

# **HIGHWAYS ADVISORY COMMITTEE SUPPLEMENTARY AGENDA**

**17 September 2013**

The following report is attached for consideration and is submitted with the agreement of the Chairman as an urgent matter pursuant to Section 100B (4) of the Local Government Act 1972

**12 SOUTH STREET - PROPOSED CHANGE DISC PARKING BAYS TO PAY AND  
DISPLAY PARKING BAYS (Pages 1 - 6)**

Report attached

**13 CHAMPION ROAD - PROPOSED SCHOOL KEEP CLEAR AND RELOCATION OF  
FREE PARKING BAY (Pages 7 - 14)**

Report attached

**14 MORAY WAY - PROPOSED CHANGE OF DISC PARKING TO TIME LIMITED  
FREE PARKING BAY (Pages 15 - 20)**

Report attached

**Andrew Beesley  
Committee Administration  
Manager**

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# HIGHWAYS ADVISORY COMMITTEE

Date 17 September 2013

## REPORT

**Subject Heading:**

**South Street** – proposed change of Disc Parking bays to Pay and Display parking bays

**Report Author and contact details:**

Iain Hardy  
01708-43-2787  
schemes@havering.gov.uk

**The subject matter of this report deals with the following Council Objectives**

Clean, safe and green borough	<input checked="" type="checkbox"/>
Excellence in education and learning	<input type="checkbox"/>
Opportunities for all through economic, social and cultural activity	<input checked="" type="checkbox"/>
Value and enhance the life of every individual	<input checked="" type="checkbox"/>
High customer satisfaction and a stable council tax	<input type="checkbox"/>

**SUMMARY**

This report outlines the responses received to the advertised proposals to change the existing Disc parking restriction, in the lay-by and outside the shops in South Street, Romford, to a Pay and Display parking bays.

## RECOMMENDATIONS

1. **That the Committee having considered the representations made recommends to the Cabinet Member for Community Empowerment that:**
  - A. The proposals to change the existing Disc Parking restrictions in the lay-by area and outside the shops in South Street to a Pay and Display parking bays, operational 8.30am – 6.30pm Mon – Sat inclusive, with a maximum stay period of 2 hours, with no return to the bay within 2 hours, be implemented as advertised **or**
  - B. The proposals to change the existing Disc Parking restrictions in the lay-by area and outside the shops in South Street to a Pay and Display parking bays, operational 8.30am – 6.30pm Mon – Sat inclusive, with a maximum stay period of 3 hours, with no return to the bay within 2 hours, be implemented
  - C. The effect of the scheme be monitored
  - D. Members note that the estimated cost to install the proposed Pay & Display machine as set out in this report is £3,500. The intention is to finance this from a separate capital allocation. The estimated cost of the rest of this scheme as set out in this report is £1,500 including advertising costs. These costs can be funded from the 2013/14 Minor Parking Schemes budget.

## REPORT DETAIL

### 1.0 Background

Following a request from a StreetCare Officer for changes to the Disc Parking restrictions in South Street to Pay and Display, a request was approved in principle by this Committee in April 2013.

### 2.0 Proposed Scheme

2.1 **South Street** - Plan Ref: South Street

2.2 The scheme is within the Romford Town Ward

2.3 The request was put forward to help with parking provision for local businesses, as it is now generally considered that the provision of Pay & Display parking bays is more user friendly and accessible to the public, than the Disc parking scheme, which is gradually being phased out due to popular demand.

- 2.4 The formal proposals are to change the existing Disc Parking restriction, operational from 8am to 6.30pm Mon – Sat, with a maximum stay period of 1 hour, with no return to the bay within 2 hours, to a Pay & Display parking bay, operational 8.30am – 6.30pm Mon – Sat inclusive, with a maximum stay period of 2 hours, with no return to the bay within 2 hours.
- 2.5 These proposals were subsequently designed and publicly advertised. A copy of the plan outlining the proposals is appended to this report as Appendix A. All those perceived to be affected by the proposals were advised of them by a letter and copy of the plan appended to this report.
- 2.6 This report looks at the responses received to the advertised proposals and along with staff comments, recommends a further course of action.
- 2.7 Although the proposals were advertised with a 2 hour maximum stay period on the bays, in order to fall in line with the harmonisation of the Pay and Display scheme the Committee should approve an increase of the maximum stay period to 3 hours.

### **3.0 Outcome of Public Consultation**

- 3.1 On 2nd August 2013, residents and businesses in the area, who were perceived to be affected by the proposals, were advised of them by letter and plan. Eighteen statutory bodies were also consulted and site notices were placed at the location.

