

**10<sup>th</sup> July 2019**

**Policy, Resources & Economic Development Committee**

**Parking Order Report**

**Report of:** Greg Campbell, Director of Operations

**Wards Affected:** All Wards

**This report is:** Public

**1. Executive Summary**

- 1.1 To add the car parks listed in Appendix A to the Councils Off Street Parking Order for the purpose of formalising the parking arrangements and to give the Council the ability to administer and enforce parking across the listed site.
- 1.2 To continue the phased inclusion of Council car parks into the Parking Order.
- 1.1 To amend the Councils Off Street Parking Order to address the new and changed parking needs at the Town Hall site car park at Ingrave Road Brentwood to ensure parking can be effectively managed. In so doing meet the various needs of the stakeholders and users.
- 1.2 It is estimated that a budget of £25K will be required to deliver the proposals.

**2 Recommendation(s)**

**In respect of the Housing car parks**

- 2.1 To agree that the Housing car park sites listed in Appendix A are added to the Councils off Street parking Order.
- 2.1 To agree to delegate authority to the Director of Operations to take all necessary steps to implement enforcement of those priority sites identified and referred to as 'immediate effect' in Column 2 of Appendix A.
- 2.2 Agree to implement appropriate fees and charges in line with the rest of the borough.

**In respect of the Town Hall**

- 2.3 To amend the Parking Order relating to the area of the Town Hall site as outlined in para 3.12 of the report.

- 2.5 Agree to delegate Authority to the Director of Operations in consultation with the Director of Corporate Resource (Section 151 Officer) and Chair and Vice Chair of Policy, Resources and Economic Development Committee to agree the final schemes following appropriate consultations.

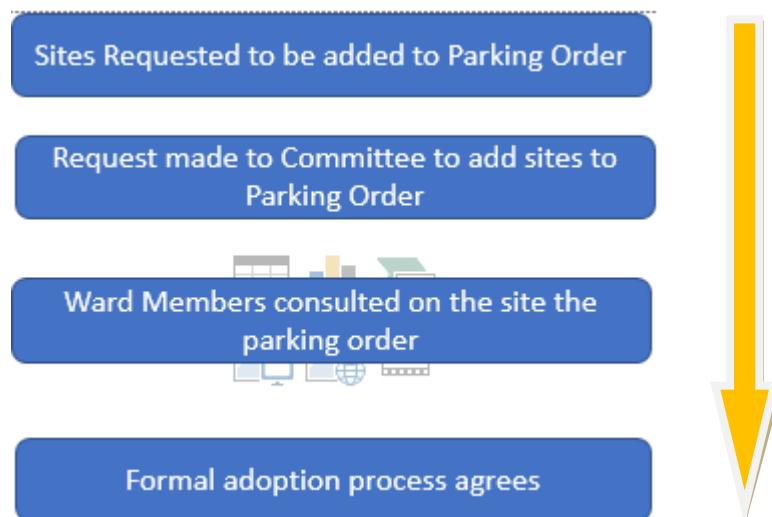
### **3 Introduction and Background**

#### **Housing Site Car Parks**

- 3.1 Members are referred to the report to the Community, Safety and Housing Committee held on the 11th September 2018 Min 125 (Appendix B).
- 3.2 This report recommended a number of sites to be added to the parking order, see Appendix A.
- 3.3 This request was originally taken to the Policy, Projects and Resources Committee held on 20th November 2018 Min 208. The committee deferred the decision for clarification and because there were legal 'rights' questions remaining over one of the sites.
- 3.4 Since this report two sites are now in progress to be added to the order, Merrymeade and London Road Cemetery Site.
- 3.5 The Committee is asked to agree the inclusion of the sites listed in Appendix A which were identified by the Community, Safety and Housing Committee Min 125 September 11<sup>th</sup> 2018.
- 3.6 Following the agreement to amend the Parking Order to include these sites, work can begin to formally introduce parking management measures. An Initial priority list from the overall Housing list provided has been identified and referred to as 'immediate effect' in Column 2 of Appendix A.
- 3.7 These sites have been prioritised by Housing based on the parking issues that have been identified as a result of discussions with residents and the amount of inappropriate parking that takes place on each site
- 3.8 This process will include consultation with Ward Members prior to the formal consultation on the site which must take place with stakeholders as part of the process. The formal part of the process leading to the restrictions being enforceable will not start until feedback from consultation with Members is received
- 3.9 If there are any issues with implementing the order at any of these sites, they will be referred back to Ward Members and if not able to resolve will be referred back to committee.

