

**JOINT TRANSPORTATION BOARD**  
**22 SEPTEMBER 2020**  
**CABINET**  
**24 SEPTEMBER 2020**

**GUIDANCE – PRIORITISING INVESTIGATION OF REPORTED  
PARKING ISSUES AND PARKING MANAGEMENT SCHEMES**

1. SUMMARY

1.1 This report outlines the principles of a new guidance for prioritising reported parking issues in the borough for investigation and development of parking schemes to address identified problems.

2. RECOMMENDATION(S)

Joint Transportation Board

2.1 That this report is considered and Cabinet advised accordingly.

Cabinet

2.2 That Cabinet is recommended to adopt the new guidance as part of the Council's process for prioritising reported parking issues in the borough as outlined in paragraph 3.8 to this report.

3. Background and Discussion

3.1. The demand for schemes to address ongoing pressure on parking in the Borough is increasing particularly in and around Dartford Town Centre exacerbated by new developments. Currently, the Council introduces parking management schemes where there is strong pressure from local residents to implement a scheme. Prioritisation is normally based on order of Cabinet approval following promotion of a scheme by local ward Members. However, given the Council's limited resources, this allows for two schemes a year on average.

3.2. The Council is in the process of expanding the resources available for developing parking management schemes through recruitment. However, it is acknowledged that, due to the increasing demand for parking scheme to address reported issues from residents (the Council receives about two requests a month on average), a more robust approach to appraising parking issues and prioritising schemes for implementation is required in order to provide further clarity for residents and ward councillors.

**The Guidance**

3.3. The new guidance supports existing Cabinet approval protocols and applicable statutory requirements. It is aimed at providing residents and

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stakeholder partners, such as Kent County Council (KCC) and Parish Councils, with clarity on the Council's process as well as provide officers and ward councillors with a formalised and consistent approach for prioritising the investigation of reported parking issues and schemes. The guidance is attached as Appendix A to this report.

- 3.4. The guidance outlines the end-to-end activities to be undertaken during the process. Figure 1 on page 2 of the guidance is the flow chart which shows the prioritisation and implementation process in stages. Stages 1 to 4 highlight the actions / requirements during the initiation and prioritisation and Stages 5 to 7 identify activities to be undertaken once decision has been made to undertake detailed investigation of reported parking issues. The final three stages replicate a well-established process used by the Council.
- 3.5. This guidance focusses on promoting a simple, clear and consistent appraisal approach to rank and prioritise reported parking issues based on the following factors:
  - **Safety** – Using empirical methods of identifying potential safety risks, Categories 1 and 2 on page 3 of the guidance document identifies the information required to justify whether there is a significant or moderate safety risk that may arise from reported parking issues. If an issue is identified to be of significant safety risk, the matter is referred to KCC as the highway authority responsible for addressing safety issues in Dartford.
  - **Parking Issue** – Categories 3 and 4 identified on pages 3 and 4 of the guidance document are used to assess the extent of the parking problem in terms of whether the issue is significant or limited in terms of impact on local residents looking at the level of parking displacement and when this occurs.
  - **Level of support** – Category 5 shown on page 4 of the guidance is used to gauge the level of support from local residents and ward councillors. This is a measure which already forms part of the existing protocol for progressing parking management schemes by the Council.
  - **Evidence of parking issues within area of significant demand** – The final Category 6 aims to confirm whether location of reported parking issue is close to attractions of significant parking demand such as shopping areas, stations / major bus terminals / schools or community facilities.
- 3.6. The evidence-based table on pages 5 to 7 in the guidance document is used to collate the required information. Justification to prioritise the reported parking issue and include in the Council's priority list is based on the 'traffic lights system' using the following ranking:
  - **Level 1 Ranking** – Review shows the majority of 'Yes' boxes is ticked in response to majority of the evidence-based questions.

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Reported parking issue will be included in the Council’s programme of Priority List for detailed investigation subject to sign off by relevant Cabinet Member. Timescale will be allocated accordingly.

- **Level 2 Ranking** – Based on highest number of ‘Red’ ticked in response to the evidence-based questions. Reported parking issue will be included in the Council’s programme of Priority List for detailed investigation subject to sign off by relevant Cabinet Member. Time scale will be allocated accordingly.

3.7. Officers have been working with the Cabinet Member to develop the guidance and are also engaging with Stone House ward councillors as well as the local school (Brent School) to run a pilot using the guidance based on recently reported parking and safety issues in St John’s Road. The pilot will run for the next three months with the aim of testing the guidance and whether any improvements could be identified. KCC have been consulted on the guidance and are satisfied that it is in line with their policy.

3.8. Members are recommended to approve the adoption of the guidance as part of the Council’s process for prioritising reported parking issues for investigation subject to any agreed amendments to the guidance from the outcome of the pilot referred to in paragraph 3.7 of this report.

4. Relationship to the Corporate Plan

ET4 – Ensure a high quality street scene.

5. Financial, legal, staffing and other implications and risk assessments\*

Financial Implications	None.
Legal Implications	None.
Staffing Implications	None.
Administrative Implications	None.
Risk Assessment	None

6. Details of Exempt Information Category

Not applicable.

7. Appendices

**Appendix A** – Prioritising the investigation and implementation of Parking Management Schemes - Guidance

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**BACKGROUND PAPERS**

<u>Documents consulted</u>	<u>Date / File Ref</u>	<u>Report Author</u>	<u>Section and Directorate</u>	<u>Exempt Informatio n Category</u>
	22/9/20	Full name: Lukman Agboola Principal Transport Planner (01322) 343410	Planning Services, Regeneration	N/A