### **4.0 Responses**

- 4.1 During the statutory consultation period there was one response received to the proposals, from a representative of a business, who stated that they were in favour of the proposals.

### **5.0 Staff Comments**

As there was only one response to the proposals and that was in favour of them, it is considered that the proposals were well received, so they should be implemented as advertised.

## **IMPLICATIONS AND RISKS**

### **Financial Implications and Risks**

This report is asking HAC to recommend to Lead Member the implementation of the above scheme.

The estimated cost to install the proposed Pay & Display machine as set out in this report is £3,500. The intention is to finance this from a separate capital allocation.

The estimated cost of implementing the proposals as described above and shown on the attached plan is £1,500 including advertising costs but excluding the installation of Pay and Display machine. These costs can be funded from the 2013/14 Minor Parking Schemes budget.

The costs shown are an estimate of the full costs to implement a scheme should it be ultimately implemented. It should be noted that further decisions are to be made following a full report to the Committee and with the Cabinet Member approval process being completed where a scheme is recommended for implementation.

Total costs will need to be contained within the specified budgets.

### **Legal Implications and Risks**

Legal resources will be required to give effect to the proposals.

### **HR Implications and Risks**

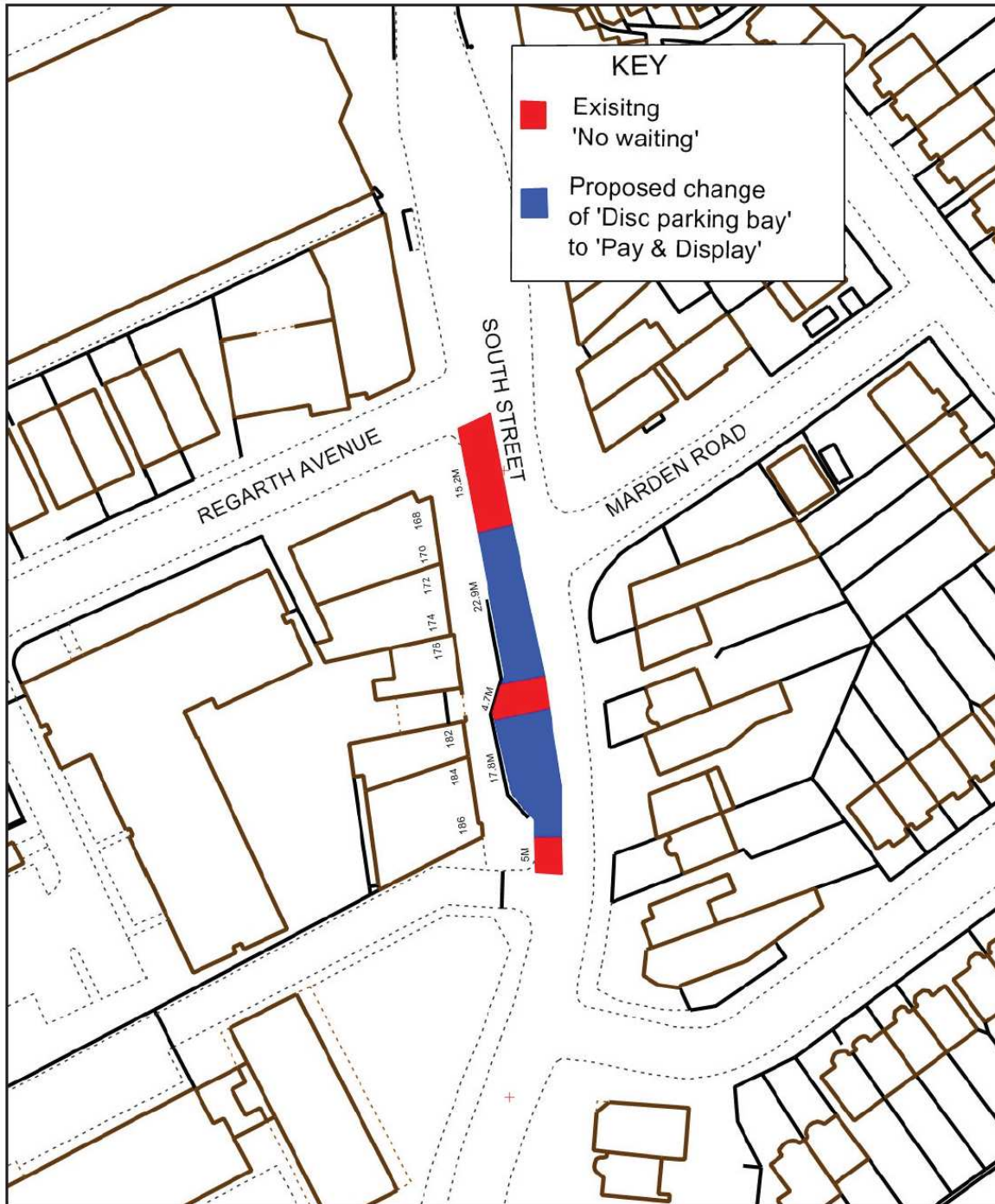
The proposal can be delivered within the standard resourcing within Streetcare, and has no specific impact on staffing/HR issues.

