

## APPENDIX 1

### Action Plan – Scrutiny Review of Parking on Grass Verges (Task & Finish)

No.	Recommendation	Proposed Actions/Progress	Success Measures	Responsibility	Date
1.	That the flowchart (Appendix 1a) setting out the steps to be followed when a service request in respect of verge parking is received be endorsed.	<ul style="list-style-type: none"> <li>• Flowchart adopted by Enforcement, Care For Your Area and EGDS.</li> </ul>	<ul style="list-style-type: none"> <li>• Operational guidance for Enforcement produced</li> <li>• Electronic database to track and monitor requests adopted</li> </ul>	<ul style="list-style-type: none"> <li>• Enforcement</li> <li>• Care For Your Area</li> <li>• EGDS</li> </ul>	<ul style="list-style-type: none"> <li>• Complete Jan 2019</li> </ul>
2.	That the Enforcement Service investigate the feasibility of introducing, where appropriate, the approach adopted by Middlesbrough Council where persistent offenders are sent letters asking them to refrain from verge parking and recouping the repair costs if the verge parking continues.	<ul style="list-style-type: none"> <li>• Adoption of an inspection process of grass verge damage with the production of intervention triggers of when to seek recovery of damages.</li> </ul>	<ul style="list-style-type: none"> <li>• Process adopted and into the Enforcement Operational guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• Enforcement</li> <li>• Care For Your Area</li> </ul>	<ul style="list-style-type: none"> <li>• March 2019</li> </ul>
3.	That the use of Community Protection Notices, Public Space Protection Orders and Traffic Regulation Orders are in future considered as part of a range of measures to prevent verge parking.	<ul style="list-style-type: none"> <li>• Community Protection Notices to be issued by Enforcement following removal notices being issued to repeat offenders.</li> <li>• Following the flowchart process, Public Space Protection Orders and Traffic Regulation Orders to be implemented as required.</li> </ul>	<ul style="list-style-type: none"> <li>• Reduction in instances of grass verge parking.</li> </ul>	<ul style="list-style-type: none"> <li>• Enforcement</li> <li>• EGDS</li> </ul>	<ul style="list-style-type: none"> <li>• To be reviewed quarterly</li> </ul>

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No.	Recommendation	Proposed Actions/Progress	Success Measures	Responsibility	Date
4.	That Supplementary Planning Documents incorporate detailed guidance and standards on visitor parking for new housing developments.	<ul style="list-style-type: none"> <li>• Details provided to Planning for inclusion in SPDs.</li> </ul>	<ul style="list-style-type: none"> <li>• SPDs adopted</li> </ul>	<ul style="list-style-type: none"> <li>• EGDS Planning</li> </ul>	<ul style="list-style-type: none"> <li>• Subject to SPD adoption process</li> </ul>
5.	That funding of the measures to address verge parking issues be considered in the context of the overall financial position, particularly noting that the Ward Member Community Participation Budgets are included in the Medium Term Financial Plan until 2019/20.	<ul style="list-style-type: none"> <li>• Any developed projects identified through the flowchart process will be considered for appropriate funding through available budgets.</li> </ul>	<ul style="list-style-type: none"> <li>• Appropriate funding resource allocated within the Medium Term Financial Plan</li> </ul>	<ul style="list-style-type: none"> <li>• EGDS</li> </ul>	<ul style="list-style-type: none"> <li>• By March 2020</li> </ul>
6.	That a publicity and awareness raising campaign is established highlighting the damage caused by verge parking and that Place Select Committee are consulted as part of the development of the campaign and all Members supplied with appropriate text and images/leaflets for them to raise awareness within their wards.	<ul style="list-style-type: none"> <li>• Liaise with SBC Comms team to produce an article in Stockton News and campaign leaflets / posters to raise awareness.</li> </ul>	<ul style="list-style-type: none"> <li>• Article and leaflets / posters produced</li> </ul>	<ul style="list-style-type: none"> <li>• EGDS</li> </ul>	<ul style="list-style-type: none"> <li>• Early Autumn 2019</li> </ul>