

**Notice of a public
Decision Session - Executive Member for Transport**

To: Councillor D'Agorne (Executive Member)

Date: Tuesday, 11 August 2020

Time: 9.30am

Venue: Remote Meeting

AGENDA

Notice to Members – Post Decision Calling In:

Members are reminded that, should they wish to call in any item* on this agenda, notice must be given to Democracy Support Group by **4:00pm** on **Thursday 13 August 2020**.

*With the exception of matters that have been the subject of a previous call in, require Full Council approval or are urgent which are not subject to the call-in provisions. Any called in items will be considered by the Customer and Corporate Services Scrutiny Management Committee.

Written representations in respect of items on this agenda should be submitted to Democratic Services by **5.00pm** on **Friday 7 August 2020**.

1. Declarations of Interest

At this point in the meeting, the Executive Member is asked to declare:

- any personal interests not included on the Register of Interests
- any prejudicial interests or
- any disclosable pecuniary interests

which he may have in respect of business on this agenda.

2. Minutes

(Pages 1 - 8)

To approve and sign the minutes of the meeting held on Tuesday 21 July 2020.

3. Public Participation

At this point in the meeting, members of the public who have registered to speak can do so. Members of the public may speak on agenda items or on matters within the remit of the committee.

Please note that our registration deadlines have changed to 2 working days before the meeting, in order to facilitate the management of public participation at remote meetings. The deadline for registering at this meeting is **5:00pm on Friday 7 August 2020**.

To register to speak please contact Democratic Services, on the details at the foot of the agenda. You will then be advised on the procedures for dialling into the remote meeting.

Webcasting of Remote Public Meetings

Please note that, subject to available resources, this remote public meeting will be webcast including any registered public speakers who have given their permission. The remote public meeting can be viewed live and on demand at www.york.gov.uk/webcasts.

During coronavirus, we've made some changes to how we're running council meetings. See our coronavirus updates (www.york.gov.uk/COVIDDemocracy) for more information on meetings and decisions.

4. South Bank Residents' Wider Consultation Update (Pages 9 - 28)

The Executive Member is asked to consider a report that updates him on the results of the consultation in the South Bank area on Residents' Parking coverage. This follows on from the Executive Decision Session in November 2019 regarding the best form of consultation to allow extensions to be considered.

5. Residents' Parking in South Bank Update (Pages 29 - 54)

The Executive Member is asked to consider a report that updates him on the results of consultation following a number of petitions for further Residents' Parking (ResPark) in streets in the South Bank Area, which the Executive Member received during 2019.

6. Directorate of Economy & Place Transport Capital Programme - 2020/21 Consolidated Report (Pages 55 - 82)

The Executive Member is asked to consider a report that identifies the proposed changes to the 2020/21 Economy & Place Transport Capital Programme and the 2019/20 Economy & Place Transport Capital Programme outturn.

7. Parking Services back office system development (Pages 83 - 122)

The Executive Member is asked to consider a report that follows on from the Parking Update report to the November 2019 Executive and focuses on the implementation of the new Parking back office system, responses to the resident parking scrutiny review of March 2019 and the decisions around its implementation.

8. Urgent Business

Any other business which the Executive Member considers urgent under the Local Government Act 1972.

Democracy Officer:

Robert Flintoft

Contact details:

- Telephone – (01904) 555704
- Email – robert.flintoft@york.gov.uk

For more information about any of the following please contact the Democratic Services Officer responsible for servicing this meeting:

- Registering to speak;
- Business of the meeting;
- Any special arrangements;
- Copies of reports and;
- For receiving reports in other formats

Contact details are set out above.

This information can be provided in your own language.

我們也用您們的語言提供這個信息 (Cantonese)

এই তথ্য আপনার নিজের ভাষায় দেয়া যেতে পারে। (Bengali)

**Ta informacja może być dostarczona w twoim (Polish)
własnym języku.**

Bu bilgiyi kendi dilinizde almanız mümkündür. (Turkish)

یہ معلومات آپ کی اپنی زبان (بولی) میں بھی مہیا کی جا سکتی ہیں۔ (Urdu)

 (01904) 551550

City of York Council

Committee Minutes

Meeting	Decision Session - Executive Member for Transport
Date	21 July 2020
Present	Councillor D'Agorne and Councillor Waller (Executive Member for Economy and Strategic Planning, for Agenda Item 4)
Officers in attendance	James Gilchrist, Assistant Director of Transport, Highways and Environment Tony Clarke, Head of Transport, David Mercer, Acting Transport Projects Manager (Agenda Item 4), Darren Hobson, Acting Traffic Team Leader (Agenda Item 5 and 6), Ian Stokes, Principal Development Control Engineer (Planning) (Agenda Item 6)

77. Declarations of Interest

The Executive Member was asked to declare, at this point in the meeting, any personal interests, not included on the Register of Interests, or any prejudicial or disclosable pecuniary interests that he might have had in respect of business on the agenda.

The Executive Member for Transport confirmed that he had a prejudicial interest in agenda item 4, FS-17-23 Bikehanger Pilot Scheme, in that he had instigated the funding and trial for the project as the Ward Member. He confirmed that he would withdraw from the meeting for this item and that Cllr Waller, Executive Member for Economy and Strategic Planning, would take the decision.

The Executive Member also declared a personal non prejudicial interest in agenda item 5, Consideration of Representations received in response to advertised amendments to the Traffic Regulation Order, annex C3, Moorcroft Road, in that he attends the dentist surgery located on that road.

78. Minutes

Resolved: That the minutes of the Decision Session of the Executive Member for Transport held on 22 June 2020 be approved as a correct record and be signed by the Executive Member at a later date.

79. Public Participation

It was reported that there had been 8 registrations to speak at the meeting under the Council's Public Participation Scheme but that only 7 spoke at the meeting. It was also noted that 3 written representations had also been received.

Cllr Dave Taylor, Ward Member for Fishergate submitted a written representation regarding agenda item 4, FS-17-23 Bikehanger Pilot Scheme. Although he supported the pilot scheme and felt it should become a permanent feature, he queried if the hanger could be moved a few feet towards the junction with Cemetery Road, to free-up more space for parking.

The following spoke on agenda item 5, Consideration of Representations received in response to advertised amendments to the Traffic Regulation Order.

Joy White, a local resident, spoke and provided a written representation regarding Annex K, Mount Vale Drive. She highlighted her concerns with regard to parked cars that often put road users and pedestrians in jeopardy, particularly around the Mount Vale Drive and Moorgarth Avenue junction. Although the proposed scheme would go some way to mitigating this, she felt the consultation suggested by the Ward Councillors would be ideal and should identify a longer term, more comprehensive and a safer solution.

Keith Topping, a local resident, spoke and provided a written representation regarding Annex L, Meadowbeck Close. He highlighted the parking problems located around Meadowbeck Nursing Home and it was noted that cars often parked on the pavement in places which were most likely to obstruct delivery vehicles.

Helen Morrill, a local resident, spoke on Annex M2, Oakdale Road. She highlighted the traffic problems in the area and felt that the proposed parking restrictions outlined were a good

compromise and would make Oakdale Road much safer, whilst still allowing for a few cars to be parked.

Cllr Fenton, Ward Member for Dringhouses & Woodthorpe spoke on Annex C. He thanked officers in the Highways team for their work in responding to residents' requests for action to tackle problem parking at a number of locations around his Ward and he raised concerns relating to Moorcroft Road. He stated that motorists parking on both sides of the road, outside the dentist and GP surgery, caused restricted access, particularly for the number 12 bus. He raised resident's frustrations and stated that enforcement was going to be crucial if the recommendation was approved and the double yellow lines were installed.

Two written representations were also received in response to agenda item 5.

L Gonsalves wrote regarding Annex M2. She raised her concerns regarding Bransholme Drive, stating that the proposals could make it hard for some residents to see when pulling out of their drives onto Oakdale Road. She felt a no waiting sign, Monday – Friday, 8am to 5pm, would be more effective in reducing the number of parked cars.

Mr R Boldison confirmed that his original objection still stood and that he hoped for the sake of all residents, the result went the right way.

The following three speakers spoke on agenda item 6, ResPark for the area around the University of York.

Jon Edison, Chairman of the Badger Hill Residents Community Group Committee (BHRCG), spoke in support of the introduction of a ResPark scheme for Badger Hill. He requested that the scheme be implemented in the shortest possible time and he felt option 1a would waste time. He confirmed that option 1b was fully supported, with adequate provisions made for both the shops and the playing field.

Martin Emerson, spoke in support of the proposals, in particular option 1b and he raised residents concerns regarding the current parking situation in the area, which included how footpaths, roads and driveways were regularly

blocked and that some residents were unable to park near their houses.

Cllr Pavlovic, Hull Road Ward Member, thanked all involved for getting the residents parking scheme to this stage. He spoke in favour of the proposals and highlighted the problems within the area which had restricted access for emergency vehicles and the council's waste vehicles. He welcomed the funding from the University to implement and manage the scheme and he requested the Executive Member considers approving option 1b, so that residents who have had to tolerate inconsiderate parking for many years, could have an improved quality of life.

80. FS-17-23 Bikehanger Pilot scheme

In respect of this item, the Executive Member for Economy and Strategic Planning substituted for the Executive Member for Transport.

At 10:03am the Executive Member for Transport withdrew from the meeting and the Executive Member for Economy and Strategic Planning joined the meeting.

The Acting Transport Projects Manager gave an update and informed the Executive Member that as part of the ward scheme programme, officers were requested to investigate and install a Bikehanger cycle shelter as part of a free trial at a location on Heslington Road within the Fishergate ward. The shelter was provided by Cyclehoop Limited for an initial trial period of 6 months and a decision was now required on whether to make the Experimental Traffic Regulation Order (ETRO) permanent and retain the cycle shelter for rental by residents.

The Executive Member considered the report and annexes, which summarised the results of the Bikehanger pilot scheme, including the views raised in objection to the proposal through a petition and the comments in support.

In answer to some questions raised by the Executive Member, it was noted that:

- The location of the shelter had been carefully considered and deemed to be the most suitable. The chosen position offered adequate space within the footway to allow the door to be opened and cycles to be safely placed within the shelter.

- The trial had been successful and the shelter had 100% occupancy during the 6 months.
- Should the Experimental Traffic Regulation Order (ETRO) be made permanent, Cyclehoop would continue to manage the rental scheme and routinely clean and maintain the shelter on a six monthly basis.

The Executive Member considered the options put forward in the report, he thanked officers for their update and

Resolved:

- (i) That Option 1 be approved:

Option 1: To consider the objections/representations and approve making the Experimental Traffic Regulation Order (ETRO) permanent.

- (ii) That the shelter be routinely cleaned and maintained, by the supplier, including the removal of graffiti.

Reason: To continue to provide secure cycle parking for residents and help reduce the number of thefts of cycles.

At 10:18am, the Executive Member for Transport returned to the meeting and the Executive Member for Economy and Strategic Planning withdrew from the meeting.

81. Consideration of Representations received in response to advertised amendments to the Traffic Regulation Order

The Executive Member for Transport received a report that asked him to consider the representations received, in support and objection, to advertised proposals to amend the Traffic Regulation Order (TRO).

The Assistant Director of Transport, Highways and Environment gave an update and the Acting Traffic Team Leader informed the Executive Member of the original proposals for each issue together with the representations received, as highlighted in the annexes to the report.

The Executive Member considered the following options for each annex:

- a) Implement as advertised
- b) Uphold the objections and take no further action
- c) Uphold the objections in part and implement a lesser restriction that advertised
- d) Other options relevant to the proposal and representations received.

The Executive Member thanked officers for their update and

Resolved:

- (i) That the recommended approach for each request, as identified in Annexes A, B,C, D, E, F, H, I, J, L M, N,O, be approved.
- (ii) Regarding Annex G, that Option 2 of the officer's report, to over-rule the objection and implement as advertised, be approved.
- (iii) Regarding Annex K, that Option 1 of the officer's report be approved, including an additional request that Ward Councillors begin consultation with residents to ascertain if there would be interested in a Residents Parking Scheme.

Reason: To ensure that appropriate changes are made to traffic restrictions to address concern raised.

An adjournment took place at 11:39am until 11:45am.

82. ResPark for the area around the University of York

The Executive Member considered a report that sought his approval to expand the existing residents parking in the area around the University of York (UoY), for which the University had agreed, in principal, to fund its implementation and administrative costs of the issue of permits and the operation of the enforcement hotline.

The Principal Development Control Engineer gave a brief introduction and highlighted the parking surveys that had taken

place over the years including the negotiations with the University of York.

Officers answered the Executive Members questions and he noted that this had been a long standing issue in the area. He considered the options put forward in the report and confirmed he was keen to implement the scheme quickly, so as to avoid any delay in the implementation of this scheme, he

Resolved:

- (i) That option 1b be approved and the residents' parking scheme, either as an extension to the R39 Zone or as an additional zone based on the R39 Zone, be progressed directly to the Traffic Regulation Order consultation stage, with the exemption of the unadopted streets and retail areas, where officers will further consult, to enable the scheme to meet the needs of the community, the results of which will be reported back to an Executive Member for Transport Decision Session.
- (ii) That the scheme be progressed on the basis that the University of York would fund the implementation process, the issue of permits and operation of the enforcement hotline, up to a maximum level of funding of £42,100.
- (iii) That the Assistant Director of Transport, Highways and Environment and the Executive Member for Transport consult on the zone areas and notifications to be issued.

Reasons: After several years of negotiation the UoY has agreed, in principle, to fund the implementation (including public consultation) of extending the existing residents parking zone R39 to incorporate on-street parking survey zones 5-8 and fund the issue of permits and operation of the enforcement hotline, up to a maximum level of funding of £42,100, from this point in time onwards until 15 years after the first occupancy of the Site (i.e. until 30 September 2024 as Goodricke College was first constructed and occupied in September 2009).

Failure to approve this option would result in further protracted negotiation with the UoY pertaining to the impact of UoY related parking on residential streets, the need for mitigation and the mitigation measures required, which is likely to lead to no mitigation being put in place prior to the time limiting period of 15 years after the first occupancy of the site in which to implement mitigation measures expiring.

Cllr A D'Agorne, Executive Member for Transport
[The meeting started at 9.36am and finished at 12.10pm].



**Decision Session –
Executive Member for Transport**

11 August 2020

Report of the Corporate Director of Economy and Place Directorate

South Bank Residents' Wider Consultation Update

Summary

1. To report the results of consultation in the South Bank area on Residents' Parking coverage. This follows on from the Executive Decision Session in November 2019 regarding the best form of consultation to allow extensions to be considered.

Recommendations

2. Having considered the information provided in this report the Executive Member is asked to agree:
 - (i) To the principle that all future zones and extensions in the South Bank area be designated R58C.
 - (ii) To the principle that the qualification area for properties in ResPark may be set wider than just the frontagers to the controlled streets.
 - (iii) To further consultation being undertaken to amend Zone boundaries of R6, R36, R54, R57 and R58 with a view to providing a more equal scheme for all residents.
 - (iv) To further consultation, in the sections of streets identified in Annex E, being undertaken to identify what parking measures should be applied at this time.
 - (v) To further consultation, in the streets identified in Annex F, being undertaken to propose and discuss implementation of selected movement controls to better manage traffic flow in these streets.

Reason: To respond to the views and suggestions coming out of the comments received from residents in the South Bank area and to better inform the layout and type of further ResPark controls in streets in the future.

Background

3. This report takes forward the Executive Decision from the session in November 2019 regarding the best form of consultation to allow extensions to Residents' Parking coverage to be considered.
4. That consideration was informed by the findings of a Task Group that reported to Committee in November 2018. The Task Group suggested a review of 'the current pattern of ResPark zones with a view to rationalising them and identifying the most logical extensions into surrounding streets that suffer from non-resident parking'.
5. The choice of South Bank for this wider area consultation enabled us to also take forward a number of petitions for further ResPark controls in streets in the area, which the Executive Member had considered during 2019.
6. This is with a background that implementing new schemes and extension to zones has, in the past, caused displacement of commuter parking activity. This has been the trend over a number of years. The current extent of Zones is shown in Annex A.
7. We carried out a consultation with residents, in over 1,500 homes, in the South Bank area (not currently covered by the ResPark zones). The consultation was done as a letter drop in January 2020 (see Annex B). This explained that we were considering a Residents' Parking Scheme, as an extension to the exist zone, in the streets that were the subject of the petitions. The letter asked residents of the wider area 'should ResPark be introduced in those nearby streets near you now?' at the same time as the zone extensions (see Annex C).
8. Ward Members supported the consultation exercise by organising drop-in sessions prior to the close of the consultation on 17th February.
9. People had the option of replying in paper on the pro-forma we provided or to email their comments.

10. We received over 320 responses. This is a level of response of over 21%. The majority view (62% of all respondents) was that further coverage is likely to be needed in the middle to longer term.
11. There was clear support for introducing ResPark measures in the petitioned street. These streets are the remainder of Bishopthorpe Road between Southlands Road and Terry's Mews; Rectory Gardens (by Area signage); Balmoral Terrace between Bishopthorpe Road and Montague Street and Albemarle Road between numbers 15 and 71 (odd) Albemarle Road (by Area signage). The decision on whether to introduce Residents Parking in the petitioned streets is covered in a separate Report to the August 2020 Executive Member Decision Session.
12. Although there was no clear mandate for introducing Residents' Parking measures in streets other than the petitioned streets, the comments did flag up several issues which need considering.
13. See Annex D for snap-shot of comments, street-by-street. The Streets are sorted by Post Code; the area is YO23 1++; streets are referenced by the two last letters. As can be seen, some pairs of comments are contradictory.

Results

14. There are several key groups of comments that come out of the responses.
15. The degree of the problem perceived by residents very much depends upon the time of day that return to the street is required. The local level of 'commuter' parking activity also depends on the availability of space when the commuter turns up (typically morning 7:30 to 9:30).
16. Residents do accept that majority of parking demand is cars that belong to local residents. This underlying aspect is, however, made worst by cars from out of the area.
17. In a number of cases, an additional level of problem is caused by those that live fairly nearby parking for long periods in an uncontrolled street to avoid the need to pay for a permit in streets closer to home.
18. Some areas experience more activity from parking which they identify as a particular 'type'. These include activity associated with

local schools, community facilities, GP's and recreation areas (Knavesmire, Roundtree's Park and Riverside).

19. 'Commuter' parking can be fairly local (for access to shops and services) or involves walking some distance even a Park and Cycle 'mixed mode' commute.
20. The former Terry's Factory lies to the south of this area. Activity here include workers parking as well as residents and visitors parking vehicles; presumably due to there being more demand than provision on site.
21. Many residents consider that the introduction of further restrictions will generate further 'displacement' parking.
22. Some question if Permit Parking is the right 'tool' to address parking; that the root cause of the need for commuters to park should be addressed at 'source'.
23. Other question City of York Council's motives in promoting ResPark and the income that these parking controls generate.
24. Some residents draw attention to specific aspects such as parking close to junctions, access points or on bends that should be addressed by waiting restrictions.
25. Others consider the potential conflicts that occur along these terraced streets should be addressed by the introduction of entry controls and/or one way systems.
26. In more detail, the response from a large proportion of residents in some streets indicated support for the introduction of ResPark now. These include the remainder of Bishopthorpe Road, Rectory Gardens, Balmoral Terrace (Part) and Albemarle Road (between 15 and 71 odd). Proposals for these streets are the subject of a separate report.
27. There was a low response rate from those in Philadelphia Terrace although five out of nine respondents were in favour. This level of response does not provide a clear indication of support at this time.
28. There was a low response rate from those in Ovington Road, Adelaide Street, Windsor Street and Argyle Street although fifty percent or more of respondents from each street were in favour. This level of response does not provide a clear indication of general support at this time.

29. There was a 25% response from properties in South Bank Avenue. We received 10 responses to this consultation; out of which seven households indicated support for the introduction of a ResPark scheme. Although this is 70% of the returns it only represents 18% of all households voting positively.
30. There was a 29% response from properties in Knavesmire Crescent (66 addresses - three Post Code Areas). We received 19 responses to this consultation; out of which 15 household indicated support for the introduction of a ResPark scheme. Although this is 79% of the returns it only represents 23% of all households voting positively. The response does not provide a clear indication of support for ResPark at this time. Problems here include leisure and event activities on the Knavesmire, activities associated with the former Terry's site, commuter and displacement parking.
31. Several residents of the southern part of Curzon Terrace expressed similar views to those in Knavesmire Crescent.
32. Residents in Lorne Street and the southern part of Trafalgar Street expressed similar views. Problems include activities associated with the former Terry's site, commuter and displacement parking and activities associated with the nearby school.
33. Residents in the more central areas of this part of South Bank did not experience such a problem that they considered the introduction of ResPark was required.
34. A number of residents across this area suggested that one way working might ease traffic flow problems in some of the terraces.

Discussion

35. There has been a consistent level of comment over the years, as evidenced in the response summarised in Annex D, which those residents living close to the boundaries of Zones experience inconvenience and frustration when the level of supply to demand varies across the zone boundaries. Clearly, there are 'winners' and 'losers' in this respect although this can, actually, vary across the year, the season or even the day. This can be particularly acute when parking must be controlled for road works, traffic or event management.
36. We are therefore recommending the potential for indicating a wider zone area so that any streets that came forward in the future would join that zone rather than having to create, extend or amend

another zone. It is recommended that all new ResPark schemes for this area be included in Zone R58C, even if there are, initial gaps between these schemes.