### **Equalities Implications and Risks:**

Parking restrictions have the potential to displace parking to adjacent areas, which may be detrimental to others. However, the Council has a general duty under the Equality Act 2010 to ensure that its highway network is accessible to all. Where infrastructure is provided or substantially upgraded, reasonable adjustments should be made to improve access. In considering the impacts and making improvements for people with protected characteristics (mainly, but not limited to disabled people, Children and young people, older people), this will assist the Council in meeting its duty under the Act.

There will be some visual impact from the required signing and lining works.

**BACKGROUND PAPERS**



<p>South Street</p>	<p>N</p> 
	<p>Scale: 1:750</p> <p>Date: 19 July 2013</p> <p>Size: A4</p> 
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# Highways Advisory COMMITTEE

## REPORT

17 September 2013

**Subject Heading:**

Champion Road – Proposed School Keep Clear and relocation of Free Parking bay.

**CMT Lead:**

**Cynthia Griffin**

**Report Author and contact details:**

Iain Hardy -Traffic and Parking Control.  
**scheme@havering.gov.uk**

**Policy context:**

**No**

**Financial summary:**

**£1000, Minor Parking Schemes revenue budget.**

**The subject matter of this report deals with the following Council Objectives**

Clean, safe and green borough	<input checked="" type="checkbox"/>
Excellence in education and learning	<input type="checkbox"/>
Opportunities for all through economic, social and cultural activity	<input checked="" type="checkbox"/>
Value and enhance the life of every individual	<input checked="" type="checkbox"/>
High customer satisfaction and a stable council tax	<input type="checkbox"/>

**SUMMARY**

This report outlines the responses to the formal consultation for a School Keep clear marking fronting the St Josephs School site and the related relocation of a free parking bay and recommends a further course of action.

## RECOMMENDATIONS

That the Highways Advisory Committee recommends to the Cabinet Member for Community Empowerment that:-

- a. the School Keep Clear marking proposed to front the new vehicular entrance to St Josephs School, be implemented as advertised
- b. the proposed relocation and reduction in the size of the free parking to outside the flats in Champion Road, be implemented as advertised
- c. the effect of the scheme be monitored
- d. Members note that the estimated cost of this scheme as set out in this report is £1000 and can be funded from the 2013/14 Minor Parking Schemes budget.

## REPORT DETAIL

### 1.0 Background

These proposals were requested by the Head Teacher of St Josephs Primary School following the creation of a new vehicle access into the site. Proposals to introduce a new School Keep Clear marking and relocate an existing free parking bay were progressed under the Head of StreetCare delegated powers to deal with amendments to various parking restrictions, due to the creation of a new vehicle accesses.

### 2.0 Proposed Scheme

2.1 The proposals are to introduce a 37.5 metre School Keep Clear marking on the south-eastern side of Champion Road fronting the new vehicular access and to relocate the existing free parking bay fronting the St Josephs site to the north-western side of the Champion Road, outside the flats. Due to the constraints of the site from the newly installed double yellow lines for the cycle scheme and an existing vehicle crossover, the relocation of the free parking bay will mean that one parking space will be lost.

