

**Date:** Monday 15 January 2024 at 4.00 pm

**Venue:** Jim Cooke Conference Suite, Stockton Central Library, Stockton - on - Tees,  
TS18 1TU

**Cllr Richard Eglinton (Chair)**  
**Cllr Katie Weston (Vice-Chair)**

Cllr Michelle Bendelow  
Cllr Shakeel Hussain  
Cllr Marilyn Surtees  
Cllr Sylvia Walmsley

Cllr Stefan Houghton  
Cllr Andrew Sherris  
Cllr Hilary Vickers

## **AGENDA**

- |          |  |                 |
|----------|--|-----------------|
| <b>1</b> | <b>Evacuation Procedure</b>  | (Pages 7 - 8)   |
| <b>2</b> | <b>Apologies for Absence</b>   |                 |
| <b>3</b> | <b>Declarations of Interest</b>  |                 |
| <b>4</b> | <b>Minutes</b>   |                 |
|          | To approve the minutes of the last meeting held on 13 November 2023.   | (Pages 9 - 10)  |
| <b>5</b> | <b>Monitoring: Progress Update on Previously Agreed Recommendations - Scrutiny Review of Burial Provision</b>        | (Pages 11 - 16) |
| <b>6</b> | <b>Monitoring: Progress Update on Previously Agreed Recommendations - Scrutiny Review of Residents Parking Zones</b> | (Pages 17 - 34) |
| <b>7</b> | <b>Scrutiny Review of Domestic Waste Collections, Kerbside Recycling and Green Waste - (Draft) Final Report</b>      |                 |
|          | To receive the draft final report. (To follow)   |                 |
| <b>8</b> | <b>Chair's Update and Place Select Committee Work Programme 2023 - 2024</b>  | (Pages 35 - 36) |

**Members of the Public - Rights to Attend Meeting**

With the exception of any item identified above as containing exempt or confidential information under the Local Government Act 1972 Section 100A(4), members of the public are entitled to attend this meeting and/or have access to the agenda papers.

Persons wishing to obtain any further information on this meeting, including the opportunities available for any member of the public to speak at the meeting; or for details of access to the meeting for disabled people, please

Contact: Scrutiny Support Officer Rachel Harrison on email [rachel.harrison@stockton.gov.uk](mailto:rachel.harrison@stockton.gov.uk)

**KEY - Declarable interests are:-**

- Disclosable Pecuniary Interests (DPI's)
- Other Registerable Interests (ORI's)
- Non Registerable Interests (NRI's)

**Members – Declaration of Interest Guidance**



**Table 1 - Disclosable Pecuniary Interests**

Subject	Description
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
<b>Land and property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licences</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer.
<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

\* 'director' includes a member of the committee of management of an industrial and provident society.

\* 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

## Table 2 – Other Registerable Interest

You must register as an Other Registrable Interest:

- a) any unpaid directorships
- b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

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## **Jim Cooke Conference Suite, Stockton Central Library** **Evacuation Procedure & Housekeeping**

If the fire or bomb alarm should sound please exit by the nearest emergency exit. The Fire alarm is a continuous ring and the Bomb alarm is the same as the fire alarm however it is an intermittent ring.

If the Fire Alarm rings exit through the nearest available emergency exit and form up in Municipal Buildings Car Park.

The assembly point for everyone if the Bomb alarm is sounded is the car park at the rear of Splash on Church Road.

The emergency exits are located via the doors between the 2 projector screens. The key coded emergency exit door will automatically disengage when the alarm sounds.

The Toilets are located on the Ground floor corridor of Municipal Buildings next to the emergency exit. Both the ladies and gents toilets are located on the right hand side.

### **Microphones**

During the meeting, members of the Committee, and officers in attendance, will have access to a microphone. Please use the microphones, when directed to speak by the Chair, to ensure you are heard by the Committee.

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## PLACE SELECT COMMITTEE

A meeting of Place Select Committee was held on Monday 13 November 2023.