37. R58C has been chosen as it currently lies to the east and adjacent to the consultation area. The zone has, relatively recently, been extended south and the existing residents generally accepted the benefits of being in a larger zone.
38. In parallel with this there is potential to set the qualification area for obtaining permits wider than just the frontagers of the streets to be subject to controls. The aim here would be to afford more flexibility of options for residents close to the newly created zone extensions.
39. There is also the opportunity to re-examine the boundaries of the zones just north of the consultation area to see if this principle can be applied there.
40. As stated above, a ResPark scheme, as an extension to Zone R58C is being proposed for certain streets within the consultation area. It can be seen from the Summary of Responses in Annex D that there is a measure of support for parking controls to address commuter parking and other identified issues. The Plan in Annex E shows, very generally, the areas where support is more apparent (edged and shaded green).
41. One-way working can improve flow. It can also facilitate more parking provision as head-on conflicts are reduced.
42. Key potential issues with one way working are that vehicle speeds along the street do increase and that journey time and distance do increase for residents to access some properties on the street.
43. If it is considered that there should be further consultation on this, a simple scheme of entry controls is set out in Annex F. This is aimed at reducing conflict and improving flow without the requirement for more draconian one-way measures.

Council Plan

44. Considering this matter contributes to the Council Plan; building strong communities by engaging with all members of the local community.

Implications

45. The following are the identified implications.

- **Financial** – The Report makes recommendations only so does not, in itself raise financial implication.
- **Human Resources** – Again, although not requiring resources, any future work will require staff input. The management and monitoring will be a Traffic Management function.
- **Equalities** – A communications plan is being developed for the wider Residents' Parking Service to help those that either don't have access to the internet or the skills to use it to access the parking system as they do with other similar ICT access requirements.
- **Legal** – Some of the recommendations, if taken forward, will require, in future, changes in the parking Traffic Regulation Orders.
- **Crime and Disorder** - None
- **Information Technology (IT)** – There is an existing ICT in place.
- **Property** - None
- **Risk Management** – The proposed extension to the existing Residents' parking provision will be something that most residents/customers will welcome but may disadvantage some people, who may object to the proposal. These objections will be reviewed in the usual way with further Reporting if necessary.

Contact Details:

Author:

Ken Hay
Traffic Projects Officer
Transport
Tel No. 01904 552474
ken.hay@york.gov.uk

Chief Officer Responsible for the report:

James Gilchrist
Assistant Director of Transport, Highways
and Environment

Report **Date** 31/07/2020
Approved

Wards Affected: Micklegate

For further information please contact the author of the report

Annexes

- Annex A Existing ResPark Zones Plan
- Annex B Consultation Letter 6th January 2020
- Annex C Consultation Area Plan
- Annex D Summary of Consultation Responses Received
- Annex E Streets for Additional Consultation
- Annex F Traffic Flow Controls (Proposal for discussion)

ANNEX A Existing ResPark Zones



ANNEX B Consultation Letter



Directorate of Economy and Place
West Offices, Station Rise
York, YO1 6GA

Email: highway.regulation@york.gov.uk

Date: W/C 6th January 2020

To the Residents in the South Bank area

Dear Resident,

Request for a Residents' Priority Parking Scheme (ResPark)

We are writing to you as we have received requests and petitions, from local residents, asking us to introduce a ResPark scheme in some streets in the area.

The sections of streets where residents have requested parking controls are:

- Bishopthorpe Road between Southlands Road and St Chads Wharf;
- Rectory Gardens (off Bishopthorpe Road);
- Balmoral Terrace (again off Bishopthorpe Road);
- Albemarle Road between Telford Terrace and Brunswick Street and
- Philadelphia Terrace (off Albemarle Road).

You may already know that the key reason for these parking controls is to address commuter and shopper (long stay, mainly daytime) parking. ResPark does this although it cannot resolve all of the problems caused by inconsiderate parking or the overall lack of space, on street, to accommodate high demand.

Information on the working and costs of ResPark permits is on our web site at:

<https://www.york.gov.uk/ResPark>

In brief, parking controls are put on street and those wishing to park need permits to do so. There is a range of controls that we can use and a range of permit types including those for residents, businesses and visitors. We would aim to introduce controls in logical groups of streets with one zone reference.

Introducing these schemes can have a knock-on effect when parked vehicles displace to nearby streets. To avoid a piecemeal approach in the introduction of ResPark schemes we are asking those who live in a much wider area (than the individual petitioners identified) for their views. If this is not your normal place of residence, please let your landlord know about this consultation.

Overleaf, you will find more information and guidance on how to respond.

Yours faithfully

Ken Hay

Ken Hay, Traffic Project Officer

ANNEX B-Consultation Letter

We want your comments.

Do you feel commuter or shopper parking is already causing some problems in the streets nearest you? We'd like to know your view on the proposed extension of ResPark (see over) and, in particular, if you consider parking controls should be brought in on the sections of street where you live.

Please email your views to highway.regulation@york.gov.uk and/or more detailed comment which will provide background to any report going forward. Please indicate your preferences to the questions in the boxes below. Clearly, we'd need to know your address and/or Postcode to understand better your views; add your name if you wish. Alternatively, you could return this letter.

	YES	NO
Would you like to see, the introduction of a Resident Priority Parking Scheme in the street where you live?		

	(24/7)	9-5 M-F
Would you like to see the parking controls brought in all day, every day (24/7) or just during the working day?		

Would you like to highlight issues in any particular streets or specific times?

I live at (address):	Postcode:
----------------------	-----------

Please also email highway.regulation@york.gov.uk or ring 01904 552474 if you:

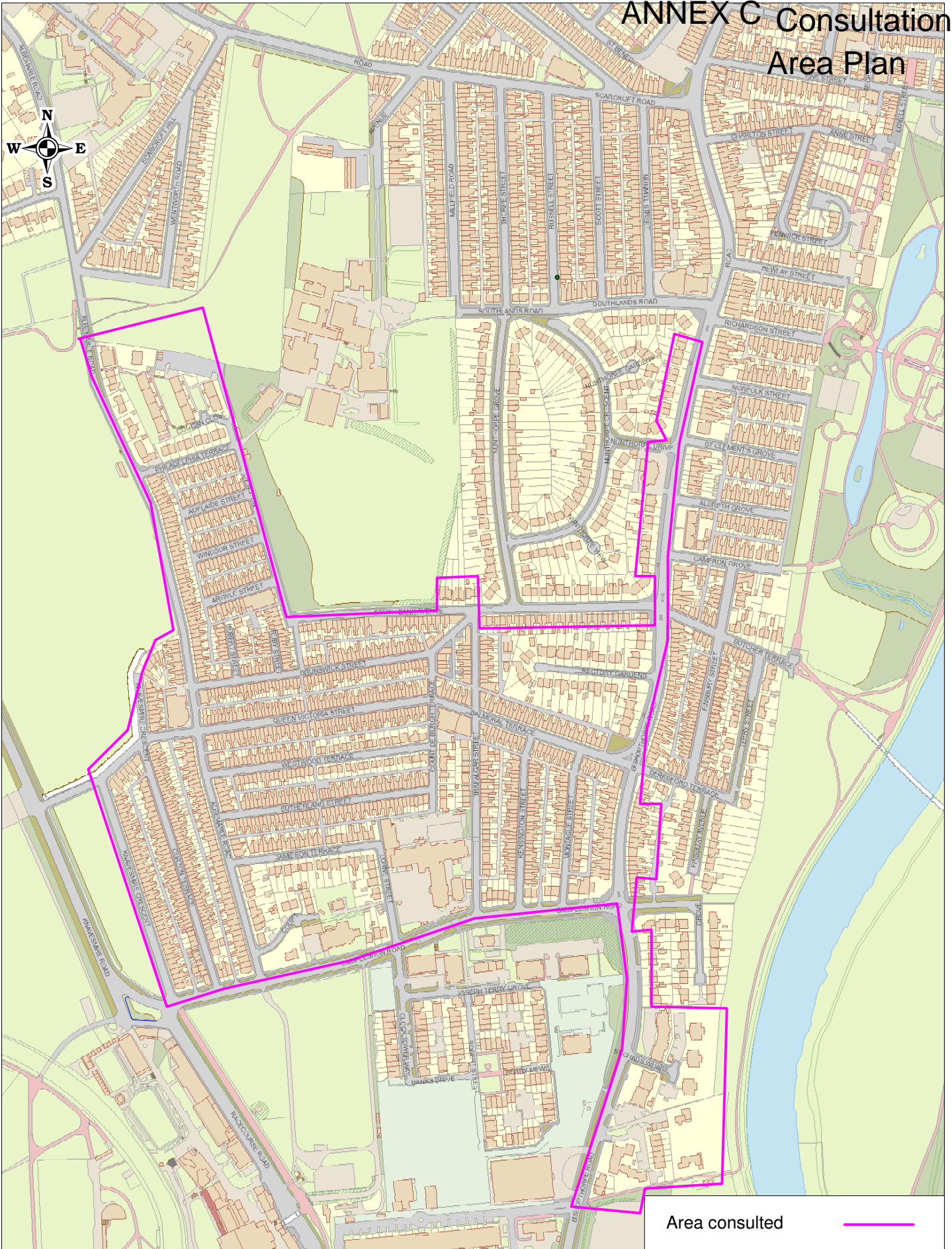
- Require a paper copy (leaflet) of the ResPark information;
- Require any further information or clarification or
- Want to discuss any special needs/circumstances that you believe would be affected by the introduction of a ResPark Scheme nearby.

Please let us have your views by the 17th February 2020.

Our return address is:

Freepost RTEG-TYYU-KLTZ
 City of York Council
 West Offices
 Station Rise
 York YO1 6GA

ANNEX C Consultation Area Plan



Area consulted ———



ANNEX C Consultation Area

+ Crown copyright. All rights reserved
Licence No. 2003

SCALE	1 : 5000
DATE	16/06/2020
DRAWING No.	
DRAWN BY	

Count	YO23 1-	Street addresses	Response	YES	NO	24	9-5 M-F	Comments
24	DH	Philadelphia Terrace	9	5	3	4	0	RP should cover wide area. Otherwise displacement occurs. Parking by School a problem. Number of residents a problem.
12	DJ	Ovington Road	2	1	1	1	0	No current commuter problem. Problem exists
27	DL	Adelaide Street	6	3	3	2	1	AS should be included in RP. No problem don't want to pay. Displaced parking a problem in evening. Problem from events. Not enough capacity to work. Consider local small traders.
32	DN	Windsor Street	3	2	1	0	1	Large zone needed to address displacement. Wide area needed.
33	DP	South Bank Avenue	8	6	1	5	1	Displacement will happen. Council should provide more parking. There is no problem. Some days the street is 'like a car park'.
6	DR	South Bank Avenue	2	1	0	1	0	Make it double sided parking. RP should be all or nothing.
29	DW	Argyle Street	3	2	1	2	1	Displacement likely. Need ResPark everywhere.

ANNEX D- Consultation Responses

Count	YO23 1-	Street addresses	Response	YES	NO	24	9-5 M-F	Comments
65	EB	Brunswick Street 1-66	13	4	9	5	2	Likely problem from displacement. No current problem - only if displaced. Evening problem (Club activity). Wider area help. Streets too narrow for two-sided parking. Limit number of permits issued. Traffic hazards along Navemire. Bring permit coss down.
39	ED	Brunswick Street 63-120	10	6	4	6	1	Current problem/ minor/ no problem at the moment. Some resort to placing cones. Race Days and events a problem. ResPark is not the answer. Long term parking occurs. Recent HMO increase. Other Pub/ Shop activity. Worry for Blue badge holders. Problems 24/7.
17	EE	Ruby Street	1	0	1			
18	EF	Hubert Street	1	1	0	1	0	Problem with very long term parking.
7	EG	Percys Mews	0	0	0			
55	EH	Cogan Close	1	1	0	0	1	RP in Philadelphia
17	EP	Albemarle Road 39-71 Odd	9	8	0	6	1	Problems from Commuter & School parking. Problems from workers and shoppers. Problems on Race Days.
29	EP	Albemarle Road 73-129 Odd	13	2	10	2	3	ResPark not the solution. No current problem. Cost to residents. Problem from parking for Little Knavesmire. Live and let live. Must guarantee review.
13	ER	Albemarle Road 36-72	4	1	3			Not a problem. Residents are the problem.
16	ES	Knavesmire Cres 2-32	3	3	0	2	1	Any scheme should include N Cr. Parking will displace.

ANNEX D- Consultation Responses

Count	YO23 1-	Street addresses	Response	YES	NO	24	9-5 M-F	Comments
24	ET	Knivesmire Crescent 34-80	7	6	1	4	2	Displaced parking a problem now. Fears further displacement. Events add to the problem.
26	EU	Knivesmire Crescent 82-132	9	6	3	4	3	All-or-nothing for ResPark coverage. Racedays problem. Terrys site problem. Price of permit high. Long term parking also problem.
16	EW	Albemarle Road 15-37	8	8	0	8	0	Problem from commuters. Very long term parking a problem. Problem from school parking. Race Days a problem. Create small zones.
8	EY	Campleshon Road	1					Different zones needed
44	EZ	Curzon Terrace 7-99 Odd	3	1	2	1	1	No problem
11	FD	Lichfield Court	1	0	1			No problem here. Bthp Rd needs addressing.
54	HA	Curzon Terrace 2-112 Evens	11	5	6	5	0	Will cause displacement parking. Respark not the solution. Problems from dog walkers, commuters and race goers. Capacity in narrow streets.
49	HB	Albemarle Road 74-166	6	3	3	4	0	Problem is residents. Not the solution. Reduce off-street costs. Provide one-hour parking. Reduce Car Park charges. Will cause displacement.
26	HD	Albemarle Road 141-179	7	2	5	1	0	Full length of street needed for displacement. ResPark not the solution; just extra cost. Charge for limited space.
6	HE	Lorne Street	3	3	0	1	0	Issues include commuters and the former Terrys.

ANNEX D- Consultation Responses

Count	YO23 1-	Street addresses	Response	YES	NO	24	9-5 M-F	Comments
38	HF	Jamieson Terrace	11	4	7	3	0	School and events a problem. Fears displacement. Bth Rd congestion. Need 'off-line' solution. Bring cost down. Protect junctions.
46	HG	Sutherland Street	5	1	4	0	2	Turning a problem. No problems.
11	HH	Count De Burgh Terrace	3	3	0	3	0	St Clements Club Parking PM. ResPark will cause displacement.
34	HJ	Westwood Terrace Odds	4	1	3	0	1	Resident, not a commuter issue. No case for change. Would not solve the problem. Make Car Parks cheaper. Make QVSt one way.
38	HL	Westwood Terrace Evens	4	3	1	2	1	ResPark not the answer. Existing problems. Displacement will be a problem.
54	HN	Queen Victoria Street Evens	8	5	3	2	2	Displacement will be a problem. Reduce cost. Limit Permits to 2. Measures for HGVs and Buses. Make QVSt one way please.
1	HP	Count De Burgh Terrace	0					
44	HQ	Sutherland Street	8	3	5	1	3	Not the solution - Look at other alternatives. More issue in evening. No current problem. All or nothing Zone.
40	HR	Balmoral Terrace Odds	11	7	4	6	2	Park and Walk/ Park and Cycle Activity; cars circle looking for space. No problem. Look for alternatives if not ResPark. One hour ResPark. Permits should be free. Issues around large vehicles, Doctors' and Janico.
30	HS	Balmoral Terrace Evens	10	4	6	4	2	ResPark won't solve issues. No problem. Problems - shoppers, tourists, people going to Rowntree Park, GP's, Commuters, Park and Cycle.

ANNEX D- Consultation Responses

Count	YO23 1-	Street addresses	Response	YES	NO	24	9-5 M-F	Comments
18	HT	Trafalgar Street 2-26 Even	1	1	0	1	0	Already have displacement problem.
14	HU	Trafalgar Street 1-27Odd	3	3	0	2	0	Displacement a problem
59	HW	Queen Victoria Street Odds	7	2	5	2	0	No daytime problem here. Too many locals and displace problem. Through traffic also a problem. CYC revenue maker - should not have to pay. Buses and Taxi problem Race Days.
10	HX	Trafalgar Street	0					
2	HY	School	0					
30	HZ	Trafalgar Street 28-78 Even	6	4	2	3	1	No great parking issue. Terry's workers. Some cars park on footway. All or nothing for area. Parent/school parking problem.
69	JA	Kensington Street	6	3	3	3	0	More cars than space. No current problem, Live and let Live. Displacement will occur. Promote cycling.
41	JB	Montague Street	9	5	3	4	2	Displaced parking will bring problems. Protect junctions. Event and Long Term parking issues. Look at other options. No option but ResPark - All or Nothing. Visitor requirements.
33	LG	Bishopthorpe Road 230-298	21	20	1	15	2	No great problem - provide 2Hr waiting. Problems 24/7. Long term parking. Parking for CC and University. Include in scheme. Also obstruction and speeding. Limited capacity. Costs too high.
6	LH	Croft Mews	5	5	0	4	1	Terrys' site and Commuter parking. Made worse by Yellow lines. Also traffic issues.
20	LJ	Riverside Lodge	2	0	2	0	1	More Double Yellow Lines. Speed Cams on BThp Rd.

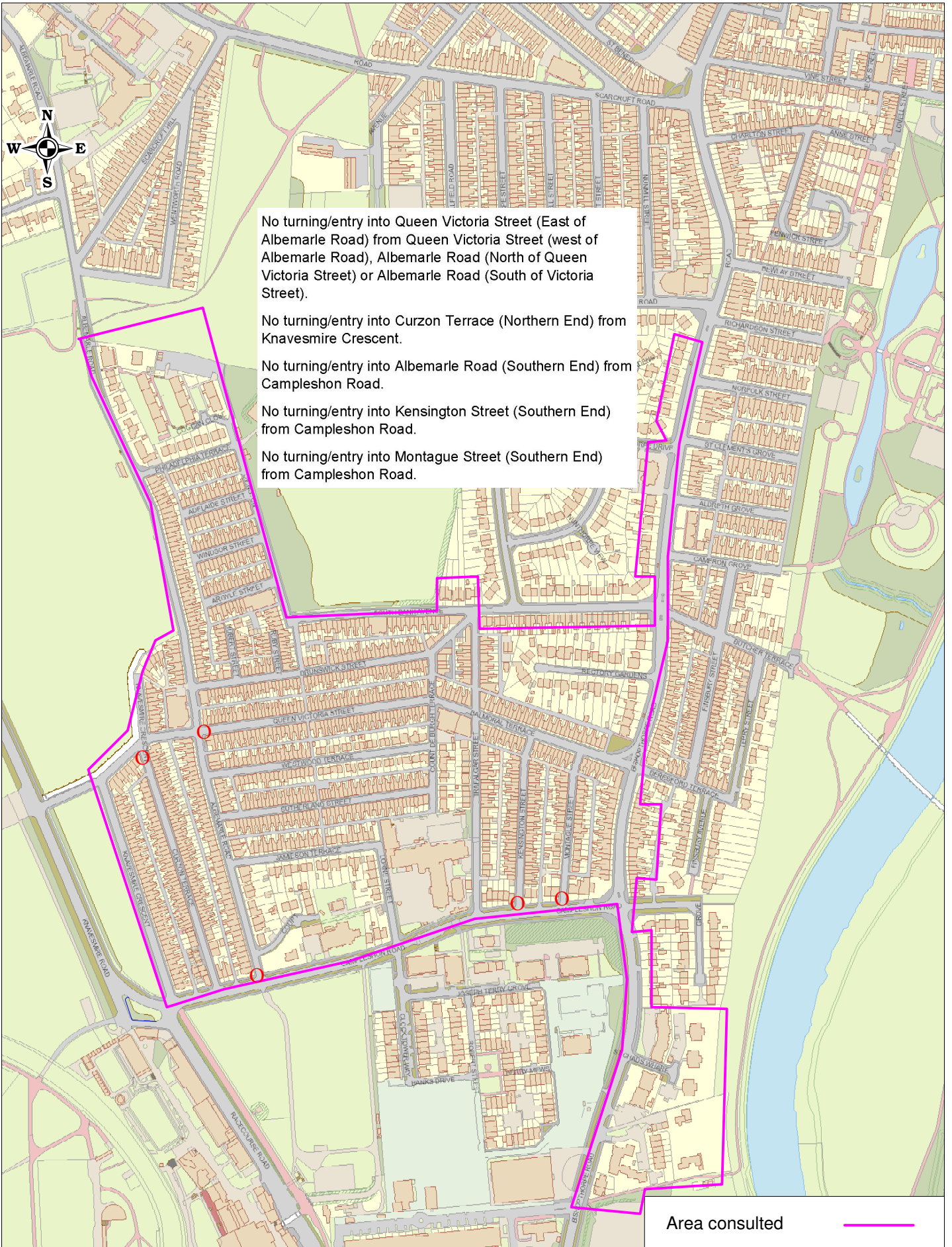
ANNEX D- Consultation Responses

Count	YO23 1-	Street addresses	Response	YES	NO	24	9-5 M-F	Comments
18	LU	Ash House	4	4	0	2	2	Extend/ include in scheme. Add Pay and Display.
18	LX	St Chads Wharf	4	3	0	3	1	Traffic and Double-sided parking issues on BTh Rd.
11	NY	Bishopthorpe Road 105-125	2	2	0	2	0	Parking restricts visibility. Include in ResPark.
12	NZ	Bishopthorpe Road 129-147	4	3	1	3	1	Current problem with displacement parking.
14	PA	Bishopthorpe Road 149-173	5	5	0	4	1	Commuter, Shopper, long term parking problem. Links to Rectory Gdns. Space for Blue Badge Holders needed.
24	PB	Rectory Gardens	16	14	2	11	1	No problem. Zone for Rectory Gardens only please. Problem from 'None Residents'. Need Visitor Permits.
19	PD	Bishopthorpe Road 175-211	10	9	0	7	1	HMOs and 'Lets' a problem. Problems from Commuters and Terrys' site; Race Days parking and buses; RT's Park visitors. Accommodate Surgery.
10	PE	Campleshon Road	2	0	1	0	0	Not needed. Accommodate St Chads'.
20	PG	Terrys Mews	6	4	0	3	2	More cars than street space. Terrys' site and commuter problem. All or Nothing zone.
10	WS	Balmoral Terrace 62-64	1	1	0	1	0	One hr parking for non-residents.