2.2 **Champion Road** - Plan Ref. Champion Road

2.3 The scheme is within the Upminster Ward

- 2.4 The proposals are to introduce a 37.5 metre School Keep Clear marking on the south-eastern side of Champion Road fronting the new vehicular access and to relocate the existing free parking bay fronting the St Josephs site to the north-western side of the Champion Road, outside the flats. Due to the constraints of the site from the newly installed double yellow lines for the cycle scheme and an existing vehicle crossover, the relocation of the free parking bay will mean that one parking space will be lost.
- 2.5 On the 25<sup>th</sup> January 2013, residents of 12 addresses in the area, including St Josephs Primary School, who were perceived to be affected by this scheme, were advised by letter enclosing a plan, detailing the proposals. Eighteen statutory bodies were also consulted and 3 site notices were placed in the area. The closing date for responses was 15<sup>th</sup> February 2013. The proposals consulted on at this stage are shown on the plan appended to this report as Appendix A.
- 2.6 During this consultation period there were three responses, one from a Ward Councillor, who questioned if there were to be any reduction in the length of the free parking bay, one from a resident who requested that the relocated bay be marked into individual spaces so that space is not lost; and one from a resident whose response is outlined in the results of consultation as Response 1.
- 2.7 On the 18<sup>th</sup> February 2013 the agreed cycle route scheme for Champion Road was installed and it was pointed out to staff that the new double yellow lines related to the scheme were in the area of the where the free parking bay was to be relocated. As this was the case, the relocation of the free parking bay would be effected by 4 metres.
- 2.8 Through March and early April 2013, staff continued to correspond with a resident and on 18<sup>th</sup> April 2013, a further letter was sent out to residents with a revised plan of the proposals.
- 2.9 As a result of this situation with the cycle facilities being implemented, the original proposals for this scheme had to be redesigned. A second letter was sent out on 18<sup>th</sup> April 2013, with any further response having to be returned by 10<sup>th</sup> May 2013. The proposals consulted on at this stage are shown on the plan appended to this report as Appendix B. Within this period 2 responses were received to the redesigned scheme. These responses were from the same 2 residents who responded to the first consultation, with one resubmitting their first response and the second respondents points have been summarised as consultation Response 2.
- 2.10 This report looks at the responses to the consultations for the proposals to introduce a School Keep Clear marking fronting the St Josephs School site and relocate a free parking bay in Champion Road, and recommends a further course of action.

### 3.0 Responses to the public consultation

**Response 1:** from a resident objecting to the proposals as they feel that there are parking problems in Champion road and the proposals will reduce the number of parking bays, which is totally unacceptable and there retention is paramount. There are lots of parking related problems due to the school and moving the bays would only exacerbate these problems. Further to this, the school keep clear marking would extend opposite the residents property, further reducing parking space for parents. There are concerns that the new access for the school site has been installed for the use of larger vehicles, which the resident also would consider unacceptable. The parking bays have been there for a long time, so it's the schools problem. It is felt that the proposals will not improve road safety and accessibility, as parents will still park and cause problems. It is felt that the need of those attending St Joseph's are being unfairly favoured over the residents. The resident states that the parking restrictions are not enforced enough and is disappointed that the Community Police just move on parents. The resident requests that an unannounced visit by the council officials to view the congestion.

**Response 2:** from a resident, who wrote several times regarding the proposals. The resident requests that additional parking bays be installed in Champion Road, as they consider that there are other areas in the road where parking bays can be installed and that any further parking bays should be included in these current proposals, rather than at a later date. It is felt that the existing free parking bays in the area are being decimated, due to new vehicle crossovers being installed. The plans to sell off the Old Windmill car park will have an effect on parking options for residents. It is suggested that 20 parking bays will be lost to various schemes within 100 metres of their property. There is criticism about communication between sections over the implementation of the cycle facilities and the proposals outlined in this scheme. The resident also criticises the amended plan, as it is felt that the length of the existing bay should be shown and the most important thing is that by relocating the free parking bay, it will be reduced by one cars length. The resident also claims that there are 8 residents in the area that he knows that did not receive copies of the proposals. He wanted it made clear that the proposals meant the loss of one parking space and wanted to know why the addition of further parking bays in Champion Road could not occur within these current proposals.

**Response 3:** from a Ward Councillor, who questioned if there were to be any reduction in the length of the free parking bay.

### 4. Staff Comments

There has been a relatively low level of response to the consultation and the main concerns are over the reduction of the free parking bay so it will hold 3 vehicles, rather than the 4 it holds now. However, the introduction of the new School Keep Clear is considered to be very important to the operation of the new access on to the school site and for the safety of pedestrian and visitors.

## IMPLICATIONS AND RISKS

### **Financial implications and risks:**

This report is asking HAC to recommend to Lead Member for Community Empowerment the implementation of the above scheme

The estimated cost of implementing the proposals as described above and shown on the attached plan is £1,000 including advertising costs. This cost can be met from the 2013/2014 Minor Parking Schemes revenue budget.