**Present:** Cllr Richard Eglington (Chair), Cllr Katie Weston (Vice-Chair), Cllr Michelle Bendelow, Cllr John Coulson (sub for Cllr Andrew Sherris), Cllr Stefan Houghton, Cllr Marilyn Surtees, Cllr Hilary Vickers, Cllr Sylvia Walmsley (sub for Cllr Ray Godwin) and Cllr Alan Watson.

**Officers:** Reuben Kench, Abigail Kiddell, Dale Rowbotham, Edward Tannahill, Craig Willows (CS,E&C) and Rebecca Saunders-Thompson (DoCS).

**Also in attendance:** Mike Gardner (WRAP)

**Apologies:** Cllr Ray Godwin and Cllr Andrew Sherris.

### **PLA/17/23 Evacuation Procedure**

The Committee noted the evacuation and housekeeping procedure.

### **PLA/18/23 Declarations of Interest**

There were no declarations of interest.

### **PLA/19/23 Minutes**

AGREED the minutes of the meeting held on 9 October 2023 be confirmed as a correct record and signed by the Chair.

### **PLA/20/23 Monitoring of Previously Agreed Recommendations: Progress Update - Scrutiny Review of Highways Asset Management (including Potholes and Flooding)**

The Select Committee considered a progress update including assessments of progress following implementation of the recommendations from the Scrutiny Review of Highways Asset Management (including Potholes and Flooding). The aim of the review was to evaluate the opportunities for maintaining the Highways Infrastructure Asset as efficiently as possible, both now and in the future. This was set within the context of increasing demands, financial pressures, and climate change issues.

This was the second time the update had been presented to the Committee. There was one outstanding recommendation.

AGREED that the Progress Update be noted and the assessments of progress be confirmed.

### **PLA/21/23 Scrutiny Review of Domestic Waste Collections, Kerbside Recycling and Green Waste**

The Select Committee received a follow up presentation on waste and recycling in Stockton-on-Tees, from a Local Authority Technical Consultant from the Waste and Resources Action Programme (WRAP), which included:

- WRAP Support
- Content (findings from the assessment of the alternative collection scenarios)
- Scenario 1
- Scenario 2
- Scenario 3
- Scenario 4
- Summary of the Simpler Recycling reforms
- What did we find?
- Data - Projected tonnes of residual waste (including contamination from dry recycling) for each scenario
- Data – Projected residual tonnage relative to the baseline for each scenario
- Projected overall recycling rate for each scenario
- Carbon impact (tonnes CO2e) for each scenario
- Carbon impact (tonnes CO2e) by waste stream for each scenario
- Projected number of staff relative to the baseline for each scenario
- Evaluation

The main issues highlighted from the presentations and discussed were as follows:

- A discussion on the collection of garden waste was held. It was explained that it was now a requirement for local authorities to collect garden waste separately and this service could be chargeable. Two-thirds of local authorities currently charged for the collection of green waste and Stockton-on-Tees Borough Council was included in the remaining third that did not currently charge. It was acknowledged that some residents would deposit their green waste in their residual bin. In general, those who currently paid for a garden waste service tended to have larger gardens or produced a higher amount of garden waste.

AGREED that the information be noted.

### **PLA/22/23 Chair's Update and Select Committee Work Programme 2023 - 2024**

Consideration was given to the Work Programme.

Members were reminded that a site visit was due to take place on Thursday 30 November 2023. Members were asked to meet in the reception of Municipal Buildings at midday.

The next meeting would be held on Monday 11 December 2023. This would be an informal summary of evidence session held via Teams.

AGREED that the Work Programme be noted.

### **PLA/23/23 Exclusion of the Public**

AGREED that under Section 100A of Part 1 of Schedule 12A of the Local Government Act 1972, the press & public be excluded from the meeting on the grounds that it is likely to discuss exempt information as defined in Paragraph 3 of the Act.