ANNEX E

Streets for Additional Consultation





No turning/entry into Queen Victoria Street (East of Albemarle Road) from Queen Victoria Street (west of Albemarle Road), Albemarle Road (North of Queen Victoria Street) or Albemarle Road (South of Victoria Street).

No turning/entry into Curzon Terrace (Northern End) from Knavesmire Crescent.

No turning/entry into Albemarle Road (Southern End) from Campleshon Road.

No turning/entry into Kensington Street (Southern End) from Campleshon Road.

No turning/entry into Montague Street (Southern End) from Campleshon Road.

Area consulted —



+ Crown copyright. All rights reserved
Licence No. 2003

ANNEX F
Traffic Flow Controls ○

SCALE	1 : 5000
DATE	16/06/2020
DRAWING No.	
DRAWN BY	



**Decision Session –
Executive Member for Transport**

11 August 2020

Report of the Corporate Director of Economy and Place Directorate

Residents' Parking in South Bank Update

Summary

1. To report the results of consultation following a number of petitions for further Residents' Parking (ResPark) in streets in the South Bank Area, which the Executive Member received during 2019.

Recommendation

2. The Executive Member is asked to agree the making of a Traffic Regulation Order (TRO) needed to introduce the new restrictions. These are on the following streets and in detail below; to include these streets in Residents' Parking Zone R58C.
 - Bishopthorpe Road between Southlands Road and Terry's Mews;
 - Rectory Gardens (by Area signage);
 - Balmoral Terrace between Bishopthorpe Road and Montague Street and
 - Albemarle Road between number 15 and number 71 (odd) Albemarle Road (by Area signage).

Reason: To positively respond to petitions, for further ResPark controls in streets in the South Bank area, that the Executive Member received during 2019 and to implement a scheme that reflects the majority view gained from more recent consultation in the area.

Background

3. This report takes forward a number of petitions, for further ResPark controls in streets in the South Bank area, which the Executive Member had considered during 2019.
4. The report does so with regard to the Executive Decision session in November 2019 that discussed the best form of consultation to carry out to inform consideration of extensions to Residents' Parking coverage.
5. We carried out a consultation with residents, in over 1,500 homes, in the South Bank area, not currently covered by existing ResPark zones (see Annex A1). The consultation was done as a letter drop in January 2020 (see Annex A2). This explained that we were considering a Residents' Parking Scheme, as an extension to the existing R58C zone, in the streets that were the subject of the petitions. A separate report on the outcome of this wider consultation is also on the Agenda for the August Executive Member Decision session.
6. The letter asked residents in the wider area (see Annex A3) 'should ResPark be introduced in those streets near you now?' at the same time as the zone extensions.
7. Ward Members supported the consultation exercise by organising drop-in sessions prior to the close of the consultation on 17th February. People had the option of replying in paper or email form.
8. We received over 320 responses. This is a level of response of 21.6%. The response from most of the petitioning streets was that this was needed now. The majority (62% of all respondents) view was that further coverage is likely to be needed in the middle to longer term. This response was, however, from only 13% of all households.
9. The conclusion, from the responses received, was that parking controls should be introduced, now, in the following streets.
 - Bishopthorpe Road between Southlands Road and Terry's Mews;
 - Rectory Gardens (off Bishopthorpe Road);
 - Balmoral Terrace between Bishopthorpe Road and Montague Street and
 - Albemarle Road between number 15 (south of Telford Terrace) and number 71 Albemarle Road (north of Brunswick Street).The proposals are set out below.

10. Given the level of response and the views expressed, there is no clear mandate for introducing further Residents' Parking measures in streets other than the petitioned streets. The comments did, however, flag up several issues which will be covered in the separate report to the Executive Member on the Agenda for the August Decision Session.
11. Set out below is a detailed consideration of the responses associated with the petitioning streets.
12. It should be noted that the proposals have been designed to be consistent with (MUGA) proposal for waiting restrictions on Albemarle Road, Philadelphia Terrace and Ovington Terrace considered by Executive Member on 6th December 2019.

Responses

13. There are eighty six properties on Bishopthorpe Road currently not covered by ResPark. We received 42 responses to this consultation (49% response) out of which 39 household indicated support for the introduction of a ResPark scheme. This is 93% of the returns and 45% of all households voting positively. The response provides a clear indication of support at this time.
14. There are twenty four properties in Rectory Gardens. We received 16 responses to this consultation (67% response) out of which 14 household indicated support for the introduction of a ResPark scheme. This is 87% of the returns and 58% of all households voting positively. The response provides a clear indication of support at this time.
15. There are seventy properties in Balmoral Terrace. We received 21 responses to this consultation (30% response) out of which 11 household indicated support for the introduction of a ResPark scheme. This is 52% of the returns but only 16% of all households voting positively. The response does not provide a clear indication of support at this time. A more detailed analysis of the responses shows that residents in the east (Bishopthorpe Road end) of this street were more in favour of parking controls.
16. There are eighty two properties served by St Chads Wharf, Terry's Mews and Croft Mews. These properties have their own parking and residents occasionally make use of space on Bishopthorpe Road for visitors etc. We received 21 responses to this consultation (26% response) out of which 16 household indicated support for the

introduction of a ResPark scheme. This is 76% of the returns and 20% of all households voting positively. The response provides an indication of support at this time from this group.

17. There are seventy five properties on Albemarle Road between (south of) Telford Terrace and (north of) Brunswick Street. This section is, currently, not covered by ResPark. We received 34 responses to this consultation (45% response) out of which 19 household indicated support for the introduction of a ResPark scheme. This is 56% of the returns and 20% of all households voting positively. The response does not provide a clear indication of support at this time.
18. The support from those in the northern section of Albemarle Road was stronger than further south. There are thirty three properties on Albemarle Road (east side - EW/EP) between number 15 and 71 (odd). We received 17 responses to this consultation (52% response) out of which 16 households indicated support for the introduction of a ResPark scheme. This is 94% of the returns and 48% of all households voting positively. The response provides a clear indication of support at this time from this section of the road.
19. There are twenty four properties in Philadelphia Terrace. We received 9 responses to this consultation (37% response) out of which 5 household indicated support for the introduction of a ResPark scheme. This is 55% of the returns although only 21% of all households voting positively. The response does not provide a clear indication of support at this time.

Proposals:

20. Bishopthorpe Road between Southlands Road and South Bank Avenue has parking controls on the east side (R58C). These apply 24/7 and allow non-permit holders ten minutes parking.
21. Bishopthorpe Road (west side - NY) between Southlands Road and Nunthorpe Drive includes 105 to 125 (odds) and serves pairs of drives and accommodates a Bus Stop 'Box'. There is potential for some nine cars to park without causing obstruction. It is proposed that this section of street be brought into ResPark control 24/7 with non-permit holders allowed ten minutes parking.
22. Nunthorpe Drive is currently covered by parking controls (R54).

23. Bishopthorpe Road (west side - NZ) between Nunthorpe Drive and South Bank Avenue includes the 'Winning Post' and 129 to 147 (odds). This section serves pairs of drives and accommodates a Bus Stop 'Box'. There is potential for some ten cars to park without causing obstruction. Three of these are on the frontage of The Winning Post which gives an opportunity to provide Pay and Display parking 8-6, seven days a week. It is proposed that, with the exception of these three bays (above), this section of street be brought into ResPark control 24/7 with non-permit holders allowed ten minutes parking. See proposal plan at Annex B5.
24. South Bank Avenue is subject to parking controls (R57). This zone includes numbers 149, 151 and 153 Bishopthorpe Road.
25. Bishopthorpe Road between Butcher Terrace and Beresford Terrace has parking controls on the east side (R58C). These apply 24/7 and allow non-permit holders ten minutes parking.
26. Bishopthorpe Road (west side - PA) between South Bank Avenue and Balmoral Terrace includes numbers 155 to 173 (odds) and the junction with Rectory Garden. These sections serve pairs of drives and accommodates a Bus Stop (without 'Box'). There is potential for some eight cars to park without causing obstruction. It is proposed that this section of street be brought into ResPark control 24/7 with non-permit holders allowed ten minutes parking.
27. Rectory Gardens (PB) has 24 properties, each has some off street parking. It is proposed that this street be brought into ResPark control. Given the limited width of the carriageway it is not possible to mark parking bays in Rectory Gardens. The street will be signed as a Parking Area (24/7) at its entrance and the residences included in the wider R58C zone. See proposal plan at Annex B6.
28. Balmoral Terrace (HR) is predominantly terraced, residential properties. There is a General Practitioner's Surgery on the corner with Bishopthorpe Road and a Bus Stop near number 18 on the south side. There is potential for some three cars to park to the front of numbers 1, 3, 5 & 7 without causing obstruction. There is potential for some three cars to park to the front of numbers 2-18 (evens) without causing obstruction. It is proposed that this section of street be brought into ResPark control 24/7 with non-permit holders allowed an hour parking to address the needs of the Surgery. Bishopthorpe Road (west side - PD) between Balmoral Terrace and Campleshon Road includes numbers

175 to 211 (odds) and, as mentioned above, there is a General Practitioner's Surgery on the corner with Balmoral Terrace. This sections is predominantly terraced, residential properties. This section also accommodates a Bus Stop (without shelter or 'Box').

29. There is, regularly, parking on both sides of this section of Bishopthorpe Road. Given the nature of the street and limited width of carriageway this results in some pavement parking occurring. There is potential to accommodate parking on both sides by marking bays part on the pavement on the west side. This would leave a minimum of 1.8m of footway. Although not an ideal situation, this would allow parking bays to be marked out on both sides. The alternatives are either to create a parking area (signs both ends and no markings) or to mark bays on the east side and introduce waiting restrictions on the west.
30. Bishopthorpe Road (east side - LG) between Balmoral Terrace and Campleshon Road includes numbers 230 to 272 (evens) and, as mentioned above, accommodates parking on both sides, including on footway parking.
31. It is, therefore, proposed that the section of Bishopthorpe Road between Balmoral Terrace and Campleshon Road be brought into ResPark control 24/7. Bays will be marked on both sides with non-permit holders allowed ten minutes parking. See proposals plan at Annex B6.
32. Bishopthorpe Road (east side - LG) south of Campleshon Road includes numbers 276 to 298 (evens) and also serves as access to a number of residential blocks. As mentioned above, there is a proposal to implement 'no waiting at any time' on the frontage of 276-290.
33. Bishopthorpe Road (west side) south of Campleshon Road runs along the side of the former Terrys Factory. There is potential to utilise the parking space along this frontage to serve a variety of local needs. There is a need to provide local Residents' Parking. It is proposed that the section of street for 170m south from the end of the existing 'no waiting' be brought into ResPark control 24/7 with non-permit holders allowed an hour parking to address the needs of local visitors. See proposals plan at Annex B1.
34. South of this section, the previously recommended 40m long bay for 2 hour parking operating M-F 7am to 7pm would be placed on street.

35. Further south, again, there is potential to provide measures intended to dissuade all-day parking. North-bound would be a 67m section of no waiting between 8 and 11am; southbound there would be a 40m section of no waiting between 3 and 6pm. See proposals plan at Annex B2.
36. Albemarle Road between number 15 and number 71 Albemarle Road (north of Brunswick Street). There is currently a proposal to protect the drives on the frontage of 15 to 33 Albemarle Road. This will also provide passing places and would be implemented as drafted. It is proposed that the section of street between number 15 and number 71 be brought within a ResPark 'Area' R58C by means of signage. The control would be 24/7, no allowance for non-permit holders. See proposals plan at Annex B3.
37. There is potential to increase parking provision by transferring the no waiting to the residents' side (fronting numbers 15 to 25) and establishing the parking on the west (Knavesmire) side. This removes the need to accommodate drives and improves visibility through the shallow bend in the road. A section of existing NWAAT some 65m long would be converted to ResPark, covered by a 'Area' signage. The control would be 24/7, no allowance for non-permit holders. See alternative proposals plan at Annex B4.
38. Philadelphia Terrace directly serves 24 properties. There is currently a proposal to protect junctions and formalise parking to just the south side. It is proposed that this would be implemented as drafted.

Council Plan

39. Considering this matter contributes to the Council Plan; building strong communities by engaging with all members of the local community.

Implications

40. The following are the identified implications.
 - **Financial** – An estimated £5K (excluding officer costs) will be required to fund the implementation of the amended Traffic Regulation Order which will be funded from existing budgets.
 - **Human Resources** – The extended parking zone will require staff resources (shortly utilising an online self-service system and virtual permits) by the back office and CEO staff. The management and monitoring will be a Traffic Management function.

- **Equalities** – A communications plan is being developed for the wider Residents' Parking Service to help those that either don't have access to the internet or the skills to use it to access the parking system as they do with other similar ICT access requirements.
- **Legal** – Some of the recommendations will require changes in the parking Traffic Regulation Orders.
- **Crime and Disorder** - None
- **Information Technology (IT)** – There is an existing ICT in place. A new ICT system for parking covering penalty charge notices and permits is due to be rolled out later next year. This will improve both the customer and officer experience.
- **Property** - None
- **Risk Management** – The proposed extension to the existing Residents' parking provision will be something that most residents/customers will welcome but may disadvantage some people who may object to the proposal. These objections will be reviewed in the usual way with further Reporting if necessary.

Contact Details:

Author:

Ken Hay

Traffic Projects Officer
Transport
Tel No. 01904 552474
ken.hay@york.gov.uk

Chief Officer Responsible for the report:

James Gilchrist

Assistant Director for Transport, Highways
and Environment

Report **Date** 03/07/2020
Approved

Wards Affected: Micklegate

For further information please contact the author of the report

Annexes

- Annex A1 Existing ResPark Zones Plan
- Annex A2 Consultation Letter 6th January 2020
- Annex A3 Consultation Area Plan
- Annex A4 Summary of Consultation Responses Received
- Annex B1 Proposed ResPark Bishopthorpe Road (South)
- Annex B2 Proposed Restrictions Bishopthorpe Road (Yellow Lines)
- Annex B3 Proposed ResPark Albemarle Road (East side)
- Annex B4 Alternative ResPark Albemarle Road (part West side)
- Annex B5 Proposed ResPark Bishopthorpe Road (North)
- Annex B6 Proposed ResPark Bishopthorpe Road, Rectory Gardens and Balmoral Terrace
- Annex B7 R58C Extension Proposals Plan

This page is intentionally left blank

ANNEX A1 Existing ResPark Zones



ANNEX A2 Consultation Letter

Directorate of Economy and Place
West Offices, Station Rise
York, YO1 6GA

Email: highway.regulation@york.gov.uk

Date: W/C 6th January 2020

To the Residents in the South Bank area

Dear Resident,

Request for a Residents' Priority Parking Scheme (ResPark)

We are writing to you as we have received requests and petitions, from local residents, asking us to introduce a ResPark scheme in some streets in the area.

The sections of streets where residents have requested parking controls are:

- Bishopthorpe Road between Southlands Road and St Chads Wharf;
- Rectory Gardens (off Bishopthorpe Road);
- Balmoral Terrace (again off Bishopthorpe Road);
- Albemarle Road between Telford Terrace and Brunswick Street and
- Philadelphia Terrace (off Albemarle Road).

You may already know that the key reason for these parking controls is to address commuter and shopper (long stay, mainly daytime) parking. ResPark does this although it cannot resolve all of the problems caused by inconsiderate parking or the overall lack of space, on street, to accommodate high demand.

Information on the working and costs of ResPark permits is on our web site at:

<https://www.york.gov.uk/ResPark>

In brief, parking controls are put on street and those wishing to park need permits to do so. There is a range of controls that we can use and a range of permit types including those for residents, businesses and visitors. We would aim to introduce controls in logical groups of streets with one zone reference.

Introducing these schemes can have a knock-on effect when parked vehicles displace to nearby streets. To avoid a piecemeal approach in the introduction of ResPark schemes we are asking those who live in a much wider area (than the individual petitioners identified) for their views. If this is not your normal place of residence, please let your landlord know about this consultation.

Overleaf, you will find more information and guidance on how to respond.

Yours faithfully

Ken Hay

Ken Hay, Traffic Project Officer

We want your comments.

Do you feel commuter or shopper parking is already causing some problems in the streets nearest you? We'd like to know your view on the proposed extension of ResPark (see over) and, in particular, if you consider parking controls should be brought in on the sections of street where you live.

Please email your views to highway.regulation@york.gov.uk and/or more detailed comment which will provide background to any report going forward. Please indicate your preferences to the questions in the boxes below. Clearly, we'd need to know your address and/or Postcode to understand better your views; add your name if you wish. Alternatively, you could return this letter.

	YES	NO
Would you like to see, the introduction of a Resident Priority Parking Scheme in the street where you live?		

	(24/7)	9-5 M-F
Would you like to see the parking controls brought in all day, every day (24/7) or just during the working day?		

Would you like to highlight issues in any particular streets or specific times?

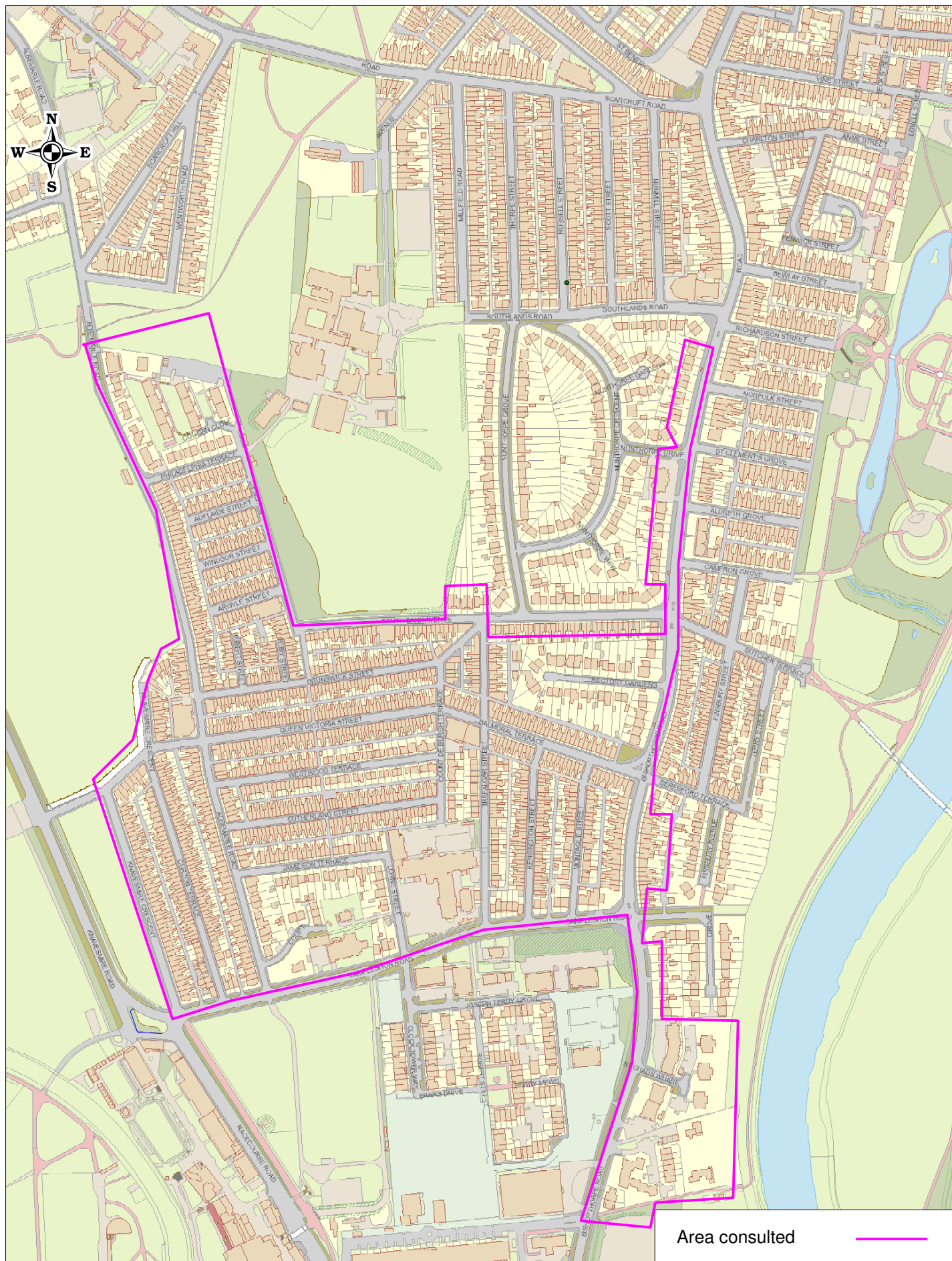
I live at (address):	Postcode:
----------------------	-----------

Please also email highway.regulation@york.gov.uk or ring 01904 552474 if you:

- Require a paper copy (leaflet) of the ResPark information;
- Require any further information or clarification or
- Want to discuss any special needs/circumstances that you believe would be affected by the introduction of a ResPark Scheme nearby.