The costs shown are an estimate of the full costs of the scheme, should it be implemented. A final decision would be made by the Lead Member – as regards actual implementation and scheme detail. Therefore, final costs are subject to change

This is a standard project for StreetCare and there is no expectation that the works cannot be contained within the cost estimate. There is an element of contingency built into the financial estimate. In the unlikely event of an overspend, the balance would need to be contained within the Streetcare overall Minor Parking Schemes

### **Legal implications and risks:**

Legal resources will be required to give effect to the proposals

### **Human Resources implications and risks:**

The proposal can be delivered within the standard resourcing within Streetcare, and has no specific impact on staffing/HR issues.

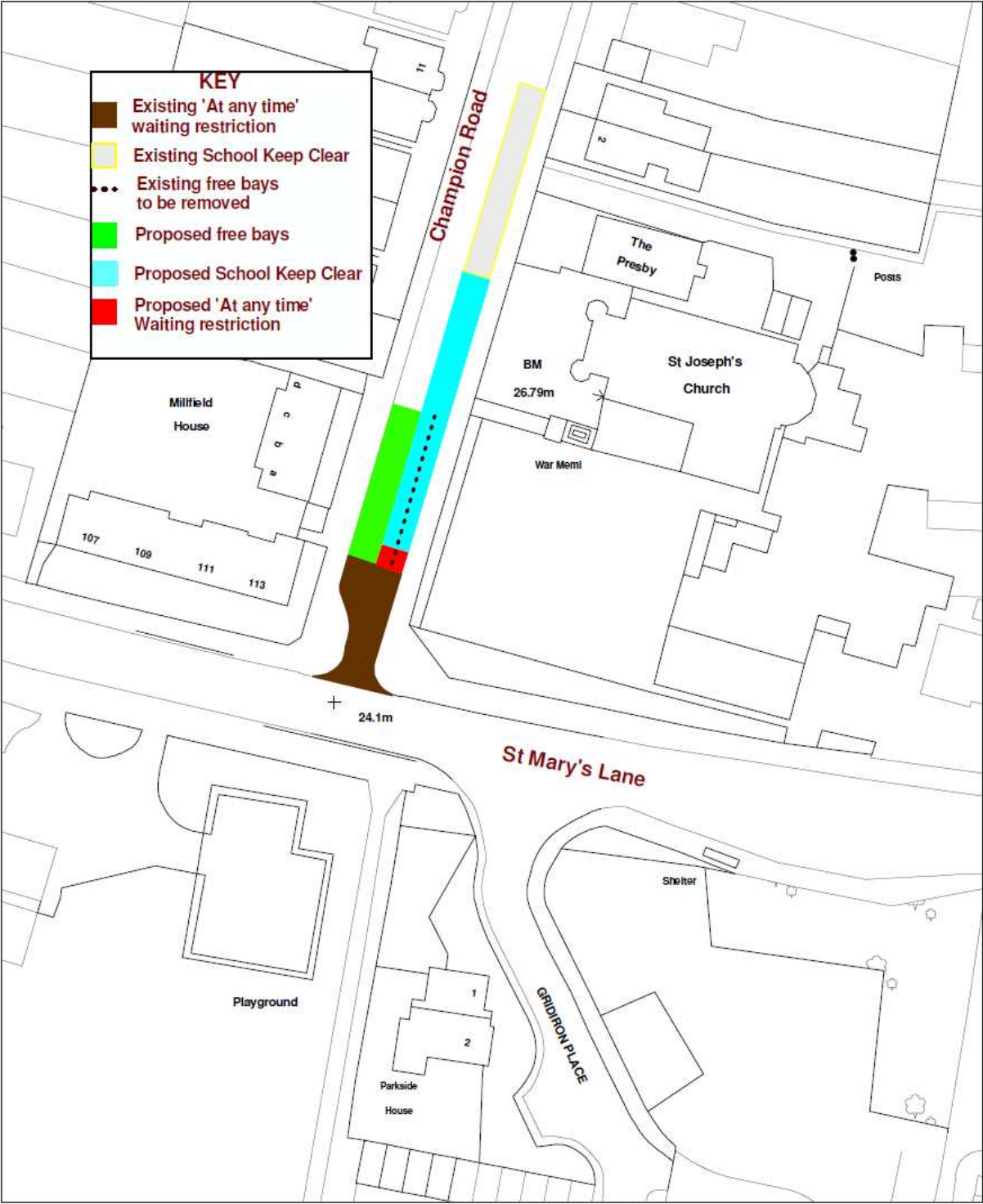
### **Equalities implications and risks:**

Parking restrictions in residential areas are often installed to improve road safety and accessibility for residents who may be affected by long-term non-residential parking.

