported the

recommendations outlined earlier (3.1 i - iii).

## 5.24 Conclusion

At the meeting in December the Task and Finish Group on Residential Parking suggested and unanimously endorsed the recommendations outlined in Section 3 of this report. The Group have been meeting regularly since December 2022 and have consulted with eligible residents (1,837 households) living within existing resident parking schemes to gauge their views and help inform decisions. Following full endorsement by the Housing and Environment Scrutiny Committee this report now proceeds to Cabinet for final consideration.

## 6. ASSUMPTIONS

6.1 No assumptions are necessary.

## 7. SUMMARY OF INTEGRATED IMPACT ASSESSMENT

7.1 The proposal to extend the times of operation of the Residents' Parking Policy by two hours, or retain the current status depending on local circumstances, is deemed to have a neutral impact on protected characteristic groups. However, the maximum times of operation of the scheme will be reduced in some areas where residents' parking currently applies 24 hours per day, 7 days per week, which could have a negative impact on certain protected characteristic groups (Disability/ Pregnancy & Maternity). But the impact is likely to be low as the scheme is not currently being enforced regularly after 6:00pm or on Sundays. Consideration will also be given to maximising the parking opportunity (by removing existing parking restrictions where possible, such as double yellow lines) within the affected streets as part of the traffic regulation order process.

7.2 The proposal is deemed to have a neutral impact on members of the community experiencing socio-economic disadvantage. Similarly, there is a neutral impact on the Council's Well-being Objectives and on matters under the Well-being of Future Generations (Wales) Act 2015 and The Welsh Language Measure 2011 and the Welsh Language Standards.

7.3 You can view the full Integrated Impact Assessment here:

[LINK TO THE IIA](#)

## 8. FINANCIAL IMPLICATIONS

8.1 At this stage of the Task and Finish review no financial implications have been identified. Any costs arising from Traffic Regulation Order (TRO) changes will be met from operational budgets as and when the TRO reviews are progressed.

## 9. PERSONNEL IMPLICATIONS

9.1 There are no personnel implications with respect to this report.

## **10. CONSULTATIONS**

- 10.1 At their meeting held on Tuesday 30<sup>th</sup> April 2024, Members of the Housing and Environment Scrutiny Committee considered the Final Report of the Task and Finish Group Reviewing the Residents' Parking Policy after it was introduced by the Scrutiny Officer. Following consideration of the report, it was moved and seconded that the recommendations be approved for recommendation to Cabinet. By way of Microsoft Forms and verbal votes (and noting there were 15 for, 0 against and 0 Abstentions) this was carried unanimously.

It was therefore RECOMMENDED to Cabinet that recommendations 3.1. i – iii be considered and supported.

- 10.2 All other responses from the consultations have been incorporated in the report.

## **11. STATUTORY POWER**

- 11.1 The Local Government Act 2000.

## **12. URGENCY (CABINET ITEMS ONLY)**

- 12.1 Non-urgent.

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Councillor Andrew Whitcombe, Chair of Housing and Environment Scrutiny Committee.  
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Councillor Adrian Hussey, Chair of the Task and Finish Group on Residential Parking.  
Councillor Nigel Dix, Vice Chair of the Task and Finish Group on Residential Parking.

Appendices:

Appendix 1 - Resident Parking Policy Review survey

Appendix 2 - Presentation on Resident Parking Review Survey

Appendix 3 - Information gathered at Task Review meetings since December 2022