Please let us have your views by the 17th February 2020.

Our return address is:
 Freepost RTEG-TYYU-KLTZ
 City of York Council
 West Offices
 Station Rise
 York YO1 6GA



Area consulted ———



+ Crown copyright. All rights reserved
 Licence No. 2003
ANNEX A3
Consultation Area

SCALE	1 : 5000
DATE	16/06/2020
DRAWING No.	
DRAWN BY	

ANNEX A4 SUMMARY OF CONSULTATION RESPONSES RECEIVED

Count	YO23 1-	Street addresses	Response	YES	NO	24	9-5 M-F	Comments
24	DH	Philadelphia Terrace	9	5	3	4	0	ResPark should cover wide area. Otherwise displacement occurs. Parking by School a problem. Number of residents a problem.
12	DJ	Ovington Road	2	1	1	1	0	No current commuter problem. Problem exists
55	EH	Cogan Close	1	1	0	0	1	To ResPark in Philadelphia Terrace
17	EP	Albemarle Road 39-71 Odd	9	8	0	6	1	Problems from Commuter & School parking. Problems from workers and shoppers. Problems on Race Days.
29	EP	Albemarle Road 73-129 Odd	13	2	10	2	3	ResPark not the solution. No current problem. Cost to residents. Problem from parking for Little Knavesmire. Live and let live. Must guarantee review.
13	ER	Albemarle Road 36-72	4	1	3			Not a problem. Residents are the problem.
16	EW	Albemarle Road 15-37	8	8	0	8	0	Problem from commuters. Very long term parking a problem. Problem from school parking. Race Days a problem. Create small zones.

ANNEX A4- Summary of Consultation Responses Received

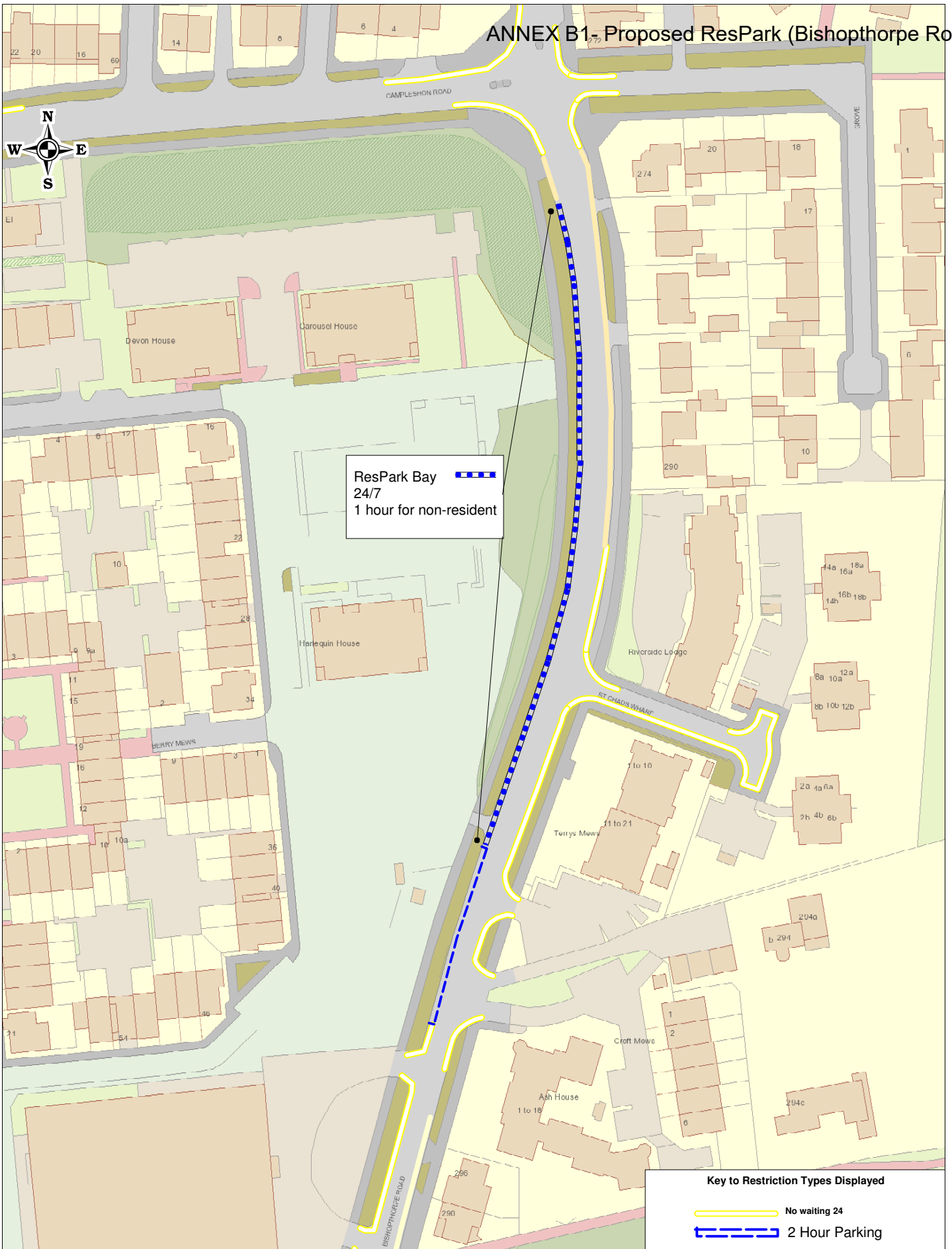
Count	YO23 1-	Street addresses	Response	YES	NO	24	9-5 M-F	Comments
40	HR	Balmoral Terrace Odds	11	7	4	6	2	Park and Walk/ Park and Cycle Activity; cars circle looking for space. No problem. Look for alternatives if not ResPark. One hour ResPark. Permits should be free. Issues around large vehicles, Doctors' and Janico.
30	HS	Balmoral Terrace Evens	10	4	6	4	2	ResPark won't solve issues. No problem. Problems - shoppers, tourists, people going to Rowntree Park, GP's, Commuters, Park and Cycle.
34	LG	Bishopthorpe Road 228-298	21	20	1	15	2	No great problem - provide 2Hr waiting. Problems 24/7. Long term parking. Parking for CC and University. Include in scheme. Also obstruction and speeding. Limited capacity. Costs too high.
6	LH	Croft Mews	5	5	0	4	1	Terrys' site and Commuter parking. Made worse by Yellow lines. Also traffic issues.
20	LJ	Riverside Lodge	2	0	2	0	1	More Double Yellow Lines. Speed Cams on Bishopthorpe Road.
18	LU	Ash House	4	4	0	2	2	Extend/ include in scheme. Add Pay and Display.
18	LX	St Chads Wharf	4	3	0	3	1	Traffic and Double-sided parking issues on Bishopthorpe Road.


ANNEX A4- Summary of Consultation Responses Received

Count	YO23 1-	Street addresses	Response	YES	NO	24	9-5 M-F	Comments
11	NY	Bishopthorpe Road 105-125	2	2	0	2	0	Parking restricts visibility. Include in ResPark.
12	NZ	Bishopthorpe Road 129-147	4	3	1	3	1	Current problem with displacement parking.
14	PA	Bishopthorpe Road 149-173	5	5	0	4	1	Commuter, Shopper, long term parking problem. Links to Rectory Gardens. Space for Blue Badge Holders needed.
24	PB	Rectory Gardens	16	14	2	11	1	No problem. Zone for Rectory Gardens only please. Problem from 'None Residents'. Need Visitor Permits.
19	PD	Bishopthorpe Road 175-211	10	9	0	7	1	HMOs and 'Lets' a problem. Problems from Commuters and Terrys' site; Race Days parking and buses; RT's Park visitors. Accommodate Surgery.
10	WS	Balmoral Terrace 62-64	1	1	0	1	0	One hr parking for non-residents.

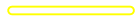
This page is intentionally left blank


ANNEX B1- Proposed ResPark (Bishopthorpe Road)



ResPark Bay 
 24/7
 1 hour for non-resident

Key to Restriction Types Displayed

 No waiting 24

 2 Hour Parking

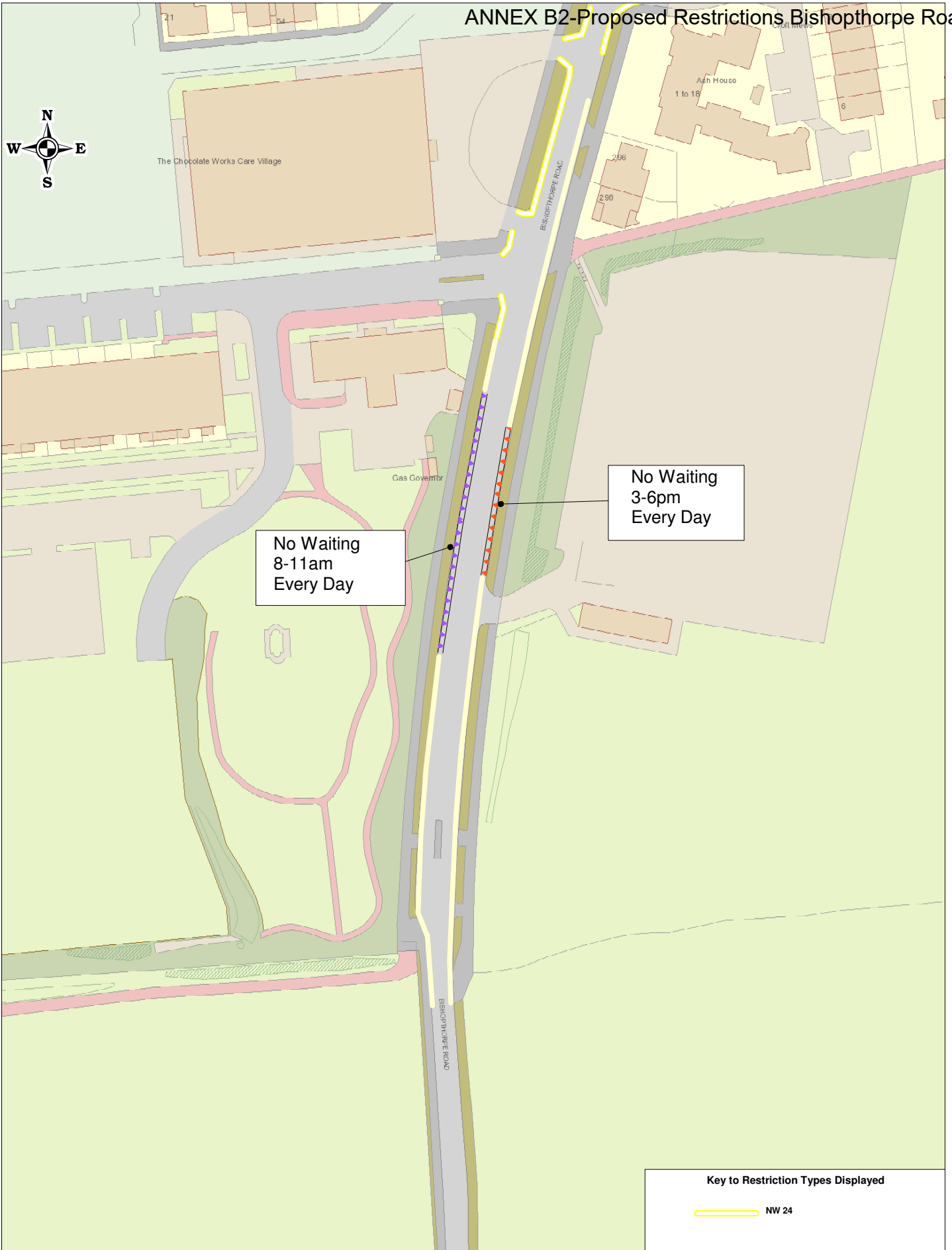



+ Crown copyright. All rights reserved
 Licence No. 2003

ANNEX B1
 PROPOSED RESPARK
 Bishopthorpe Road South

SCALE	1 : 1250
DATE	12/06/2020
DRAWING No.	
DRAWN BY	

ANNEX B2-Proposed Restrictions Bishopthorpe Road



Key to Restriction Types Displayed	
	NW 24



+ Crown copyright. All rights reserved
Licence No. 2003

ANNEX B2
PROPOSED RESTRICTIONS
Bishopthorpe Road

SCALE	1 : 1250
DATE	12/06/2020
DRAWING No.	
DRAWN BY	

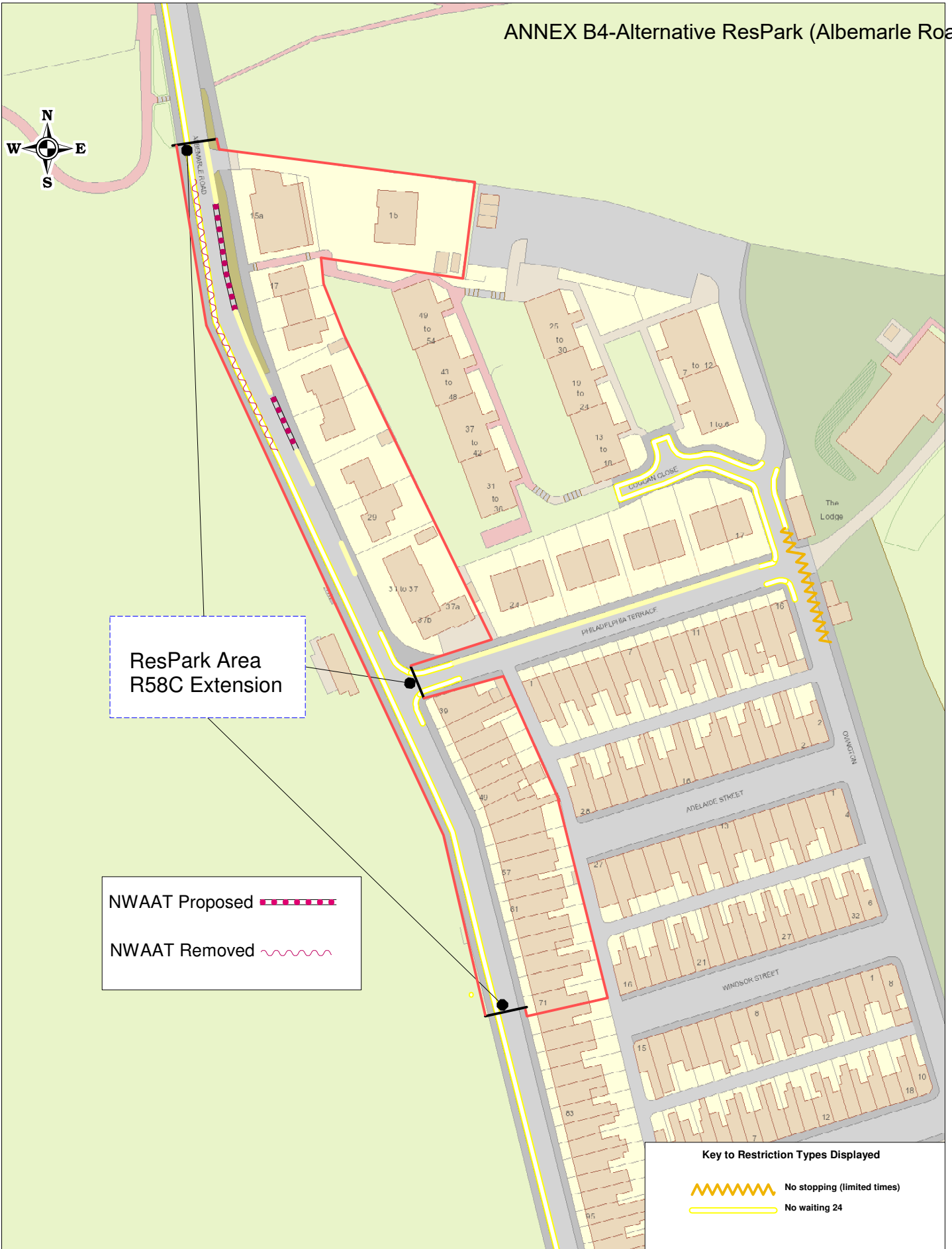


+ Crown copyright. All rights reserved
Licence No. 2003



**ANNEX B3
PROPOSED RESPARK
Albemarle Road**

SCALE	1 : 1250
DATE	12/06/2020
DRAWING No.	
DRAWN BY	



ANNEX B4-Alternative ResPark (Albemarle Road)



ResPark Area
R58C Extension

NWAAT Proposed 
NWAAT Removed 

Key to Restriction Types Displayed

 No stopping (limited times)
 No waiting 24

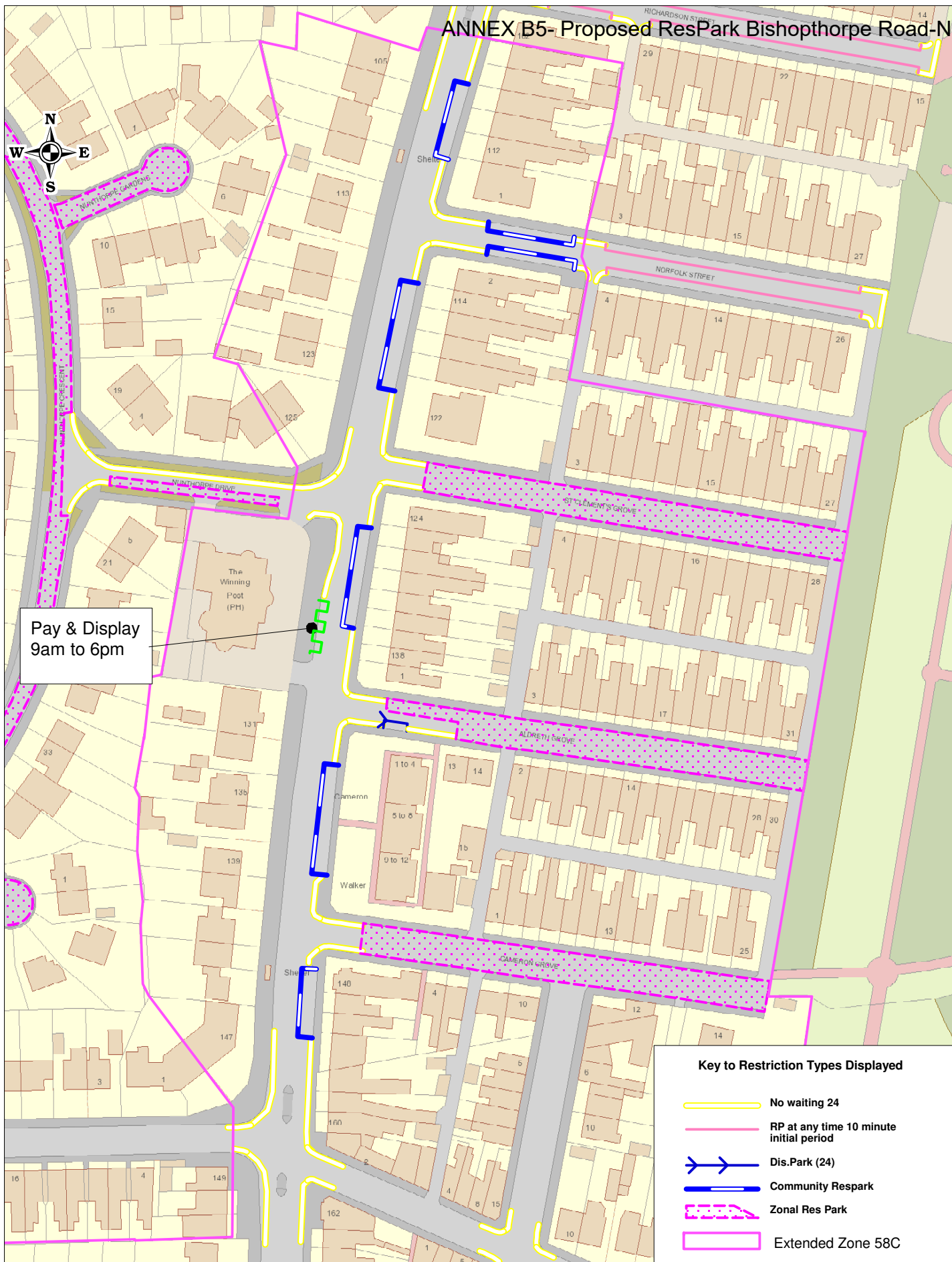


+ Crown copyright. All rights reserved
Licence No. 2003







ANNEX B4
ALTERNATIVE RESPARK
Albemarle Road

SCALE	1 : 1250
DATE	12/06/2020
DRAWING No.	
DRAWN BY	

ANNEX B5- Proposed ResPark Bishopthorpe Road-North



Key to Restriction Types Displayed

-  No waiting 24
-  RP at any time 10 minute initial period
-  Dis.Park (24)
-  Community Respark
-  Zonal Res Park
-  Extended Zone 58C