Parking restrictions have the potential to displace parking to adjacent areas, which may be detrimental to others. However, the Council has a general duty under the Equality Act 2010 to ensure that its highway network is accessible to all. Where infrastructure is provided or substantially upgraded, reasonable adjustments should be made to improve access. In considering the impacts and making improvements for people with protected characteristics (mainly, but not limited to disabled people, children and young people, older people), this will assist the Council in meeting its duty under the Act.

There will be some visual impact from the required signing and lining works but it is anticipated that this work will improve road safety and access for disabled people, older people and parents with prams.

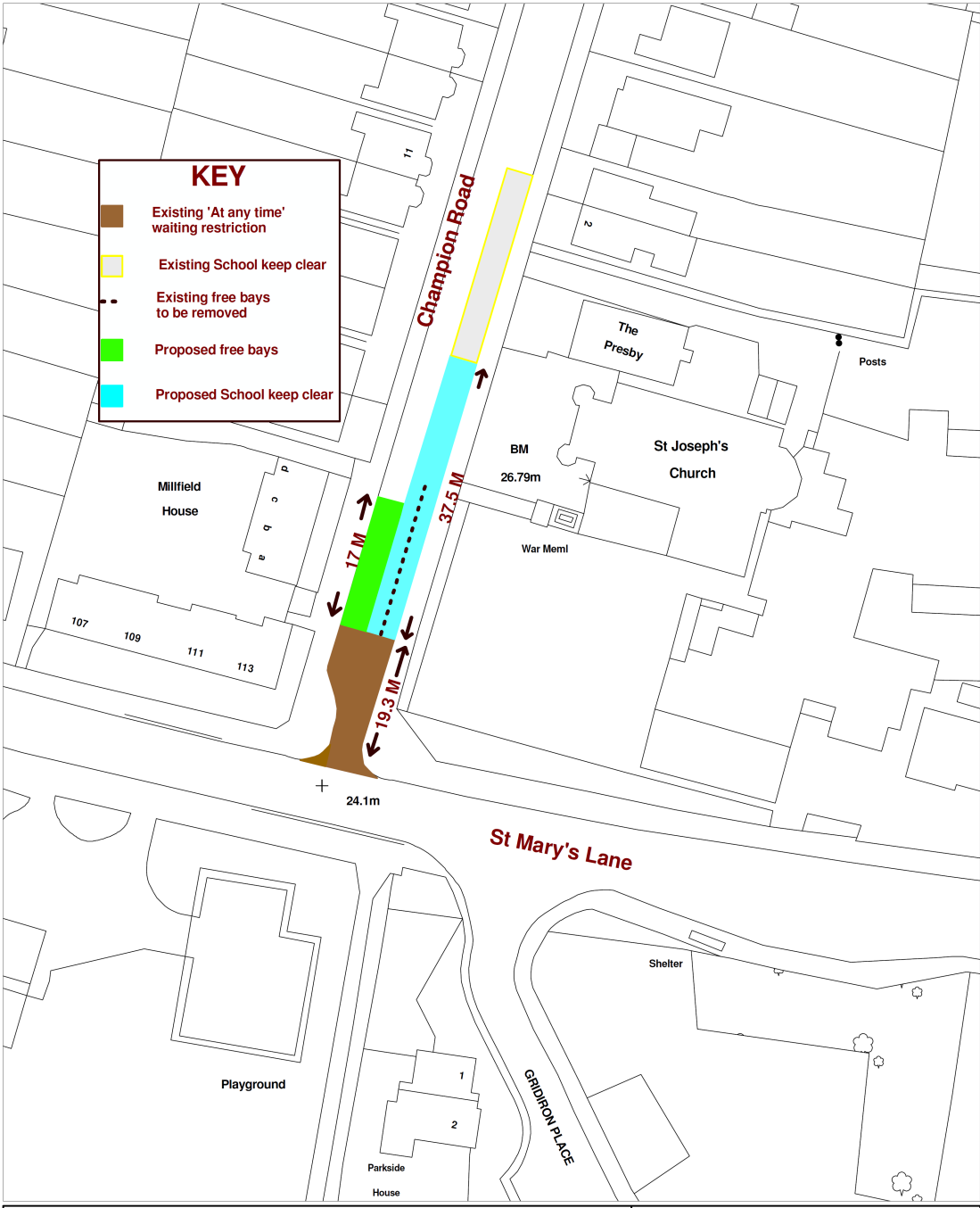
**BACKGROUND PAPERS**



Champion Road - TPC 275 Map Reference: TQ5586NE

<p style="font-size: small;">The National Land &amp; Property Gazetteer NATIONAL STREET GAZETTEER Licensed Partner</p>	<p>Scale @ A4 1:650 Date: 10/01/2013</p>	<p>Scale</p>
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**Champion Road** Map Reference: TQ5586NE