## Agenda Item

### Place Select Committee

15 January 2024

## PROGRESS UPDATES ON PREVIOUSLY AGREED RECOMMENDATIONS

### Summary

Members are asked to consider the evidence and assessments of progress contained within the attached Progress Update on the implementation of previously agreed recommendations in relation to the review of Burial Provision. The Committee’s final report can be accessed via the following link:  
<https://moderngov.stockton.gov.uk/Data/Cabinet/202105201630/Agenda/att40517.pdf>

### Detail

1. Following the Cabinet consideration of scrutiny reports, accepted recommendations are then subject to a monitoring process to track their implementation.
2. Two main types of report are used. Initially this is by means of Action Plans detailing how services will be taking forward agreed recommendations. This is then followed by a Progress Update report approximately 12 months after the relevant Select Committee has agreed the Action Plan. Evidence is submitted by the relevant department together with an assessment of progress against all recommendations. Should members of the Select Committee agree, those recommendations which have reached an assessment of ‘1’ are then signed off as having been completed.
3. If any recommendations remain incomplete, or if the Select Committee does not agree with the view on progress, the Select Committee may ask for a further update.
4. The assessment of progress for each recommendation should be categorised as follows:

1	Achieved (Fully)	The evidence provided shows that the recommendation has been fully implemented within the timescale specified.
2	On Track (but not yet due for completion)	The evidence provided shows that implementation of the recommendation is on track but the timescale specified has not expired.
3	Slipped	The evidence shows that progress on implementation has slipped.

		An anticipated date by which the recommendation is expected to become achieved should be advised and the reasons for the delay.
4	Not Achieved	The evidence provided shows that the recommendation has not been fully achieved.  An explanation for non-achievement of the recommendation would be provided.

5. For progress update reports following the completion of a review, the relevant Link Officer(s) will be in attendance.
6. **Appendix 1** (Review of Burial Provision) sets out the outstanding recommendations for this Committee. Members are asked to review the update and indicate whether they agree with the assessments of progress.

**Name of Contact Officer:** Rebecca Saunders-Thompson  
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**APPENDIX 1**  
**PROGRESS UPDATE: Review of Burial Provision**

<b>SCRUTINY MONITORING – PROGRESS UPDATE</b>	
<b>Review:</b>	<b>Burial Provision</b>
<b>Link Officer/s:</b>	<b>Dale Rowbotham</b>
<b>Action Plan Agreed:</b>	<b>September 2021</b>

Updates on the progress of actions in relation to agreed recommendations from previous scrutiny reviews are required approximately 12 months after the relevant Select Committee has agreed the Action Plan. Progress updates must be detailed, evidencing what has taken place regarding each recommendation – a grade assessing progress should then be given (see end of document for grading explanation). Any evidence on the impact of the actions undertaken should also be recorded for each recommendation.

<b>Recommendation 1:</b>	<p><b>That a new burial site be provided that would meet the following criteria:</b></p> <ul style="list-style-type: none"> <li>• <b>Located in the central or western areas of the Borough</b></li> <li>• <b>Provision for more than 100 years</b></li> <li>• <b>Accessible via public transport</b></li> <li>• <b>Preferably land already owned by Stockton Borough Council</b></li> </ul>
Responsibility:	Place Development / Property and Valuation / RICS Surveyor
Date:	February 2022
Agreed Action:	Landowner discussions – initial non-committal enquiries to ascertain whether landowner would be amenable to sell and for what price.
Agreed Success Measure:	Identification of suitable option(s).
Evidence of Progress (September 2022):	An independent surveyor with expertise in rural estates has been engaged to act on behalf of the local authority and to enter into negotiations with the landowners on our behalf. This has been targeted on the sites considered to be most feasible. We are awaiting responses from landowners and their agents.
Assessment of Progress (September 2022): (include explanation if required)	<b>3 (Slipped)</b>
Evidence of Impact (September 2022):	Whilst a delay has occurred this is owing to external factors.
Evidence of Progress (January 2024):	Discussions have been continuing with landowners via our third independent agent. Further discussions would proceed following confirmation of the suitability of sites.
Assessment of Progress	<b>3 (Slipped)</b>