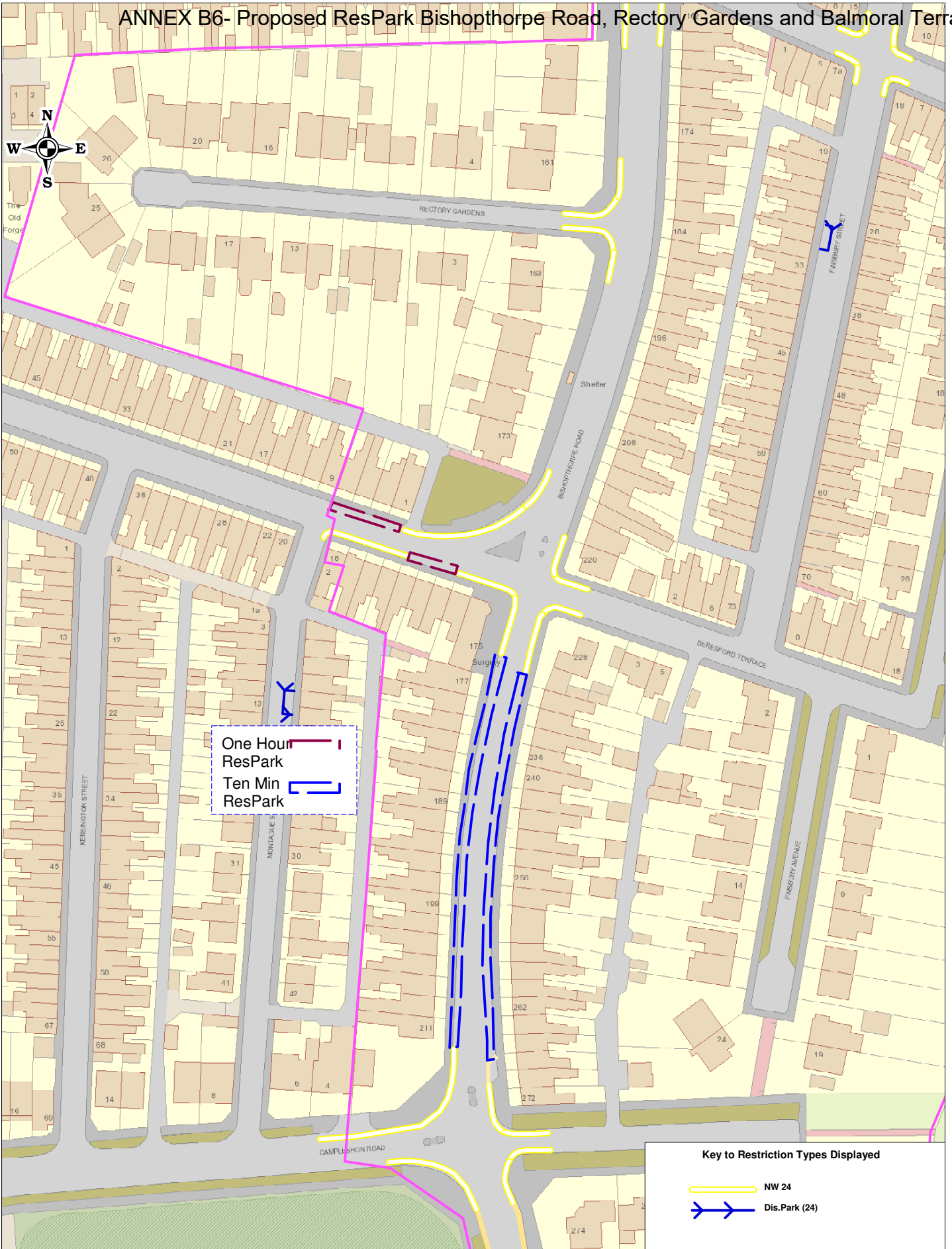


+ Crown copyright. All rights reserved
Licence No. 2003

ANNEX B5
PROPOSED RESPARK
Bishopthorpe Road North

SCALE	1 : 1250
DATE	14/06/2020
DRAWING No.	
DRAWN BY	

ANNEX B6- Proposed ResPark Bishopthorpe Road, Rectory Gardens and Balmoral Terrace



One Hour ResPark
 Ten Min ResPark

Key to Restriction Types Displayed

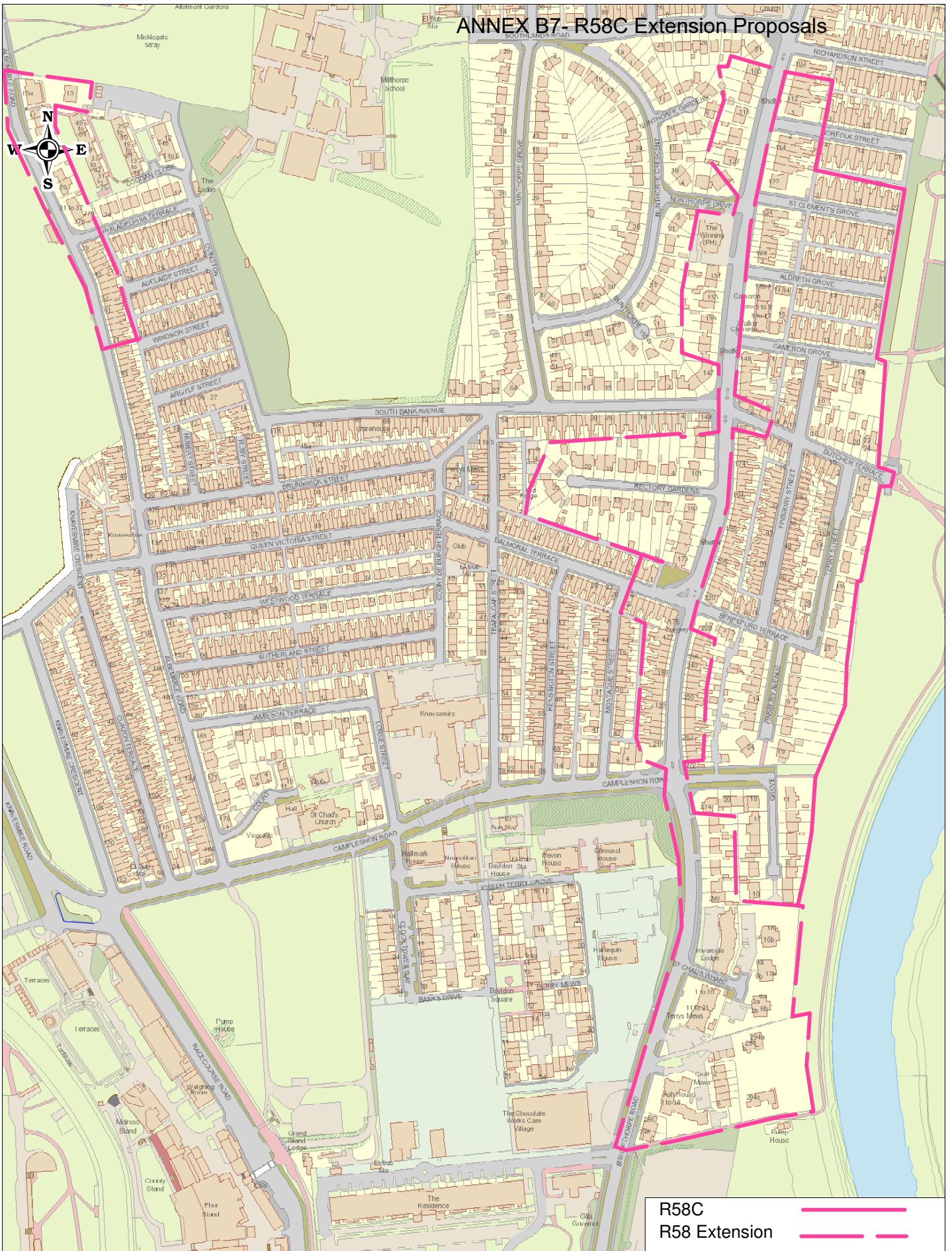
— NW 24
 ⇨ Dis.Park (24)



+ Crown copyright. All rights reserved
 Licence No. 2003
ANNEX B6 PROPOSED RESPARK
 Bishopthorpe Road, Rectory Gardens &
 Balmoral Terrace

SCALE	1 : 1250
DATE	14/06/2020
DRAWING No.	
DRAWN BY	

ANNEX B7- R58C Extension Proposals



+ Crown copyright. All rights reserved
Licence No. 2003

ANNEX B7
R58C Extension Proposals

SCALE	1 : 4000
DATE	24/06/2020
DRAWING No.	
DRAWN BY	

This page is intentionally left blank



Decision Session - Executive Member for Transport**11 August 2020**

Report of the Corporate Director of Economy & Place
Portfolio of the Executive Member for Transport

**Directorate of Economy & Place Transport Capital Programme –
2020/21 Consolidated Report****Summary**

1. This report identifies the proposed changes to the 2020/21 Economy & Place Transport Capital Programme to take account of carryover funding and schemes from 2019/20, and new funding available for transport schemes. The report has been delayed by a month as a result of the COVID 19 Outbreak. Delivery of some of the schemes planned for the end of the financial year was delayed by the restrictions in the early stages of lockdown but have now been completed or are due to be completed shortly.
2. The report also provides details of the 2019/20 Economy & Place Transport Capital Programme outturn.

Recommendations

3. The Executive Member is asked to:
 - 1) Approve the carryover schemes and adjustments set out in the report and annexes.
 - 2) Note the increase to the 2020/21 Economy & Place Transport Capital Programme, subject to approval by the Executive.

Reason: To implement the council's transport strategy identified in York's third Local Transport Plan and the Council Priorities, and deliver schemes identified in the council's Transport Programme.

Background

4. Following approval at Budget Council on 27 February 2020, the Transport Capital Budget for 2020/21 was confirmed at £21,282k. The approved budget includes funding from the Local Transport Plan (LTP) grant and council resources, and significant funding from various external sources, including grant funding from the government's Office of Low Emission Vehicles (OLEV) and the European Regional Development Fund (ERDF) for the Hyper Hubs project, the National Productivity Investment Fund, the West Yorkshire Transport Fund, and funding from the Department for Transport for the Outer Ring Road Dualling scheme.
5. A number of amendments need to be made to the 2020/21 capital programme in order to include carryover schemes and funding from 2019/20, and additional funding available in 2020/21.

2019/20 Transport Schemes

6. The 2019/20 Transport Capital Programme outturn budget was £15,933k, and the total spend in 2019/20 was £9,922k. This included the implementation of the following schemes:
 - Remodelling of the Haxby Road/ Wigginton Road/ Clarence Street junction to reduce journey time through the junction, including improvements to the facilities for pedestrians at the junction.
 - Upgrade of traffic signals at 7 locations through the Traffic Signals Asset Renewal programme, which included improvements to footways and localised resurfacing where required. The Monkgate/ Lord Mayor's Walk signals upgrade scheme was delayed due to the lockdown measures, but the work was completed in May 2020.
 - Upgrade of back-office equipment for the city's CCTV system, and replacement of 31 on-street cameras and associated equipment, to improve monitoring of traffic levels across the city.
 - Refurbishment of 27 Variable Message Signs across the city, including the installation of car park counter systems at three car parks in the city centre.
 - New off-road cycle route from Knapton to Northfield Lane (including improvements to the underpass under the A1237) and on to the existing surfaced path along Moor Lane,

providing a missing section of the cycle route between Rufforth and Knapton.

- Improvement to three pedestrian crossings as part on the ongoing Pedestrian Crossing Review programme.
 - Maintenance works to Castle Mills Bridge (repairs to railings and repainting).
 - Completion of the Scarborough Bridge Footbridge including the replacement of the existing footbridge, construction of new access ramps so the footbridge is now accessible for all users, creation of a new link into York Station from the new bridge, and implementation of an Experimental Traffic Regulation Order to allow cycling in High Petergate during Footstreets hours.
7. Several smaller schemes to improve infrastructure at bus stops, renew existing electric vehicle charging infrastructure, improve facilities for pedestrians and cyclists, and measures to improve safety at various locations across York were also completed in 2019/20.
8. However, due to delays in progressing some schemes, a number of amendments need to be made to the 2020/21 capital programme in order to include carryover schemes and funding from 2019/20, and additional funding available in 2020/21.

2020/21 Major Schemes

9. Funding has been carried forward for the City Centre Access scheme following the implementation of the Experimental Traffic Regulation Order (TRO) to close the Phase 1 area to traffic during the Footstreets hours. Following a trial period in 2019/20, the TRO has been made permanent, and work will continue in 2020/21 to develop and implement permanent measures for the Phase 1 area, and to implement the proposals to improve security at the racecourse, which have been delayed due to the lockdown measures.
10. Although grant funding was committed to operators for conversion of their buses to Euro VI standards to meet the city centre Clean Air Zone requirements, no payments were made in 2019/20 due to the length of time needed to carry out the conversion work. The funding has been carried forward to 2020/21, and grant payments will be made once the conversion work has been completed.

11. Planning permission for the Hyper Hubs at Monks Cross and Poppleton Bar Park & Ride sites to provide additional electric vehicle charging capacity was granted in 2019/20, but as the tender process took longer than anticipated, the tender was not awarded until March 2020 and construction could not start in 2019/20 as planned. In addition to the funding carried forward from 2019/20, new funding from the York & North Yorkshire Local Enterprise Partnership (LEP) has been added to the programme for the construction of a third Hyper Hub at York Hospital.
12. Funding has been carried forward to 2020/21 for the remaining costs of the Scarborough Bridge Footbridge scheme, which was completed in 2019/20. The council has also made a successful bid to the Transforming Cities Fund and was awarded grant funding for the implementation of improvements to cycle routes approaching the bridge, which has been added to the 2020/21 budget. Following feasibility and design work in 2019/20, the proposed improvements to the signalised crossing on Bootham and a walking/ cycling ramp at the end of St Mary's will be implemented in 2020/21.
13. Due to an underspend in 2019/20, funding from the National Productivity Investment Fund for the Smarter Travel Evolution Programme (STEP) has been carried forward to 2020/21. This will allow the data collected in 2019/20 to be used to develop the new Strategic Transport model for the city, and continue the work to develop measures to implement real-time monitoring and associated infrastructure to allow York to prepare for future transport measures such as connected and autonomous vehicles.
14. Funding from the West Yorkshire Plus Transport Fund has also been carried forward from 2019/20 to continue the work on the Station Frontage, as the planning application process in 2019/20 took longer than originally expected and a revised planning application was submitted in May 2020.
15. As previously reported to the Executive, the Outer Ring Road Junction Upgrades scheme and the Outer Ring Road Phase 1 dualling proposals are to be progressed as one project in 2020/21. Progress on the Junction Upgrades scheme was delayed in 2019/20 due to the need to develop a combined programme, and funding has been carried forward to 2020/21 to allow the combined scheme to be progressed.

2020/21 Transport Schemes

16. The new token barriers at Askham Bar and Monks Cross Park & Ride sites were installed in 2019/20, but it was not possible to carry out the final completion and testing works due to the lockdown measures. Funding has been carried forward from 2019/20 to allow the scheme to be completed later in 2020/21.
17. Developer funding has been carried forward for improvements to the Peasholme Green bus stop (following feasibility and design work in 2019/20), and developer funding for new real-time information screens has been added to the Bus Stop Improvements budget.
18. Grant funding from the Clean Bus Technology Fund has been carried forward from 2019/20 for the completion of the conversion work on the school bus fleet. The conversion work has been on hold due to lockdown measures, but will be progressed later in 2020/21. Grant funding allocated for the conversion of tour buses to electric drive has also been carried forward from 2019/20, but is awaiting a review of all electric bus projects pending progress on the Expression of Interest for the Electric Bus Town project.
19. Funding from council resources has been carried forward for the implementation of the Car Park Improvements scheme, and the work to install a pay-on-exit car system at Piccadilly Car Park will be progressed later in 2020/21.
20. The council was successful in its bid to the York & North Yorkshire LEP for additional funding for the Electric Vehicle Charging asset replacement scheme, and this has been added to the existing allocation for the scheme in the 2020/21 programme.
21. Funding from council resources has also been carried forward for the TSAR Programme for the completion of the Monkgate/ Lord Mayor's Walk scheme, which was delayed in early 2020 due to the flooding in February and the lockdown measures put in place in March. The scheme was completed in May 2020.
22. The initial contributions to the city centre Wayfinding scheme being progressed by York Business Improvement District (York BID) were paid in 2019/20, but as progress on the scheme has been slower

than originally estimated, funding will be carried forward to 2020/21 for payment of the remaining contribution for the scheme.

23. Limited progress was made on the Hungate CCTV Improvements scheme in 2019/20 as the development works were delayed. The developer funding for this scheme has been carried forward to 2020/21 to allow the scheme to be progressed once work on the development has been completed.
24. Additional council resources funding for walking and cycle schemes was agreed in the Supplementary Budget in July 2019, and £500k was added to the transport capital programme for walking and cycling improvements. Work was carried out in 2019/20 to review the prioritised list of walking and cycling schemes to identify schemes to be progressed with the additional funding. This funding has been carried forward to 2020/21 for the design and implementation of a number of schemes, as agreed at the 7 May 2020 Director Decision session. Funding has also been carried over from 2019/20 for the implementation of the Bishopthorpe Road Cycle Route, and completion of minor improvements for cyclists on Acomb Road.
25. Funding was allocated in the 2020/21 Budget Report for the School Safety Scheme programme, the Local Safety Schemes and Danger Reduction programme, and the Speed Management programme. Details of the proposed schemes have now been added to the programme, and the overall Safety Schemes allocation has been increased to allow schemes where feasibility and design work was carried out in 2019/20 to be implemented in 2020/21. Two of the carryover schemes were programmed for construction in April 2020 (Lord Deramore's School Safety Scheme and Hull Road/ Owston Avenue Local Safety Scheme), but the work was deferred due to lockdown measures and will be progressed in the summer.
26. Funding has been carried forward for the Special Bridge Maintenance programme, to allow the completion of the Castle Mills Bridge and Blue Bridge schemes in 2020/21. Work on Castle Mills Bridge was completed in April 2020, and work on the Blue Bridge maintenance scheme started in June 2020. A temporary bridge is in place while Blue Bridge has been removed for repairs.
27. Funding has also been carried forward for additional improvements to footpaths to be progressed as part of the CityFibre utility works

across the city, and funding to continue the review of issues regarding maintenance of private streets in York.

28. In addition to the Transport Capital Programme, the council has been awarded £193k (£20k higher than the indicative allocation) from Tranche 1 of the government's Emergency Active Travel Fund for measures to support walking and cycling whilst there are still social distancing restrictions. The measures include creating more space for pedestrians at pinchpoints, extension of the Footstreets area, extension of Park & Cycle facilities at Park & Ride sites, improvements to cycle facilities between Park & Ride sites and the city centre, and additional cycle parking in the city centre. Further detail is provided in Annexes 4a (Indicative Award Letter) and 4b (Programme update). A bid for Tranche 2 of the Emergency Active Travel Fund is currently being progressed and due to be submitted on 7 August – A verbal update on the bid will be provided at the meeting.
29. Annexes 1 and 2 to this report show the revised 2020/21 transport capital programme following the addition of carryover funding from 2019/20, and Annex 3 shows the budgets and outturn for the 2019/20 transport capital programme.

Consultation

30. The capital programme is decided through a formal process using a Capital Resources Allocation Model (CRAM). CRAM is a tool used for allocating the council's capital resources to schemes that meet corporate priorities.
31. Funding for the capital programme was agreed by the council on 27 February 2020. While consultation is not undertaken on the capital programme as a whole, individual scheme proposals do follow a consultation process with local councillors and residents.

Options

32. The Executive Member has been presented with a proposed programme of schemes, which have been developed to implement the priorities of the Local Transport Plan (LTP3) and the Council Plan.

Analysis

33. The programme has been prepared to meet the objectives of LTP3 and the Council Plan as set out below; implement the City Centre Access & Safety Scheme; implement the Clean Air Zone and Hyper Hubs schemes; progress the Smarter Travel Evolution Programme; and progress the Outer Ring Road upgrades and Station Frontage major schemes.

Council Plan

34. The Council Plan has Eight Key Outcomes:

- Well-paid jobs and an inclusive economy
- A greener and cleaner city
- Getting around sustainably
- Good health and wellbeing
- Safe communities and culture for all
- Creating homes and world-class infrastructure
- A better start for children and young people
- An open and effective council

35. The Transport Capital Programme supports the prosperity of the city by improving the effectiveness, safety and reliability of the transport network, which helps economic growth and the attractiveness for visitors and residents. The programme aims to reduce traffic congestion through a variety of measures to improve traffic flow, improve public transport, provide better facilities for walking and cycling, and address road safety issues.

36. Enhancements to the efficiency and safety of the transport network will directly benefit all road users by improving reliability and accessibility to other council services across the city.

37. The capital programme also addresses improvements to the transport network raised by residents such as requests for improved cycle routes, measures to address safety issues and speeding traffic, and improvements at bus stops such as real-time information display screens and new bus shelters.

Implications

38. The following implications have been considered.

- **Financial:** See below.
- **Human Resources (HR):** In light of the financial reductions in recent years, the Executive Member's attention is drawn to the fact that the majority of Highways and Transport staff are now funded either through the capital programme or external funding. This core of staff are also supplemented by external resources commissioned by the council to deliver capital projects, which provides flexible additional capacity and reflects the one-off nature of capital projects.
- **Equalities:** There are no Equalities implications.
- **Legal:** There are no Legal implications.
- **Crime and Disorder:** There are no Crime & Disorder implications.
- **Information Technology (IT):** There are no IT implications.
- **Property:** There are no Property implications.
- **Other:** There are no other implications.