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# HIGHWAYS ADVISORY COMMITTEE

Date 17 September 2013

# REPORT

**Subject Heading:**

**Moray Way** – proposed change of Disc Parking bay to time limited Free Parking bay.

**Report Author and contact details:**

Sarah Jane Rogers  
01708-43-2787  
schemes@havering.gov.uk

**The subject matter of this report deals with the following Council Objectives**

Clean, safe and green borough	<input checked="" type="checkbox"/>
Excellence in education and learning	<input type="checkbox"/>
Opportunities for all through economic, social and cultural activity	<input checked="" type="checkbox"/>
Value and enhance the life of every individual	<input checked="" type="checkbox"/>
High customer satisfaction and a stable council tax	<input type="checkbox"/>

**SUMMARY**

This report outlines the responses received to the advertised proposals to change the existing Disc parking restriction, in the lay-by outside the local shops in Moray Way, to a limited stay free parking bay.

## RECOMMENDATIONS

1. **That the Committee having considered the representations made recommends to the Cabinet Member for Community Empowerment that:**
  - A. The proposals to change the existing Disc Parking restrictions in the lay-by area outside the shops in Moray Way to a Free parking bay, operational 8.30am – 6.30pm Mon – Sat inclusive, with a maximum stay period of 2 hours, with no return to the bay within 1 hour, be implemented as advertised.
  - B. The effect of the scheme be monitored
  - C. Members note that the estimated cost of this scheme as set out in this report is £1,000 and can be funded from the 2013/14 Minor Parking Schemes budget.

## REPORT DETAIL

### 1.0 Background

Following a request from a Ward Councillor for changes to the Disc Parking restrictions in Moray way, a request was approved by this Committee in January 2011.

### 2.0 Proposed Scheme

#### 2.1 Moray Way - Plan Ref. Moray Way

#### 2.2 The scheme is within the Pettits Ward

2.3 The request was put forward to help the shopkeepers, who were increasingly finding that the Disc parking restrictions were causing problems for them and their customers. As an interim measure, the Disc parking signs were removed and the bay was left unrestricted.

2.4 The formal proposals are to change the existing Disc Parking restriction, operational from 8am to 6.30pm Mon – Sat, with a maximum stay period of 1 hour, with no return to the bay within 2 hours,. to a free parking bay operational 8.30am – 6.30pm Mon – Sat inclusive, with a maximum stay period of 2 hours, with no return to the bay within 1 hour.

2.5 These proposals were subsequently designed and publicly advertised. A copy of the plan outlining the proposals is appended to this report as Appendix A. All those perceived to be affected by the proposals were advised of them by a letter and copy of the plan appended to this report.

2.6 This report looks at the responses received to the advertised proposals and along with staff comments, recommends a further course of action.

### **3.0 Outcome of Public Consultation**

3.1 On 12<sup>th</sup> April 2013, residents and businesses in the area, who were perceived to be affected by the proposals, were advised of them by letter and plan. Eighteen statutory bodies were also consulted and site notices were placed at the location.

3.2 During the statutory consultation period there were no responses received to the proposals.

### **4.0 Staff Comments**

Although there were no responses received to the proposals, it is felt that the proposals should be implemented as advertised, on the basis that the scheme has been designed to stop long term parking within the lay-by, which will help local businesses attract more custom.

## **IMPLICATIONS AND RISKS**

### **Financial Implications and Risks**

This report is asking HAC to recommend to Lead Member the implementation of the above scheme

The estimated cost of implementing the proposals as described above is £1,000 including advertising costs. This cost can be met from the 2013/2014 Minor Parking Schemes revenue budget.

The costs shown are an estimate of the full costs of the scheme, should it be implemented. A final decision would be made by the Lead Member – as regards actual implementation and scheme detail. Therefore, final costs are subject to change

This is a standard project for StreetCare and there is no expectation that the works cannot be contained within the cost estimate. There is an element of contingency built into the financial estimate. In the unlikely event of an overspend, the balance

would need to be contained within the Streetcare overall Minor Parking Schemes revenue budget.

The proposal will cause a limited reduction in potential parking income, but it is also hoped to stimulate the local economy.

### **Legal Implications and Risks**

Legal resources will be required to give effect to the proposals.