**APPENDIX 1**  
**PROGRESS UPDATE: Review of Burial Provision**

(January 2024): (include explanation if required)	
Evidence of Impact (January 2024):	Delays have occurred owing to necessity for on-going liaison with landowners and related legal matters associated with the complex land and property matters which have delayed the ability to progress site investigations.

<b>Recommendation 2:</b>	<b>That officers undertake further surveys and investigations into potential sites to determine if they are suitable for burial provision.</b>
Responsibility:	Place Development
Date:	March 2022
Agreed Action:	Identification of capital and revenue funding.
Agreed Success Measure:	Identification of capital and revenue funding.
Evidence of Progress (September 2022):	Whilst indicative costs have been identified for the project this will need to be considered further as the project progresses. At the current time no provision has been made within the MTFP.
Assessment of Progress (September 2022): (include explanation if required)	<b>3 (Slipped)</b>
Evidence of Impact (September 2022):	
Evidence of Progress (January 2024):	Whilst indicative costs have been identified for the project this will need to be considered further as the project progresses. At the current time no provision has been made within the MTFP.
Assessment of Progress (January 2024): (include explanation if required)	<b>3 (Slipped)</b>
Evidence of Impact (January 2024):	
Responsibility:	Relevant experts
Date:	May 2022 (subject to landowner agreement)
Agreed Action:	Necessary surveys of sites identified as suitable option(s). Council and private land as relevant.
Agreed Success Measure:	Identification of suitable option(s).

**APPENDIX 1**  
**PROGRESS UPDATE: Review of Burial Provision**

Evidence of Progress (September 2022):	Cannot proceed until responses have been received from landowners and their agents.
Assessment of Progress (September 2022): (include explanation if required)	<b>3 (Slipped)</b>
Evidence of Impact (September 2022):	Whilst a delay has occurred this is owing to external factors.
Evidence of Progress (January 2024):	Ongoing dialogue has occurred with landowners to help facilitate site surveys to confirm the suitability of sites. Whilst progress is being made this has been delayed owing to the current use of sites and the complexity of land and property matters.
Assessment of Progress (January 2024): (include explanation if required)	<b>3 (Slipped)</b>
Evidence of Impact (January 2024):	Whilst a delay has occurred this is owing to external factors, and we are hopeful that these can be resolved to allow required surveys to proceed.

<b>Recommendation 3:</b>	<b>That consideration is given to an additional, smaller burial site in the south of the Borough and that officers consult with the appropriate Ward Members and Town and Parish Councils to determine if this can be facilitated through collaboration.</b>
Responsibility:	Community Services and Transport / Place Development
Date:	Ongoing
Agreed Action:	Continue to engage with Ward Members and Town and Parish Councils to support them as required.
Agreed Success Measure:	Continued engagement and identification of a suitable option(s).
Evidence of Progress (September 2022):	A number of discussions have occurred with Town and Parish Councils on burial requirements and advice offered. Continue to offer support in discussing requirements.
Assessment of Progress (September 2022): (include explanation if required)	<b>2 (On-Track)</b>
Evidence of Impact (September 2022):	
Evidence of Progress (January 2024):	Discussions have taken place with Town and Parish Councils and officers from Regeneration and Legal. This will continue when land is identified.