- 3.10 The remaining sites are either not seen as priority or have been identified as being with issue. In particular the Junction Road/Crescent Road parking area around Masefield Court was identified as having parking issues and for the time being has been omitted from the parking orders list until such a time as the issues are resolved.

#### The Parking Order Process (simple Format)



- 3.11 A more detailed flow diagram setting out the specific tasks of the Parking Order amendment delivery process are included at Appendix C

#### Amendment to the Town Hall Parking Order

- 3.12 Members will be aware the Town Hall has undergone redevelopments and when it re-opens it will open for different groups and users. As such the Parking Order will need to be amended to meet the changed requirements for parking
- 3.13 The Town Hall car park has been redefined to closely follow the boundary of the whole site and has been divided into 3 distinct Zones see Appendix D. This will give the Council a greater ability to control inappropriate parking across the site. The Council can only enforce the parking regulations within the boundary of the car parks. Parking will continue to be allowed only within marked bays. The areas are divided on the plan as follows:
- **Zone A (The North car park)** will be predominantly the staff car park including bays for staff with either health or mobility issues

- **Zone B (the visitors car park)** will continue to be a public car park and to address the issue of vehicles parking all day it is proposed to limit parking to 2 hours with no return for 4 hours. Charges will remain unchanged. Further, there will be a total of 4 disabled bays for visitors two in the original position outside the Town Hall.
  - **Zone C (the South Car park)** will predominantly be a permit holders car park reserved for businesses, residents and partners.
- 3.14 This amendment will come into force again once consultation has been completed.
- 4 Reasons for Recommendation**
- 4.1 To address the growing abuse of inappropriate parking on Council land identified by the report to the Community Safety and Housing Committee (11<sup>th</sup> Sept 2018 min 125).
- 4.2 To enable officers to progress sites when appropriate and following consultation with Ward Members the introduction of enforcement measures.
- 4.3 To ensure the Town Hall redevelopment and the new occupiers have appropriate car parking provision that can be managed.

**5 References to Corporate Plan**

- To represent the views of the Community
- To provide clear and strong direction based on clarity and trust

**6 Implications**

**Financial Implications**

**Name & Title: Phoebe Barnes, Interim Financial Controller**  
**Tel & Email: 01277 312839/ Phoebe.barnes@brentwood.gov.uk**

- 6.1 The cost of implementation is likely to be in the region of £25k, currently there is no budget provision for this within the Medium-Term Financial Plan (MTFP) 2019-20. Existing budgets will be utilised first, any budget pressures from this implementation, will be reported through the Council's budget monitoring process.

- 6.2 It is envisaged that the Housing Revenue Account will contribute towards the cost of implementation of the proposed housing sites. This will reduce the pressure on the General Fund.
- 6.3 Income generated from the sale of permits will offset by the cost of administering the permits.
- 6.4 Currently residents for housing sites are currently charged £37 per annum for a residential permit.
- 6.5 It is envisaged permits charged at the Town Hall site, will be charged in line with Councils Fees & Charges agreed as part of the Budget at Ordinary Council on 27<sup>th</sup> February 2019. Any change in year to the current Fees & Charges will need to be reported back to Policy, Resources & Economic Development for approval.

#### **Legal Implications**

**Name & Title:** Paula Harvey, Deputy Monitoring Officer

**Tel & Email:** 01277 312705/paula.harvey@brentwood.gov.uk

- 6.4 The recommendations set out within this report are lawful and within the Council's powers and duties. The Council has powers within an existing legal framework to control parking and formally designate sites within a parking order. The provisions for varying Off Street Parking Orders are set out in the Road Traffic Regulation Act 1984 and the Traffic Management Act 2004. The Council is obliged to formally consult with the County Council and the Police when seeking to vary an existing Parking Order.
- 6.5 The Council must have regard to relevant statutory guidance in the exercise of its functions in connection with the control of parking.

**Other Implications** (where significant) – i.e. Health and Safety, Asset Management, Equality and Diversity, Risk Management, Section 17 – Crime & Disorder, Sustainability, ICT.

- 6.6 None

- 7 **Background Papers** (include their location and identify whether any are exempt or protected by copyright)

- 7.1 None

#### **8 Appendices to this report**

- Appendix A – List of all sites to be added to Parking Order schedule
- Appendix B – Community, Safety and Housing Committee Minute 125 11<sup>th</sup> Sept 2018
- Appendix C – Detailed Parking Order Amendment Delivery Process

## Appendix D - Town Hall Car Park Boundary Site and Split

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