### **HR Implications and Risks**

The proposal can be delivered within the standard resourcing within Streetcare, and has no specific impact on staffing/HR issues.

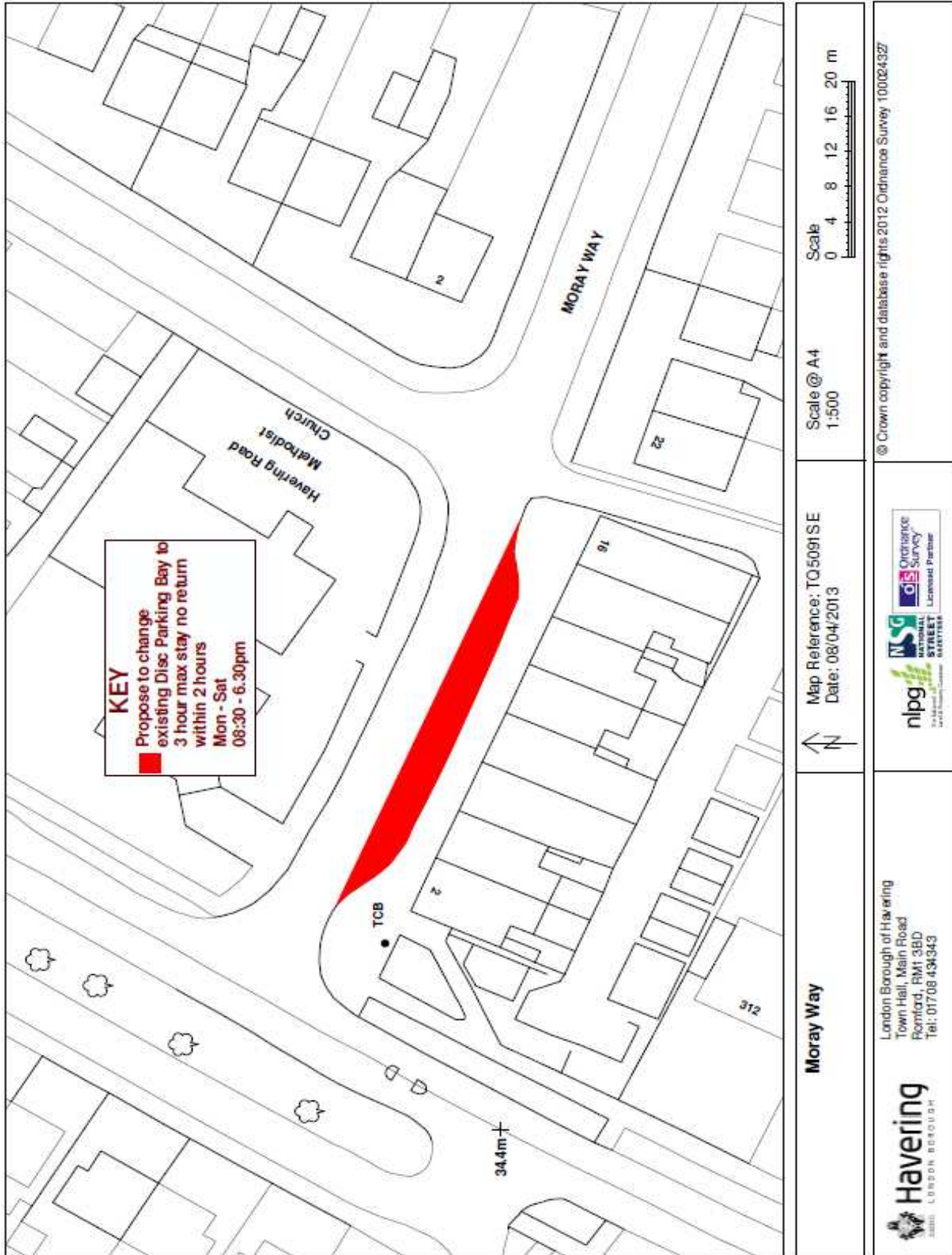
### **Equalities Implications and Risks:**

Parking restrictions have the potential to displace parking to adjacent areas, which may be detrimental to others. However, the Council has a general duty under the Equality Act 2010 to ensure that its highway network is accessible to all. Where infrastructure is provided or substantially upgraded, reasonable adjustments should be made to improve access. In considering the impacts and making improvements for people with protected characteristics (mainly, but not limited to disabled people, Children and young people, older people), this will assist the Council in meeting its duty under the Act.

There will be some visual impact from the required signing and lining works.

**BACKGROUND PAPERS**

**Appendix A**



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