Financial Implications

39. Due to the delays on a number of schemes in the 2019/20 transport capital programme, there is £5,615k funding to be carried forward to 2020/21. The majority of this funding is for Major Schemes in the programme, which includes external funding for the Clean Air Zone, Hyper Hubs, Station Frontage, and Outer Ring Road Junction Improvements schemes. Other funding to be carried forward to 2020/21 includes developer funding, the Clean Bus Technology fund, and council resources for several schemes in the programme as set out earlier in the report.
40. New funding has been added to the 2020/21 transport capital programme following successful bids to the York & North Yorkshire LEP for the Electric Vehicle Charging and Hyper Hubs schemes, and new developer funding has been added for bus stop improvement schemes.
41. If the proposals in this report are accepted, the Economy & Place Transport Capital budget in 2020/21 would increase by £7,256k to **£28,538k**, as shown in Annex 1 to this report.

Risk Management

42. For larger schemes in the programme, separate risk registers will be prepared and measures taken to reduce and manage risks as the schemes are progressed throughout 2020/21.

Contact Details

Author:

Tony Clarke

Head of Transport
Directorate of Economy &
Place
Tel No. 01904 551641
tony.clarke@york.gov.uk

Chief Officer Responsible for the report:

James Gilchrist

Assistant Director, Transport, Highways
and Environment

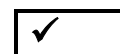
**Report
Approved**



Date 31.07.20

Wards Affected:

All



For further information please contact the author of the report

Background Papers:

E&P 2019/20 Capital Programme Monitor 2 Report – 17 January 2020

<https://democracy.york.gov.uk/ieListDocuments.aspx?CId=738&MId=11573&Ver=4>

E&P 2020/20 Capital Programme Budget Report – 19 March 2020

<https://democracy.york.gov.uk/ieListDocuments.aspx?CId=738&MId=11575&Ver=4>

Annexes

Annex 1: 2020/21 Transport Capital Programme Budgets

Annex 2: 2020/21 Transport Capital Programme Schemes

Annex 3: 2019/20 Transport Capital Programme Outturn

Annex 4a: Emergency Active Travel Fund Tranche 1 Indicative Allocation Letter

Annex 4b: Emergency Active Travel Fund Tranche 1 Indicative Allocations

Annex 1 - Council Approved 2020/21 Transport Capital Budget

Funding	2020/21 Budget £1,000s	Amend ments £1,000s	Revised Budget £1,000s
Local Transport Plan Grant	1,570		1,570
Developer Funding (Section 106)	-	122	122
Clean Bus Technology Grant	-	312	312
City Centre Wayfinding	-	284	284
Local Transport Plan Schemes (CYC Funding)	-	439	439
Walking & Cycling Schemes (CYC Funding)	-	500	500
Bishophill/ Micklegate Public Realm Improver	230		230
CCTV Upgrades Programme	157		157
Car Park Improvements	150	128	278
Electric Vehicle Charging	635	800	1,435
Traffic Signal Asset Renewal Programme	1,200	92	1,292
City Fibre Network	100	260	360
Bridge Maintenance	830	141	971
City Centre Access & Security	1,562	196	1,758
Clean Air Zone	1,390	240	1,630
Hyper Hubs	1,536	1,092	2,628
Scarborough Bridge Cycle Routes	-	688	688
Smarter Travel Evolution Programme	1,986	209	2,195
WYTF - Station Frontage	4,967	867	5,834
WYTF - Outer Ring Road Upgrades	3,600	480	4,080
Outer Ring Road Dualling	1,369	406	1,775
Total	21,282	7,256	28,538

This page is intentionally left blank

Annex 2

Scheme Ref	2020/21 Transport Capital Programme	Total 20/21 Budget	Proposed Consol. Budget	Funding Source
		£1,000s	£1,000s	

Public Transport				
PR01/20	P&R Site Upgrades	100	190	Local Transport Plan/ Section 106/ Council Resources
PT01/17	P&R Advance Signage	80	80	Local Transport Plan
PT01/20	Bus Stop Improvements	100	111	Local Transport Plan/ Section 106
Public Transport - Carryover Schemes				
PT03/18	Peasholme Green Bus Stop Improvements		39	Section 106
TM08/15	School Bus Exhaust Refits		217	Government Grant
PT02/14	Tour Bus Conversions		95	

Total Public Transport	280	732
-------------------------------	------------	------------

Traffic Management				
TM01/20	AQ Monitoring	20	20	Local Transport Plan
TM02/20	Signing & Lining	20	20	
TM05/19	Bishophill/ Micklegate Access & Public Realm (Victoria Bar)	230	230	Council Resources
TM03/20	CCTV Upgrade	157	157	
TM09/19	Car Park Improvements	150	278	
TM04/20	Electric Vehicle Charging	635	1,435	York & North Yorkshire LEP Grant; Council Resources
TM05/20	TSAR Programme	1,200	1,292	Council Resources
Traffic Management - Carryover Schemes				
TM03/19	Car Park Direction Signs	30	30	Local Transport Plan
TM06/19	City Centre Footstreets VMS	10	10	
TM07/19	Wigginton Road Multi-Modal Study	50	50	
TM08/19	Fulford Road Corridor Improvements	45	45	
TM10/19	Hopgrove Lane South Review	10	10	
TM14/19	The Groves Traffic Restrictions (Experimental TRO)	20	20	
TM10/17	Improved City Centre Signage (Wayfinding)		284	
TM07/18	Hungate CCTV		42	Section 106

Total Traffic Management	2,577	3,923
---------------------------------	--------------	--------------

Pedestrian & Cycle Schemes				
CY01/20	Cycle Schemes	200	600	Local Transport Plan/ Council Resources
CY02/20	Cycle Minor Schemes	25	25	Local Transport Plan
CY03/20	Business Cycle Parking	20	20	
PE01/20	Pedestrian Minor Schemes	50	50	Local Transport Plan/ Council Resources
PE02/20	Pedestrian Crossing Review	70	170	
Pedestrian & Cycle Schemes - Carryover Schemes				
CY02/19	Navigation Road Cycle Route	20	20	Local Transport Plan
PE02/19	University Road Footway	25	25	
PE03/19	Haxby Road (Clarence Gardens) Crossing	50	50	
CY06/19	Bishopthorpe Road Cycle Route		350	Council Resources
CY01/16a	Acomb Road Cycle Route		5	

Total Pedestrian & Cycle Schemes	460	1,315
---	------------	--------------

Safety Schemes				
Var.	School Safety Schemes			
SR03/18	St Paul's Primary School	50	2	Local Transport Plan/ Council Resources
SR06/18	St Barnabas Primary School		13	
SR01/19	Clifton Green Primary School		13	
SR01/20	St Marys Primary - Askham Richard		10	
SR02/20	OLQM – Hamilton Drive		4	
SR03/20	Primary School – Road Closures		3	
SR04/20	21/22 Programme Development		5	
SR07/18	Lord Deramore's Primary School	45	45	
SR08/18	Fulford School Access		5	
Safety & Danger Reduction Schemes				
Var.	Local Safety Schemes			
LS01/19a	Foss Islands Road / Navigation Road LSS	50	50	Local Transport Plan
LS01/19b	Fawcett Street / Paragon Street LSS			
LS01/19c	Hull Road / Field Lane Roundabout LSS			
LS02/19	A1237 / A19 Roundabout LSS			
LS01/20	Review of Cluster Sites			
LS02/20	Monkgate Roundabout Review			
LS03/20	Stage 4 RSA Reviews			
LS04/17	Hull Road/ Owston Avenue LSS	55	55	
Var.	Danger Reduction			
DR01/20	Reactive Danger Reduction	30	3	Local Transport Plan
DR02/20	21/22 Programme Development		2	
DR03/20	Stockton Lane VAS		17	
DR01/17a	Haxby to Strensall - Cross Moor Lane & Haxby Moor Road		1	
DR01/17c	Haxby Road Speed Cushions		7	
Speed Management Schemes				
Var.	Speed Management Schemes			
SM01/20	Elvington Lane Speed Cushions	80	50	Local Transport Plan/ Council Resources
SM02/20	Sim Balk Lane Speed Cushions		10	
SM03/20	Speed Mgt Scheme Development for 2021/22		15	
SM04/20	Vehicle Activated Signs Review		10	
SM04/17	Hempland Avenue Speed Management	30	30	
SM01/18	Alness Drive Speed Management		5	
SM03/19	Osbalwick 20mph Zone		5	
Total Safety Schemes		340	360	

Scheme Development				
Var	Future Years Scheme Development	50	50	Local Transport Plan
Var	Previous Years Costs	50	50	
-	Staff Costs	200	200	
Total Scheme Development		300	300	

Total Integrated Transport Programme	3,957	6,630
---	--------------	--------------

Maintenance Schemes				
Structural Maintenance				
BR01/18	Special Bridge Maintenance	830	971	Council Resources
SM01/19	City Fibre Network	100	360	
Total Structural Maintenance		930	1,331	

Major Schemes				
	Major Schemes			
TM07/18	City Centre Access	1,562	1,758	Council Resources
CZ01/19	Clean Air Zone	1,390	1,630	Council Resources/ Government Grant
TM07/16	Hyper Hubs	1,536	2,628	
PR01/18	Low Emission Bus Scheme	200	200	Local Transport Plan
CY04/15	Scarborough Bridge Cycle Routes		708	Government Grant/ Local Transport Plan Grant/ Council Resources
STEP	Smarter Travel Evolution Programme	1,986	2,195	
YC01/17	Station Frontage	4,967	5,834	Government Grant
OR01/17	Outer Ring Road Upgrades	3,600	4,080	
OR02/17	Outer Ring Road Dualling	1,369	1,775	Government Grant/ Council Resources

Total Major Schemes	16,610	20,808
----------------------------	---------------	---------------

Total Programme	21,497	28,769
------------------------	---------------	---------------

Overprogramming	215	231
------------------------	------------	------------

Total Budget	21,282	28,538
---------------------	---------------	---------------

This page is intentionally left blank

Annex 3 - 2019/20 Transport Capital Programme Outturn

Funding Source	2019/20	2019/20	Variance £1,000s
	Outturn	Total	
	Budget	Spend	
	£1,000s	£1,000s	
Local Transport Plan	2,170	1,628	-542
ERDF Grant (Hyper Hubs)			
Developer Funding	224	102	-122
Clean Bus Technology Grant	312		-312
Better Bus Area	201	201	
Wayfinding (CYC Resources/ York BID)	350	66	-284
Council Resources	3,216	1,356	-1,860
DfT Grant (Pergamentum)	46	45	-1
York & North Yorkshire LEP	194	194	
Built Environment Fund (City Centre Access; Fossgate Public Realm)	538	342	-196
Clean Air Zone (CYC Resources)	10	15	5
Clean Air Zone (DEFRA Grant)	240		-240
Scarborough Bridge	1,422	925	-497
Smarter Travel Evolution Programme	550	341	-209
WYTF - York Outer Ring Road	1,750	1,270	-480
WYTF - Station Frontage	1,300	433	-867
WYTF - Outer Ring Road Dualling	524	118	-406
Low Emission Bus Strategy Grant	2,628	2,628	
Additional Funding (added at year-end)	257	257	
Total	15,933	9,922	-6,011

This page is intentionally left blank



Department
for Transport

Department for Transport
Great Minster House
33 Horseferry Road
London
SW1P 4DR
Tel: 0300 330 3000

Web Site: www.gov.uk/dft

Our Ref:
Your Ref:

27 May 2020

To Local Transport Authority Officers

Emergency Active Travel Funding Indicative Allocations

On behalf of the Department of Transport, I am pleased to give details of the indicative allocations for the first stage of the emergency active-travel fund [announced on 9 May](#). This new funding is designed to help you use pop-up and temporary interventions to create an environment that is safe for both walking and cycling in your area. Active travel allows people to get around whilst maintaining social distance and will have an essential role to play in helping us avoid overcrowding on public transport systems as the as we begin to open up parts of our economy. We have a window of opportunity to act now to embed walking and cycling as part of new long-term commuting habits and reap the associated health, air quality and congestion benefits.

Of the total £250 million fund, £225 million will be provided directly to local transport authorities and London boroughs, while £25 million will help support cycle repair schemes.

The £225 million allocated to local authorities will be released in two phases. The first tranche of £45 million will be released as soon as possible so that work can begin at pace on closing roads to through traffic, installing segregated cycle lanes and widening pavements.

Indicative amounts by authority for the first tranche are shown in Appendix A. The main purpose of the initial funding is to promote cycling as a replacement for journeys previously made by public transport. Funding is therefore weighted towards areas which until the crisis had high levels of public transport use, especially for short and local journeys which can now be cycled.

The amounts are only indicative. To receive any money under this or future tranches, you will need to show us that you have swift and meaningful plans to reallocate road space to cyclists and pedestrians, including on strategic corridors.

The quickest and cheapest way of achieving this will normally be point closures. These can be of certain main roads (with exceptions for buses, access and disabled people, and with other main roads kept free for through motor traffic); or of parallel side streets, if sufficiently direct to provide alternatives to the main road. Point closures can also be used to create low-traffic filtered neighbourhoods.

Pop-up segregated cycle lanes will also be funded, but are likely to be more difficult to implement quickly. As [the guidance](#) states, they must use full or light segregation. We will also fund the swift implementation, using temporary materials, of existing cycle plans that involve the meaningful reallocation of road space.

ANNEX 4a

We expect all these measures to be delivered quickly using temporary materials, such as barriers and planters. Elaborate, costly materials will not be funded at this stage. Anything that does not meaningfully alter the status quo on the road will not be funded. As [the guidance](#) makes clear, 20mph zones can form part of a package of measures, but will not be sufficient on their own.

If work has not started within four weeks of receiving your allocation under this tranche of funding, or has not been completed within eight weeks of starting, the Department will reserve the right to claw the funding back by adjusting downwards a future grant payment to your authority. This will have a material impact on your ability to secure any funding in tranche 2.

To allow changes to be put in place more quickly, [a temporary process](#) for new emergency traffic orders was announced on 23 May halving the time needed for approval. The second tranche of £180m will be released later in the summer to enable authorities to install further, more permanent measures to cement cycling and walking habits. Where applicable, this will enable local authorities to implement schemes already planned in Local Cycling and Walking Infrastructure Plans (LCWIPs).

In order to access your authority's share for both phases, we will require the completion of an online proforma to allow us to assess your plans on how the money will be spent. The proforma is intended to be as simple and light-touch as possible and should not be onerous for you to complete. The proforma for tranche one should be completed as soon as possible and no later than Friday 5 June. It can be found online here: <https://www.smartsurvey.co.uk/s/ActiveTravelFund/>. We will write to you again shortly with instructions on how to access the second tranche of funding, together with a new proforma.

The indicative funding allocations can be found at Annex A. We will make the payments via a grant under section 31 of the Local Government Act 2003 together with a formal grant determination letter as soon as possible after you have submitted the proforma. In the event that any authority does not wish to receive a share of the funding, or does not submit proposals which meet the Department's expectations, we will reserve the right to increase or decrease indicative allocations. If you have any questions on any aspect of this funding, please email: activetravel.pmo@dft.gov.uk

Yours faithfully,



Rupert Furness
Deputy Director, Active and Accessible Travel

Annex A – Indicative allocations of funds for phase 1 to combined and local authorities
Annex B – Terms and conditions

Annex A: Indicative allocations – phase 1

Formula is based on census data: all residents aged 16 and over in employment who use public transport¹ as their usual method of travel to work

	Phase 1
Name	
England outside of London	40,000,000
London	5,000,000
Regions	
East Midlands	2,964,000
East of England	6,075,000
North East	2,693,000
North West	6,709,000
South East	9,085,000
South West	2,853,000
West Midlands	4,713,000
Yorkshire and The Humber	4,910,000
Combined Authorities	
Cambridgeshire and Peterborough CA	575,000
Greater Manchester CA	3,174,000
Liverpool City Region CA	1,974,000
North East CA	2,262,000
Sheffield City Region CA	1,437,000
Tees Valley CA	431,000
West Midlands ITA	3,447,000
West of England CA	741,000
West Yorkshire CA	2,513,000
Local Authorities	
Barnsley	..
Bath and North East Somerset UA	..
Bedford UA	121,000
Birmingham	..
Blackburn with Darwen UA	77,000
Blackpool UA	104,000
Bolton	..
Bournemouth, Christchurch and Poole UA	280,000
Bracknell Forest UA	76,000
Bradford	..
Brighton and Hove UA	594,000
Bristol, City of UA	..
Buckinghamshire	460,000
Bury	..
Calderdale	..

Cambridgeshire	..
Central Bedfordshire UA	200,000
Cheshire East UA	155,000
Cheshire West and Chester UA	161,000
Cornwall UA ²	152,000
County Durham UA	..
Coventry	..
Cumbria	233,000
Darlington UA	..
Derby UA	204,000
Derbyshire	443,000
Devon	338,000
Doncaster	..
Dorset	115,000
Dudley	..
East Riding of Yorkshire UA	123,000
East Sussex	479,000
Essex	1,937,000
Gateshead	..
Gloucestershire	288,000
Halton UA	..
Hampshire	863,000
Hartlepool UA	..
Herefordshire, County of UA	40,000
Hertfordshire	1,698,000
Isle of Wight UA	62,000
Kent	1,605,000
Kingston upon Hull, City of UA	272,000
Kirklees	..
Knowsley	..
Lancashire	700,000
Leeds	..
Leicester UA	363,000
Leicestershire	300,000
Lincolnshire	211,000
Liverpool	..
Luton UA	216,000
Manchester	..
Medway UA	309,000
Middlesbrough UA	..
Milton Keynes UA	228,000
Newcastle upon Tyne	..
Norfolk	394,000
North East Lincolnshire UA	84,000
North Lincolnshire UA	41,000

North Somerset UA	95,000
North Tyneside	..
North Yorkshire	266,000
Northamptonshire	351,000
Northumberland UA	..
Nottingham UA	510,000
Nottinghamshire	573,000
Oldham	..
Oxfordshire	597,000
Peterborough UA	..
Plymouth UA	249,000
Portsmouth UA	192,000
Reading UA	295,000
Redcar and Cleveland UA	..
Rochdale	..
Rotherham	..
Rutland UA	10,000
Salford	..
Sandwell	..
Sefton	..
Sheffield	..
Shropshire UA	86,000
Slough UA	184,000
Solihull	..
Somerset	120,000
South Gloucestershire UA	..
South Tyneside	..
Southampton UA	245,000
Southend-on-Sea UA	309,000
St. Helens	..
Staffordshire	366,000
Stockport	..
Stockton-on-Tees UA	..
Stoke-on-Trent UA	168,000
Suffolk	337,000
Sunderland	..
Surrey	1,696,000
Swindon UA	192,000
Tameside	..
Telford and Wrekin UA	76,000
Thurrock UA	288,000
Torbay UA	55,000
Trafford	..
Wakefield	..
Walsall	..

ANNEX 4a

Warrington UA	130,000
Warwickshire	258,000
West Berkshire UA	124,000
West Sussex	784,000
Wigan	..
Wiltshire UA	227,000
Windsor and Maidenhead UA	140,000
Wirral	..
Wokingham UA	152,000
Wolverhampton	..
Worcestershire	271,000
York UA	173,000

1 Public transport train, underground, metro, light rail, tram, bus, minibus or coach

2 Includes Isle of Scilly

Annex B: Terms and conditions

We expect each local authority to use this funding as proposed in their completed pro forma.

This funding will be paid via a grant under Section 31 of the Local Government Act 2003. Available online here: <http://www.legislation.gov.uk/ukpga/2003/26/section/31>

For any grant, Government is required to monitor the effectiveness of any public investment. We therefore expect you to have robust monitoring and evaluation plans in place. Funding for the second tranche of money will be conditional on demonstrating that bids represent value for money and evidence of suitable evaluation plans.

This grant may be subject to State Aid regulations. It is the responsibility of local authorities to satisfy themselves that they are State Aid compliant when using the Emergency Active-Travel Fund. Local authorities should ensure that their project teams are versed on State Aid law, as they are better placed to provide support on the operational matters within the authority. Guidance on State Aid is available from: <https://www.gov.uk/state-aid>.

