

APPENDIX 1
ACTION PLAN: Review of Residents Parking Zones

No.	Recommendation	Proposed Actions / Progress	Success Measures	Responsibility	Date
Process					
1	To increase understanding around Residents Parking Zones (RPZs), Stockton-on-Tees Borough Council (SBC) produces and publishes a flowchart outlining the key aspects involved in the process, determination and, if approved, implementation of this scheme.	Flowchart to be produced.	Clear understanding by Members of process.	Joanne Roberts	December 2022
2	<p>SBC revises its existing 'high-level' RPZ policy (making this available on the SBC website and via any other relevant publicly-accessible mechanism) to:</p> <ul style="list-style-type: none"> a) Clearly define the different types of permits available and what these allow / prohibit. b) Provide clear guidance on the eligibility requirements for a RPZ and define what is appropriate (giving any relevant examples). c) Clearly define where a RPZ would not be appropriate (e.g. around schools and not deterring people visiting high-use areas like parks). d) Outline who should be consulted regarding the determination of an RPZ request (i.e. affected residents, business forums, SBC 	RPZ policy to be updated	Clear and concise information to be available that covers points a to d of the recommendation.	Joanne Roberts	April 2023

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	Ward Councillors, Parish / Town Councils).				
3	SBC reviews the current RPZ charging policy, particularly around the cost of business permits, and the maximum quantity of permits per household / business.	Review to be undertaken and findings presented to Committee.	Acceptance of the review	Joanne Roberts	July 2023
4	Ward Councillor briefings are scheduled to raise awareness of a revised RPZ policy, reinforcing eligibility / exclusion criteria and opportunities for Elected Member input during the process (including ways Councillors can feed back on the any issues regarding RPZs in their Ward).	Briefings to be scheduled in appropriate format once processes have been reviewed.	Ward Councillors understand the process.	Joanne Roberts	October 2023
Determination					
5	When responding to a RPZ request, SBC ensures that clearly defined criteria is used to identify the appropriate extents of a RPZ, taking account of the impact this would have on residents, nearby businesses, and visitors to that particular part of the Borough.	Criteria to be defined and included as part of the policy required in recommendation 2.	Agreed criteria will be applied to all requests.	Joanne Roberts	April 2023
6	The revised RPZ policy allows for consideration of permits to be approved for single streets (where appropriate) in addition to the existing 'zonal' approach.	Criteria to be defined and included as part of the policy required in recommendation 2.	Agreed criteria will be applied to appropriate requests.	Joanne Roberts	April 2023

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Implementation					
7	Work is undertaken with the SBC Civic Enforcement team to establish an enforcement plan around existing, and potentially future, RPZs, and that any enforcement action be highlighted via SBC communication platforms as a means of deterring abuse of RPZs.	Enforcement Plan to be developed.	Appropriate levels of enforcement are undertaken.	Sharon Cooney	April 2023
8	A periodic review of any RPZ is included as part of a revised RPZ policy (akin to West Sussex County Council).	A suitable review policy be produced.	Lessons learned are implemented.	Joanne Roberts	April 2023
9	An audit of existing RPZs be undertaken to ensure line markings are clear and signage is appropriate.	Audit undertaken and signage and lining updated as necessary.	Signage and lining in place to ensure TRO is enforceable and in accordance with TSRGD.	Joanne Roberts	July 2023