This page is intentionally left blank

Annex 4b	Indicative Allocations	Status
Emergency Active Travel Fund - Tranche 1		
Space For Pedestrians	£13,000	
Bishopthorpe Rd		In place
Pedestrian Pinch Points		In place
City Centre Traffic signals		Monitoring Ongoing
Footstreet Enhancements	£38,000	
Pedestrian High Flow Areas		Signage in place
Extension (Blake Street/Lendal)		In operation
Extension (Goodramgate/Colliergate/Church St)		In operation
Extention to Castlegate		In Design
Extention to Fossgate		In Operation
Staffing of entry points		In Operation
Park & Cycle Corridor Improvements	£73,000	
Shipton Road		In Design
Tadcaster Road		Cycle Lanes amended
Malton Road		Cycle Lanes to be refreshed
General Cycle Network Improvements	£19,000	
Castle Mills Bridge (Westbound)		In Operation
North South City Centre Cycle Route inc. Navigation Road measures		In Design
Coppergate One Way with Contraflow Cycle Route		In Operation
Improved signage on City Centre Bridges (Lendal, Ouse, Skeldergate)		In Design
The Groves Experimental TRO	£10,000	In Design
Cycle Parking (City Centre)	£14,000	
Sheffield Stands		Additional Stands Ordered
Park & Ride Cycle Parking	£20,000	
Rawcliffe Bar		Additional Lockers Ordered
Cycle Counters	£6,000	Additional Counters Ordered
Total	£193,000	

This page is intentionally left blank



Decision Session - Executive Member for Transport 11 August 2020

Report of the Corporate Director for Economy and Place

Portfolio of the Executive Member for Transport

Parking Services back office system development

1. This report follows on from the Parking Update report to the November 2019 Executive and focuses on the implementation of the new Parking back office system, responses to the resident parking scrutiny review of March 2019 and the decisions around its implementation. This new system will enable a more customer focused, efficient approach to parking and parking management, drive through innovation, promote the Positive Parking agenda and reduce the City and the service's carbon footprint.
2. The decisions relate to:
 - Scope of permits that will be "virtual" at go live and associated Traffic Regulations Orders (TROs) that would be needed to enable this;
 - Monthly payment option for parking permits;
 - Parking discount criteria;
 - Other TRO changes designed to provide a better service to the resident;
 - Extension of operating hours of Piccadilly car park to support COVID-19 city centre recovery;
 - Renaming of Piccadilly Car Park to Coppergate Centre Car Park;

Recommendations

3. The Executive Member is asked:

- A. To note there have been delays to the delivery of the project due to the Covid-19 impacts, but good progress has been made on the project and the back office system will be ready to go live in December 2020;
- B. To approve that the back office system will go live in December 2020 ahead of a direct debit solution in place. The proposed solution is too complex to implement a part of the initial roll out, but will be investigated further as a second phase roll out in 2021 and this will enable monthly payment;
- C. To agree that the permits highlighted as “Virtual” in **Annex A** will be virtual permits once the new back office system goes live in December 2020. Also, note that processes will be in place in terms of telephone and face to face to support residents who are unable to access the online systems. All efforts will be made to assist residents to access the system online;
- D. To note that when the new Pay on Exit system is implemented in Marygate car park a 12 month trial of cashless parking will be initiated as agreed at the November 2019 Executive meeting;
- E. To confirm the decision made through emergency powers to extend the operating hours of Piccadilly car park, during the COVID-19 recovery stages, to 8pm in line with the longer opening hours of the footstreets. This will come at a cost of £1,776 for additional security provision (as per the recommended option) and will run to the 1st December;
- F. To agree to the changing of the name of Piccadilly car park to Coppergate Centre car park in order to provide a better and unique identity to this key Council asset;
- G. To review **Annex C** and agree the actions required to update the Traffic Regulation Order (TRO) changes in references C-1 to C-20 and agree to go out to consult on C-21 and C-22. These items are required to support the back office system.

These are intended to improve the customer experience and realise the advantages the new back office system can bring. **Annex A** lists out all the permits and whether there is a change required and if so what that change is.

Where a decision by the Executive Member is required a decision will also need to be made with respect to the scope of consultation considered necessary to support the changes. This includes the following:-

- a. Rationalising the list of parking permits available to better meet the current requirements of customers.
 - b. Changes and updates to the supporting TRO to bring wording in line with current legislation and practice.
 - c. Minor modifications to align the wording in the TRO to the new back office system.
 - d. Consideration of options largely driven by customer feedback and observations of current activity.
- H. To review and agree to the change in the Parking discount criteria, see **Annex B**, to bring it in line with other Council Services where the criteria used for Parking discount visitor permits is out of step with current legislation;
- I. To note that when the new back office system goes live, the option of cash payment at West Offices will be replaced with the system in place for council tax of use of PayPoint services at local shops and post offices. This also supports the protection of staff against the possible contamination from Covid19.

The same will apply for Penalty Charge Notices (PCNs) once a solution has been put in place due to the current legislation saying cash has to be accepted to pay PCNs. The solution will follow what is done in council tax where a QR code or bar code may be used allowing any PayPoint establishment to accept cash to pay a customer's PCN. Once this solution is implemented West Offices will then cease to accept cash to pay PCNs;

Reason: To positively respond to the November 2019 Executive Decisions and March 2019 parking scrutiny report to provide

an online, self-service system for the benefit of the city's parking customers and staff.

Background

4. This report is the follow up to the Economy and Place Policy Scrutiny Committee, March 2019, recommendations and the November 2019 Executive meeting and focuses on the implementation of the new Parking back office system.
5. The project and the new system will deliver greater functionality in connecting council systems together, while providing a self-serve system to the public to put them in charge of their parking needs and offer a more immediate solution through the online and virtual provision the system will deliver to as many of the Parking Services systems as possible.
6. In turn this provides an opportunity to redefine the city's parking processes and permits to ensure they are fit for purposes to better meet political, public and businesses expectations of parking in York.
7. While separate to the back office system project, the Pay on Exit project, a joint initiative between the Council and the York BID to procure and install pay on exit systems in Marygate and Piccadilly car parks, will implement at the end of this calendar year. The Pay on Exit project will ensure the efficiencies and better online provision can be moved into Council car parks. This will include use of Automatic Number Plate Technology (ANPR) to allow a smoother, ticket-free and convenient way to pay for parking including recognising all permits that can be used in car parks linked to the number plate and the new back office system, as well as scanning and recognition of disabled blue badges.
8. This report seeks decisions to turn some of the well-used parking permits and scratch cards to become virtual, subject to the outcomes of the system and user acceptance testing results.
9. Following the systems implementation there will be further phases of work to review other permits to be made virtual but which require more work to see how this can be done as well as the inclusion of the bus lane traffic management systems.

Review Recommendations

10. **Recommendation A**: The project to deliver the new, customer focused, efficient parking back office system is broadly on track however there have been some areas, in terms of system implementation, testing and training, where the timetable has been affected by delays due to Covid-19 (availability of resource).
11. Officers have been reviewing and working on solutions to help make the system as automated and helpful to customers as best as possible. Some of this work is listed below for a decision but includes:-
 - parking permits solutions for guest houses, Air BnBs and other holiday lets;
 - options to implement monthly payments for residents to pay for annual residents parking permits;
 - what permits could become virtual and
 - solutions to provide help to those that are offline or who struggle to gain access to the internet.
12. **Recommendation B**: Following the decision made by Executive in November 2019, officers were asked to find a monthly payment solution for residents to pay for their residents parking permits. Following investigations officers have found a solution through the Councils payment provider, Civica Icon. However the solution requires more work and will likely have to be taken forward under its own project. The reasons being are:-
 - a. This solution will be open to all the Council not just Parking Services therefore it will have to be taken forward as a corporate solution not as part of this project, however it will be driven by the Executive Decision and this project;
 - b. The system suppliers have never incorporated a direct debit solution into this system before and have recommended this also be taken forward as a separate project by the Council and its supplier (Civica Icon);
 - c. Key services to take this forward with, CYC exchequer services and ICT, are currently prioritising focus on Covid19 response and will likely be throughout this pandemic;
13. There will be a much improved customer experience and efficiency without this and as such the back office system will still be implemented to the agreed schedule and this work will continue to

be investigated and form part of a second phase of this project given the benefits this will bring to both customers and staff.

14. **Recommendation C**: At the November 2019 Executive meeting it was agreed that permits within the new back office system could be virtual, providing the list was agreed first by the Executive Member for Transport. Officers have identified those permits that are most used and straight forward to become virtual. Others that do not appear in the following list will stay as paper-based permits but post implementation other phases of work will take these other permits forward to find a virtual solution for them with the aim of most permits becoming virtual. The Executive Member is asked to review and agree the virtual permits listed in **Annex A** of this report ageing what permits and processes stay as is (paper based) and what will become virtual. However it needs to be noted this is subject to the results from the User Acceptance Testing stage due later this Summer.
15. While the city and indeed the world moves more of its services on-line, Councillors were keen to ensure those that are offline or have trouble accessing the internet, are catered for as best as possible. In light of this officers have developed the following solutions linked to the Councils Customer Service centre and the services York Explore offer.
16. Processes will be put in place to support residents to access the online systems and where that is not possible face to face and telephone support will be provided so those who cannot access the internet nor has the IT to connect to the internet, can apply for a parking permit, renewal and visitor parking permits. This will be consistent with the corporate customer services approach to customers who are unable to access IT systems and will be scenario based.
17. In addition York Explore will help provide IT facilities for customers that either don't have their own computer or online smart device or/and require help in accessing and using the parking back office system. This is part of York Explore's ongoing programme to support the community that will provide weekend support for these customers across all of their branches (as well as week day). Specifically this will be between 12:00 and 15:00 weekend and weekdays to tie in with their branches varying opening times.

18. While some of these customer permits are due to go virtual, there will be a small number of paper-based permits that can be issued.
19. **Recommendation D**: Following the November, 2019 Executive Decision report regarding cashless parking, the Executive Member is requested to note that once the new Pay on Exit system is in place at Marygate car park (in the autumn/winter 2020) a 12 month trial of cashless parking will be initiated at Marygate.
20. Progress reports will be brought back to the Executive Member on a quarterly basis throughout the trial and report presented to the Executive as part of a Parking update at its conclusion.
21. **Recommendation E**: Piccadilly is one of two City of York Council owned and operated secure, gated, multi-storey car parks. As well as providing parking for a portion of the east of the City, which includes Fossgate, which is subject to proposals to include as part of the extended footstreets, it also acts as the car park for the Coppergate centre. The car park plays host to the Shopmobility service.
22. When lockdown came into effect in March, it was clear that, due to the safety issues with operating the car park, including utilisation of the lifts, keeping the car park open would be challenging. As the Coppergate centre was closing too, and their staff manage the exits to the lifts in the Coppergate centre, this made operation impossible. The car park was closed in the last week of March, including the provision of Shopmobility services on the top floor.
23. As lockdown measures were lifted in June, the car park re-opened, but had restricted access in the lifts due to social distancing and the available space within the lift. The operating hours of the car park continued as per pre-COVID-19 until 6pm (with the car park being locked at 6.30).
24. In order to support the economic recovery, the footstreet operating times have been extended to 8pm. Though other City centre car parks are available to use, this leaves a gap in terms of provision at Piccadilly, as due to its nature, it needs to closing and locking at an allotted time.

25. To support the extended operating hours of the footstreets, with a focus on supporting businesses opening later on Fossgate, it is proposed that the operating hours of Piccadilly car park is extended to match the footstreet hours. This will mean extending the parking hours to 8pm and the closure to 8.30.
26. The decision to make the change will be presented to the Executive Economic Recovery Group (EERG) for support and for decision under emergency powers to support COVID-19 recovery. The Executive Member is asked to confirm the recommended option below.
27. There are two risks to consider when exploring the options:
 - i. The car park has been subject to anti-social behaviour (manifesting in loitering (including after hours), rough sleeping in the stair wells and other issues), so the car park will need a security presence. This is currently provided by the patrols by CYC parking services operatives (this includes opening and closing the car park), supplemented by security provided by the Coppergate centre (Eboracum). Extending the hours would mean additional cost in terms of security provision as the Coppergate centre closes at 5.30. To extend the operating hours will come at a cost of an additional £16 per day to deploy security staff. Extending to the 1st December will cost £1776;
 - ii. It is unclear whether there is demand for this additional parking provision. As part of the Fossgate engagement work it has been pointed out that extended opening of Piccadilly will help with footfall. It is likely that this will be the case, but there is no available evidence to support this;

Options

- 1) Maintain the current operating hours of Piccadilly car park. This will mean that the operating hours will not be aligned with the footstreet hours and this may disadvantage businesses in close proximity, but there are other options in terms of parking, including Castle car park;
- 2) Extend the operating hours to 8pm (with closure at 8.30pm). This is the **recommended option** as it best supports the City's economic recovery, however, the risks identified above need to be

considered if this is the chosen option. There is a 10 day lead time for implementing this option in terms of the payment mechanisms and discussion will need to open with a security provider around the cost associated with Risk (i);

28. **Recommendation F:** While separate to the back office project the related pay on exit delivery project also covers the upgrading of Piccadilly car park. In line with this and the Castle Piccadilly works it is suggested that the name of this car park should change to better reflect its connection to the Coppergate Centre and as such the Executive Member is asked to agree to Piccadilly car park changing its name to Coppergate Centre car park. In turn this is believed to better help highlight the presence of the Coppergate Centre to the public and what it has to offer.
29. **Recommendation G:** This recommendation is made up of a number of items that either require the Executive Member to make a decision or to note the changes to the parking section of the Traffic Regulation Order (TRO). Given the number of points to either consider or note, these have been moved into **Annex C** which sets out each point.
30. **Recommendation H:** There is a necessity as part of the work to update the parking discount criteria and bring this in line with other discount criteria used elsewhere in the Council. **Annex B** shows the changes and what we are currently using for those at pension age, disabled, receiving job seekers allowance or Universal Credit. While difficult to say it is estimated that about 70 people may be disadvantaged given the shared household drops from £935 per month to £616 per month but the single occupied household threshold rises from £435 per month to £542 per month.
31. **Recommendation I:** In line with the corporate approach the option of cash payment at west offices will be replaced with the system in place for council tax of use of paypoint services at local shops and post offices. This also supports the protection of staff against the possible contamination from Covid19.
32. The same will apply for Penalty Charge Notices (PCNs) once a solution has been put in place due to the current legislation saying cash has to be accepted to pay PCNs. The solution will follow what

we do with council tax where something like a QR code or bar code may be used allowing any PayPoint establishment to accept cash to allow a customer to pay for their PCN. Once this solution is implemented West Offices will then cease to accept cash to pay PCNs. Given the significant increase in card and mobile payments, moving away from cash, this will effect very few customers based on what is current set in place and observed by the Customer Services team.

Council Plan

33. This report is supportive of the following priorities in the Council plan in addition to the One Planet York principles, the Council champions:
- A focus on frontline services; and
 - A Council that listens to residents.

Implications

34. The following are the identified implications.

- **Financial** – The initiatives outlined in this report are assumed to have a broadly neutral effect on Residents Parking income levels. The levels of income achieved will be monitored regularly and reported back through to Members as part of the regular budget monitoring cycle. The system will be more efficient for the customer and the council. Any back office savings to be realised from have already been assumed in the council savings.

The additional cost of opening Piccadilly to a later time can be contained within current operational parking budgets.

The cost of the system and implementation is already incorporated into the Council capital programme, so no decision needs to be made in this report;

- **Human Resources** – The new parking system will create an online self-service system that will lead to efficiencies and freeing up of back office staff to be able to focus on other work. This will include if virtual permits are agreed that will see a significant reduction in ordering, administering and posting out of paper based parking permits.

- **Equalities** – A communications plan is being developed, on the back of which conversations have been held with York Explore to provide a service to help those that either don't have access to the internet or the skills to use it to access the parking system as they do with other similar ICT access requirements.
- **Legal** – Some of the recommendations will require changes in the parking Traffic Regulation Orders. The Road Traffic Regulation Act 1984 permits the introduction of the parking restrictions as set out in this report in accordance with a statutory consultation procedure set down in the Act and associated secondary legislation.
- In preparing and determining the proposals set out in this report the Council is required to have regard to the provisions of Equalities legislation, the Human Rights Act 1988 and s.17 Crime and Disorder Act 1998 (the duty to have regard to the need to remove or reduce crime and disorder in the area). It is considered that the proposals set out in this report are proportionate having regard to the wider needs of the area.
- **Crime and Disorder** - None
- **Information Technology (IT)** – A new ICT system for parking covering penalty charge notices and permits will be rolled out later next year, following the recent awarding of this contract. This will be both for customers and officers to use.
- **Property** - None
- **Risk Management** – Given the move to develop an online self-service system for parking customers covering parking permits and penalty charge notices there will be a cultural shift that most customers will welcome but may disadvantaged those without their own IT facilities or skills leading to digital exclusion. A communications plan is being develop to not only inform people how to use this system but address the other issues such as digital exclusion and making use of services such as those at York Explore.

Contact Details:

Author:

Graham Titchener
Parking Services Manager

Ken Hay
Traffic Project Officer

Dave Atkinson
Head of Programmes and
Smart Place
dave.atkinson@york.gov.uk
Tel: 01904 553481

Chief Officer Responsible for the report:

James Gilchrist
Assistant Director Transport, Highways
and Environment

**Report
Approved**



Date 3 August
2020

Wards Affected:

All



Annexes

Annex A – Permits in the new Parking system

Annex B – Parking Discount criteria for visitor permits

Annex C – Traffic Regulation Orders (TROs)

Glossary

PCN – Penalty Charge Notice

Permit – this is held by the resident or customer where they are entitled to parking related to the conditions of the permit. For example, a resident parking permit entitles the resident permit holder to park in the resident parking zone identified on the permit.

TRO – Traffic Regulation Order

Virtual permit – A virtual permit is an alternative to a traditional paper permit. A paper permit is physically displayed in the vehicle whereas, like with vehicle tax, with a virtual permit there is no need to display a physical permit. The system captures attributes related to the permit entered by the vehicle owner into the Parking system and this is then available to the Parking services team who can check the status of a vehicle using the vehicle's number plate.

This page is intentionally left blank

Annex A – Permits in the new Parking system

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Household Parking Permit	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	HOUSEHOLD (STANDARD) PERMIT	Name Change	To continue to apply discounted and premium prices based upon emissions but not length.
Household Parking Permit - Low Emissions	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	HOUSEHOLD (DISCOUNT) PERMIT	Name Change & change to qualification; see C-07 on length and emissions	To continue to apply discounted and premium prices based upon emissions but not length.
Household Parking Permit - High Emissions	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	HOUSEHOLD (PREMIUM) PERMIT	Name Change & change to qualification; see C-07 on length and emissions	To continue to apply discounted and premium prices based upon emissions but not length.
Additional Household Parking Permit 1	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	SECOND HOUSEHOLD PERMIT	Name Change & change to qualification; see C-07 on length and emissions	Low and High Emissions options will also be created
Additional Household Parking Permit 2	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	THIRD HOUSEHOLD PERMIT	Name Change & change to qualification; see C-07 on length and emissions	Low and High Emissions options will also be created

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Temporary Resident Household Parking Permit	Virtual	Managed by resident via portal	N/A	None	None C-05	Simplify the administrative system, work remains covered by 'Officer Decision'
Temporary Resident Household Parking Permit - Low Emissions	Virtual	Managed by resident via portal	N/A	None	None C-05	Simplify the administrative system, work remains covered by 'Officer Decision'
Temporary Resident Household Parking Permit - High Emissions	Virtual	Managed by resident via portal	N/A	None	None C-05	Simplify the administrative system, work remains covered by 'Officer Decision'
Temporary Resident Household Additional Parking Permit	Virtual	Managed by resident via portal	N/A	None	None C-05	Simplify the administrative system, work remains covered by 'Officer Decision'
Temporary Household in Multiple Occupancy Permit	Virtual	Managed by resident via portal	N/A		None C-05 & C-21	Simplify the administrative system, work remains covered by 'Officer Decision'
Proof of Residence Permit (independent)	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	HOUSEHOLD AUTHORISATION CARD [CHARGED]	Name Change to 'Proof of Residence Permit' & C-16	Accept the new discount criteria in Recommendation H and Annex B and Parking as well as TRO policies are updated

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Visitor permits	Hybrid	Managed by resident via portal / Back office	n/a	HOUSEHOLD VISITOR PERMIT	Name Change. Issued to those with Proof of Residence Permit	Accept the new discount criteria in Recommendation H and Annex B and Parking as well as TRO policies are updated
Discount Visitor Permits	Hybrid	Managed by resident via portal/back office	n/a	HVP purchased with Discount AC	Issued to those with 'Discount' Proof of Residence Permit	
Community Daily Permits	Virtual	Managed by account holder via portal	n/a	COMMUNITY SINGLE DAY PERMIT	Link qualification to access to Proof of Community Permit	
Community Discount Daily Permits	Virtual	Managed by account holder via portal	n/a	COMMUNITY SINGLE DAY PERMIT (CHARITIES)		
Resident 'Badger Hill' R39A Permit	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	HOUSEHOLD (STANDARD) PERMIT	Name Change to Household Parking Permit	Permits for the R39A zone and any extensions in the area continue to be free for the first permit
Additional Resident 'Badger Hill' R39A Permit	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	SECOND HOUSEHOLD PERMIT	Name Change to Additional Household Parking Permit 1	Permits for the R39A zone and any extensions in the area continue to be free for the first permit

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Proof of Community Permit	Virtual	Managed by Back office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	None	Definition Required	Clarify and include the following qualifying groups: GP + Local Nurse; CoYC Personnel; Carers and NHS
Proof of HMO Permit	Virtual	Managed by Back office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	None	Treated as 'Proof of Residence' Permit	Obtain Visitor Permits against address's allocation
Community Annual Permit	Virtual	Managed by back office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	COMMUNITY PERMIT	C-11 Clarification and Name change	Clarify and include the following qualifying groups: GP + Local Nurse; CoYC Personnel; Carers and NHS
Community Annual Permit - Low emissions	Virtual	Managed by back office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	COMMUNITY (DISCOUNT) PERMIT	C-11 Clarification and Name change	Clarify and include the following qualifying groups: GP + Local Nurse; CoYC Personnel; Carers and NHS
Commercial Permit - One Zone	Virtual	Managed by Account holder via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	ANNUAL COMMERCIAL PERMIT	C-12 Clarifies Name Change	Develop examples to assist the administration of permit issue

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Commercial Permit One Zone (LE)	Virtual	Managed by Account Holder via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	ANNUAL COMMERCIAL PERMIT (DISCOUNT)	C-12 Clarifies Name Change	Amend TRO and agree examples to assist the administration of permit issue
Commercial Permit - All Zones	Virtual	Managed by Account holder via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	ANNUAL COMMERCIAL PERMIT	C-12 Clarifies Name Change	Amend TRO and agree examples to assist the administration of permit issue
Commercial Permit All Zones (Low Emission)	Virtual	Managed by Account holder via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	ANNUAL COMMERCIAL (DISCOUNT) PERMIT	C-12 Clarifies Name Change	Amend TRO and agree examples to assist the administration of permit issue
Commercial Permit - R60 school only	Virtual	Managed by school via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	ANNUAL COMMERCIAL PERMIT		Amend TRO and agree examples to assist the administration of permit issue
Commercial Permit - R60 school only low emissions	Virtual	Managed by school via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	ANNUAL COMMERCIAL PERMIT		Amend TRO and agree examples to assist the administration of permit issue

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Doctors permit - Dalton Terrace	Virtual	Managed by surgery via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	DOCTORS PERMIT		Clarify and include the following qualifying groups: GP + Local Nurse; CoYC Personnel; Carers and NHS
Councillors Permit (ResPark)	No	Managed by Back office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires		C-11 Include in Community Permits	
HMO Permit (maximum 10)	Virtual	Managed by back office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	MULTIPLE OCCUPANCY PERMIT	C-21 Name Change	Remove the specific Multiple Occupancy Permit. Instead, all residents in an HMO applying on line would be issued with what is an Additional Household Parking Permit.
HMO Low Emissions	Virtual	Managed by back office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	MULTIPLE OCCUPANCY (DISCOUNT) PERMIT	C-21 Name Change	Remove the specific Multiple Occupancy Permit. Instead, all residents in an HMO applying on line would be issued with what is an Additional Household Parking Permit.

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Business Permit	Virtual	Managed by Business via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	BUSINESS PERMIT	C-06	The use of a Business Permit be clarified as defined in the TRO, not for use by a Paying Guest.
Business Permit - Low Emissions	Virtual	Managed by Business via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	BUSINESS (DISCOUNT) PERMIT	Name change	The use of a Business Permit be clarified as defined in the TRO, not for use by a Paying Guest.
Attendance Carer Permit	No	Managed by back office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	ATTENDANCE PERMIT	C-04	Keep permits as above. Retain paper version of Attendance Permit through move to Virtual Permits.
Landlord Parking Permit	Virtual	Managed by back office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	LANDLORD'S PERMIT		
Landlord Parking Permit - Low Emissions	Virtual	Managed by back office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	LANDLORD'S (DISCOUNT) PERMIT		

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Landlord Parking Permit - High Emissions	Virtual	Managed by Back Office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	LANDLORD'S (PREMIUM) PERMIT	Name Change	
Property Renovation Permit	No	Managed by Back Office	N/A valid 3 months	PROPERTY PERMIT	Name Change	To amend TRO and introduce systems to create a Builders' (Daily) Permit.
Resident Special Control Permit (R15, R19, R52)	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	SPECIAL CONTROL (STANDARD) PERMIT	C-22 Consult	Consult on the removal of SC status and combine zones as necessary. Report on findings.
Resident Special Control Permit - Low Emissions	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	SPECIAL CONTROL (DISCOUNT) PERMIT	C-22 Consult	Consult on the removal of SC status and combine zones as necessary. Report on findings.
Resident Special Control Permit - High Emissions	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	SPECIAL CONTROL (PREMIUM) PERMIT	C-22 Consult	Consult on the removal of SC status and combine zones as necessary. Report on findings.
Temporary Special Control Permit	Virtual	Managed by resident via portal	Only valid 1 month	New Permit	C-05	Simplify the administrative system, work covered by 'Officer Decision'

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Guest House Permit	Virtual	Managed by proprietor via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	GUEST HOUSE PERMIT	C-20	To clarify the qualification as guests at Registered Guest Houses and review GMO Bays in each zone based on principles to be established.
Hotel Permit (Car Parks)	Virtual	Managed by Hotel	Daily	Guests of Hotel Only (Scratch Card)		
Paying Guest Permit	Virtual/Hybrid	Managed by account holder	Daily	None bespoke	PAYING GUEST PERMIT (ALL TYPES)	The owner of the property has the account in the parking portal. The guest will send the owner their email address and dates they wish to stay at the property. The owner then adds those details to the permit in the portal. The owner can then send the guest a link to access a separate (locked down) area of the portal where they can activate the permit with their VRM upon arrival.

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Special Additional Permit	Virtual	Managed by Back Office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	SPECIAL ADDITIONAL HOUSEHOLD (STANDARD) PERMIT		Agree permit to be vehicle specific.
Resident Contract (Car Parks)	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires			
Resident Contract (Car Parks) - Low Emissions	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires			
Resident Contract Foss Bank	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	Residential (Secure)		
Resident Contract Foss Bank Low Emissions	Virtual	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	Residential (Secure) Low Emissions		

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Season Ticket	Virtual	Managed by account holder via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	Season Ticket (Non-Secure) above		
Season Ticket - Low Emissions	Virtual	Managed by account holder via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	Season Ticket (Non-Secure) Low Emissions	Added into the TRO	
General Contract Season Ticket - Fossbank min 10	Virtual	Managed by account holder via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	General (Foss Bank only) Contract Permit - Name change required remove contract and change name to Season Ticket Secure.	Name change	
Staff Parking - Annual	Virtual	Managed by CYC employee via the portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	Annual Staff Parking Permit	Name Change	Employee would have their own account where they would provide their vehicle details, VRM, which department they are from and their cost code for the permit to be charged to and the date they want the permit to be valid from.

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Staff Parking - Daily	Virtual	Managed by CYC employee	Daily			Employee would have their own account where they would provide their vehicle details, VRM, which department they are from and their cost code for the permit to be charged to and the date they want the permit to be valid from.
Market Permit - Annual	No	Managed by back office	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	Daily Staff Parking Permit	Formalise this system in TRO	
Market Daily Permits	No	Managed by back office	Daily	Market Trader's Parking Permit	Formalise this system in TRO	
Minster Badge	Yes	Managed by resident via portal	2 emails to be sent to the customer at a 6 week and 1 week period before their permit expires	Minster Badge		
Builders Daily Permits	No	Managed by back office	Daily	None specifically	BUILDERS' (DAILY) PERMIT	To amend TRO and introduce systems to create a Builders' (Daily) Permit.

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
Frequent User Permit	N/A	N/A	N/A	Remove Permit	C-13	
ResPark						
Not within Taranto				MAGISTRATE'S PERMIT		
Not within Taranto				POLICE PERMIT		
Not within Taranto				CITY CAR CLUB PERMIT		
Not within Taranto				ALLOTMENT PERMIT	C-13	
Not within Taranto				CHARITY PERMIT	C-11 & C13	
Not within Taranto				DOCTORS (DISCOUNT) PERMIT	C-11 & C-13	
Not within Taranto				Shopmobility Badge Car Park)		
CarPark				Residential (Non-Secure)	Remove	
				Residential (Non-Secure) Short Vehicle	Remove	
				Residential (Secure) Short Vehicle	Remove	
				Residential (Non-Secure) Low Emissions	Remove	
				Season Ticket (Non-Secure)	Remove	

Permit Types	Changing to Virtual	Process for Virtual	Renewal	Current name of permits in the TRO	Change to TRO (see Annex C – TRO changes)	Comments
				Season Ticket (Non-Secure) Short Vehicle	Remove	
				Season Ticket (Secure) Short Vehicle	Remove	
				Season Ticket (Non-Secure) Low Emissions	Remove	

Annex B – Parking Discount criteria for Visitor permits

Discount permit	Current criteria	How many permits currently valid	Proposed Criteria	Evidence Required
Over 60	Over 60 years of age	1299	State Pension Age	<p>New applicants State Pension age.</p> <p>Grandfather rights would apply to current applicants until they reach state pension age.</p>
Disabled	Blue Badge	54	No change	Copy of Blue Badge or entitlement letter.
Disabled	<p>In receipt of:</p> <p>On the higher rate of the mobility component of the Disability Living Allowance</p>	<p>54</p> <p>As above</p>	<p>Claimants who receive</p> <p>Enhanced rate of Personal Independence Payment (PIP) mobility component</p> <p>Or</p> <p>On the higher rate of the mobility component of the Disability Living Allowance</p>	<p>Copy of benefit award letter.</p> <p>Review of benefit usually within 18 months/ or a lifetime - dependent on the disability.</p> <p>Resident would have to apply for the discount every time they buy their permit, whether for the first time or reapplying.</p>

Income Support	<p>In receipt of:</p> <p>Income Support</p> <p>Long-term Incapacity Benefit</p> <p>Employment and Support Allowance</p>	<p>70</p> <p>Including residents claiming Universal Credit.</p>	<p>Claimants who receive</p> <p>Income Support</p> <p>Income-based Job Seekers' Allowance</p> <p>Income-related Employment and Support Allowance</p>	<p>Copy of the benefit award letter from the Department of Work and Pensions.</p> <p>Benefit reviewed annually.</p> <p>Resident would have to reapply for the discounted permit prior to their current permit expiring.</p>
Universal Credit	<p>In receipt of:</p> <p>Universal Credit.</p> <p>In a household with 2 people and/or children earning less than £935 per month or if living alone earning less than £435 per month.</p>	<p>70</p> <p>Including residents claiming Income Support.</p>	<p>Claimants who receive</p> <p>Universal Credit and earn less than £542 a month (individual claims)</p> <p>or less than £616 a month (household claims).</p>	<p>Screen shot of UC journal.</p> <p>Entitlement will change on a monthly basis.</p> <p>Eligibility will be determined at the time of application and last for the duration of the permit.</p> <p>Evidence provided must be dated within the previous calendar month.</p> <p>Resident would have to reapply for the discount on renewal of the permit.</p>

Annex C – Traffic Regulation Orders (TROs)

CONSIDERATION OF INITIATIVES BY ELEMENT

As discussed below, these initiative may require TRO amendments.

- ‘No change’ where the initiative is covered by the TRO or is administrative.
- ‘Name Change’ is a text amendment’ to align the TRO with accepted permit name and current practice (see Annex A).
- ‘Minor Modification’ is an officer-agreed documented change.
- ‘Exec. Decision’ will be required for Initiatives with wider implications.
- Some initiatives prompt fuller ‘after Public Consultation’.

C-1/ Transition to the newer style of Parking Zone

Existing	Mix of Plated Parking Places (Bays) and some Areas, with signs at entry points.
Key Change	The restrictions within the Area need to be universal. Less signage overall.
Numbers	All new zones and revisions to existing when appropriate.
Budget	Lower installation and maintenance cost
TRO change	No change.
Action	Continue to introduce these ResPark types where suitable by using signs only at the entry/exit of each zone only.

C-2/ Review the Consultation Process

Existing	New and extended zones are developed locally, driven by petitions received.
Key Change	Move to larger zones across York.
Numbers	All zone in the longer term.
Budget	Not significant. Longer term maintenance savings.
TRO change	No change.
Action	To adopt the approach of consulting the wider neighbouring area rather than as directed by the driving petition or instruction for specific streets.

C-3/ Merge some existing zones

Existing	Small and irregular shaped zones have developed over the years.
Key Change	Remove boundary with some changes to parking patterns.
Numbers	Potentially all zones
Budget	No current impact
TRO change	No change
Action	Merge neighbouring zones if requested by petition in the usual way.

C-4/ Attendance and Carer's Permits.

Existing	Attendance (Carers') Permits are issued to resident for use by those visiting to provide care.
Key Change	Need to 'forward plan' for virtual permit roll-out.
Numbers	79
Budget	Additional cost of paper permit issued at no cost to resident.
TRO change	No change.
Action	Keep permits as above. Retain paper version of Attendance Permit through move to Virtual Permits.

C-5/ Temporary permits – Rationalise or bring into the TRO

Existing	Aim to provide the customer with a permit to 'walk out with'. TRO covers these as an Officer Decision
Key Change	Clarify process so Temporary Permits are one-month/ Standard.
Numbers	Approx. 70 at any time
Budget	No impact
TRO change	No change
Action	Simplify the administrative system whilst still leaving the issue of Temporary Permits covered by 'Officer Decision'.

C-6/ Clarify all the business related permits

Existing	'Business' permits are issued to the proprietor of Business Premises in a zone. Not all zones accommodate these.
Key Change	None; for clarity only.
Numbers	Currently 70 Permits.
Budget	No effect
TRO change	No change
Action	The use of a Business Permit be clarified as defined in the TRO. Article 17 (2) (g) applies in that the Permit is not for use on a motor vehicle, the owner of which is a Paying Guest.

C-7/ Household Permits – Discount and Premium

Existing	Household Permits offered as Discount, Standard & Premium
Key Change	Revise the Discount and Premium options. Retain the Emissions element in line with Policy.
Numbers	1,300 that currently hold Discount or Premium Permits.
Budget	If deleted all together the Discount Holders would pay more per year and Premium Holders would see a reduction per year. Currently more Discount Permits than Premium in circulation so there would be an increase in income.
TRO change	Minor Modification to delete references to Long and Short vehicles.
Action	To continue to apply 'discounted' and 'premium' prices based upon emissions (Low, Standard or High) but not length.

C-8/ Special Additional Permits.

Existing	Special Additional Permits are for vehicles owned and kept by those with mobility requirements.
Key Change	Permit to become vehicle specific.
Numbers	11
Budget	No change.
TRO change	Minor Modification so all SAPs are vehicle specific.
Action	Agree permit to be vehicle specific.

C-9/ 'Badger Hill' R39A – introduce charges for permits

Existing	This zone was introduced with permits free of charge through a planning agreement. TRO does not make specific reference to 'Badger Hill', just to Zone R39A.
Key Change	A recent Exec Member Decision session agreed that University of York would fund the implementation process, the issue of permits and operation of the enforcement hotline in the areas around the University. This allows for Additional Household Permit to be formalised and offered free of charge to residents. It is noted that charges may need to be introduced, potentially in a phased way, over a number of years once the planning agreement has expired. At that time residents will be consulted on the future of the scheme.
Numbers	Currently 100 but will increase as this zone expands.
Budget	None, until September 2024.
TRO change	Minor Modification to clarify Additional Household Parking Permits.
Action	Permits for the R39A zone and any extensions in the area continue to be free for the present.

C-10/ Paperless Option – consequent required amendments

Existing	'A Valid Permit must be displayed in the vehicle.' In addition, there is a range of charges applied for replacements if 'Paper' permits are lost.
Key Change	The vehicle would be permitted to park if its VRM is registered with CoYC as a 'permitted vehicle'. This would, therefore, allow 'paper' and virtual permits to be operated. Replacement paper permits would all attract a fixed fee of £25.00.
Numbers	All customers
Budget	Major Budget Agreed to bring in new system
TRO change	Minor Modification To revise wording to accommodate Virtual Permitting and change charge for replacement.
Action	To amend TRO and advertise to accommodate the introduction of Virtual Permits in line with the current back office project. To rationalise charges for the loss of those (remaining) paper permits to a fixed £25.00.

C-11/ Community Permits

Existing	These permits are for use when visiting a location to 'directly serve the physical or spiritual needs of a resident'.
Key Change	Add that 'the person is unable to do this without the use of a motor vehicle that requires a permit'.
Numbers	500
Budget	A small increase in income
TRO change	Minor Modification to amend wording to cover all groups. Amend 'Discount' reference to 'Low Emissions'. Clarify use of Daily 'All types' Permits.
Action	Clarify and include the following qualifying groups: GP + Local Nurse; CoYC Personnel; Carers and NHS.

C-12/ Review the Commercial Permit

Existing	These are for private companies that need to access buildings (rather than to visit people).
Key Change	Add that 'the person is unable to do this without the use of a motor vehicle that requires a permit'.
Numbers	65 Permits in circulation include the Discount (Low Emission) version. Also those issued to the schools in R60.
Budget	Not significant
TRO change	Minor Modification.
Action	Amend TRO and advertise

C-13/ Rationalise other on-street permits.

Existing	There are several permit types that are issued in small numbers. Many of these are very little used
Key Change	Identify those permits that can be discontinued or merged.
Numbers	Will affect few, if any Permit holders
Budget	Not significant
TRO change	Minor Modification.
Action	Migrate as many permits as possible into the core set of permit types.

C-14/ Reduce the maximum number of permits per household

Existing	Maximum of 4 'Resident' Household permits can be obtained; currently the 4 th permit is only available if the property has no off street parking.
Key Change	Reduce the maximum number of Resident permits of any type to 3.
Numbers	No one affected
Budget	No current effect
TRO change	Exec. Decision to agree change to TRO wording.
Action	Amend TRO and advertise the reduction to the maximum number of Residents' Permits to 3 per household.

C-15/ Visitor Permits Issue Criteria

Existing	Currently monthly limit on permit issued.
Key Change	No restriction on the issue of the 200 permits within a year. Further option to allow any resident, with proof of residency, to purchase Visitor Permits up to the agreed maxima against their address.
Numbers	Affects all residents in a resident parking zone
Budget	More compatible with move to Virtual Permits.
TRO change	Exec. Decision for change to qualification to obtain VPs. No change re max figure.
Action	Amend TRO and advertise the change to the qualification for Authorisation Card to apply to any resident. Each resident would need to pre-register and obtain 'Proof of Residence' through the new back office system.

C-16/ Authorisation Cards and Visitor Permits Pricings

Existing	Visitor Permits are £1.25 each and discounted (due to circumstances) to £0.30 each.
Key Change	Accept the new discount criteria as mentioned in Recommendation to main report.
Numbers	Might affect over 300 residents.
Budget	Minimal impact on income
TRO change	Exec. Decision to amend wording.
Action	Accept the new discount criteria as Recommendation in main Report. Amend the TRO and advertise these changes.

C-17/ Discount and Premium 2nd & 3rd Household Permits.

Existing	2 nd & 3 rd Household Permits are currently available.
Key Change	Establish discount and premium category for these permits.
Numbers	Approx. 500
Budget	Likely to be more qualify for discount than premium; therefore cost to Council.
TRO change	Exec. Decision for premium and discount Additional HPs (based on emissions)
Action	Create a High Emissions category for these permits (cost to be 140% of 2nd & 3rd Household Permits). Agree cost of discounted, Low Emissions Permits to be 50% of the standard pricing.

C-18/ Review 'Builders' Permits'

Existing	Property Permits are issued for up to a three month period. To assist those renovating a property, daily versions of these permits are being offered.
Key Change	To create a Builders' (Daily) Permit to formalise the current practice of issuing a daily (Scratch Off) form of permit for property renovation.
Numbers	1,000 plus Daily permits are issued a year.
Budget	No initial impact.
TRO change	Exec. Decision to introduce this Permit type.
Action	To amend TRO and advertise to introduce systems to create a Builders' (Daily) Permit. Clarify as set out above.

C-19/ Holiday Lets and Airbnb

Existing	No accommodation for this type of let. TRO prohibits the use of a Business Permit by a Paying Guest.
Key Change	Establish a Paying Guest Permit.
Numbers	A resident who has Paying Guests to stay for less than a month (not lodgers) can obtain a single Paying Guest Permit that is transferrable between vehicles belonging to Paying Guests. Also owners of self-contained residential properties, used for Holiday lets, can also obtain these permits.
Budget	No significant change. Suggest standard charge to be as 3 rd Household (Premium) Permit.
TRO change	Exec. Decision (potentially after public consultation) to create Paying Guest Permit.
Action	Amend the TRO and advertise the creation of a Permit for a Paying Guest in a Resident's home and in self-contained Business Rated accommodation.

C-20/ Guest House Permits – simplifying issue

Existing	Registered Guest Houses (RGH) can be issued with RGH permits for use in specified bays. They must register with Tourist Information, a practice that has largely become irrelevant. Up to 10 permits available.
Key Change	None; RGHs continue to have access to GH Permits.
Numbers	Up to 10 RGHs that currently hold 5 or 6 permits.
Budget	No significant reduction in income
TRO change	Exec. Decision after consultation with those affected.
Action	To clarify the qualification for Guest House Permits to be for guests at Guest Houses registered with City of York Council Parking Services. As take up of these vary zone to zone, to review GMO Bays in each zone with a view to rationalising parking on street. Consult broadly on the principles to be established. Report on findings.

C-21/ House of Multiple Occupancy (HMO)

Existing	Currently usable in Guest House Bays (GMO) and Community Bays only.
Key Change	HMO residents will be able to park anywhere within their resident parking zone. The application route for a resident in an HMO would lead them to obtaining what is, for all purposes, an Additional Household Permit. This could be offered at Low-emission, Standard and High Emission versions.
Numbers	40
Budget	Small increase in income
TRO change	Exec. Decision to align HMO Permits with Additional Household Permits 1.
Action	Amend TRO and advertise to remove the specific House in Multiple Occupancy category. Instead, all residents in an HMO would be able to obtain an Additional Permit.

C-22/ Remove Special Control Zone Status

Existing	There are three SC zones where residents can only have 1 Household Permit. Lack of on street capacity means Business Permits cannot be made available.
Key Change	Remove SC status and combine zones as necessary. Key impact will be number of Business Permits issued.
Numbers	70
Budget	No impact overall.
TRO change	Exec. Decision after consultation.
Action	Consult on the removal of SC status and combine zones as necessary. Report on findings.

This page is intentionally left blank