**APPENDIX 1**  
**PROGRESS UPDATE: Review of Burial Provision**

Assessment of Progress (January 2024): (include explanation if required)	<b>1 (Fully Achieved)</b>
Evidence of Impact (January 2024):	

<b>Assessment of Progress Gradings:</b>	<b>1</b> Fully Achieved	<b>2</b> On-Track	<b>3</b> Slipped	<b>4</b> Not Achieved
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## Agenda Item

### Place Select Committee

15 January 2024

## PROGRESS UPDATES ON PREVIOUSLY AGREED RECOMMENDATIONS

### Summary

Members are asked to consider the evidence and assessments of progress contained within the attached Progress Update on the implementation of previously agreed recommendations in relation to the review of Residents Parking Zone. The Committee’s final report can be accessed via the following link:  
<https://moderngov.stockton.gov.uk/Data/Cabinet/202207141630/Agenda/att42992.pdf>

### Detail

1. Following the Cabinet consideration of scrutiny reports, accepted recommendations are then subject to a monitoring process to track their implementation.
2. Two main types of report are used. Initially this is by means of Action Plans detailing how services will be taking forward agreed recommendations. This is then followed by a Progress Update report approximately 12 months after the relevant Select Committee has agreed the Action Plan. Evidence is submitted by the relevant department together with an assessment of progress against all recommendations. Should members of the Select Committee agree, those recommendations which have reached an assessment of ‘1’ are then signed off as having been completed.
3. If any recommendations remain incomplete, or if the Select Committee does not agree with the view on progress, the Select Committee may ask for a further update.
4. The assessment of progress for each recommendation should be categorised as follows:

1	Achieved (Fully)	The evidence provided shows that the recommendation has been fully implemented within the timescale specified.
2	On Track (but not yet due for completion)	The evidence provided shows that implementation of the recommendation is on track but the timescale specified has not expired.
3	Slipped	The evidence shows that progress on implementation has slipped.

		An anticipated date by which the recommendation is expected to become achieved should be advised and the reasons for the delay.
4	Not Achieved	<p>The evidence provided shows that the recommendation has not been fully achieved.</p> <p>An explanation for non-achievement of the recommendation would be provided.</p>

5. For progress update reports following the completion of a review, the relevant Link Officer(s) will be in attendance.
6. **Appendix 1** (Review of Residents Parking Zone) sets out the outstanding recommendations for this Committee. Members are asked to review the update and indicate whether they agree with the assessments of progress.

**Name of Contact Officer:** Rebecca Saunders-Thompson  
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## APPENDIX 1

### PROGRESS UPDATE: Review of Residents Parking Zones

<b>SCRUTINY MONITORING – PROGRESS UPDATE</b>	
<b>Review:</b>	<b>Residents Parking Zones</b>
<b>Link Officer/s:</b>	<b>Joanne Roberts</b>
<b>Action Plan Agreed:</b>	<b>September 2022</b>

Updates on the progress of actions in relation to agreed recommendations from previous scrutiny reviews are required approximately 12 months after the relevant Select Committee has agreed the Action Plan. Progress updates must be detailed, evidencing what has taken place regarding each recommendation – a grade assessing progress should then be given (see end of document for grading explanation). Any evidence on the impact of the actions undertaken should also be recorded for each recommendation.

<b>Recommendation 2:</b>	<p><b>SBC revises its existing ‘high-level’ RPZ policy (making this available on the SBC website and via any other relevant publicly-accessible mechanism) to:</b></p> <ul style="list-style-type: none"> <li><b>a) Clearly define the different types of permits available and what these allow / prohibit.</b></li> <li><b>b) Provide clear guidance on the eligibility requirements for a RPZ and define what is appropriate (giving any relevant examples).</b></li> <li><b>c) Clearly define where a RPZ would not be appropriate (e.g. around schools and not deterring people visiting high-use areas like parks).</b></li> <li><b>d) Outline who should be consulted regarding the determination of an RPZ request (i.e. affected residents, business forums, SBC Ward Councillors, Parish / Town Councils).</b></li> </ul>
Responsibility:	Joanne Roberts
Date:	April 2023
Agreed Action:	RPZ policy to be updated.
Agreed Success Measure:	Clear and concise information to be available that covers points a to d of the recommendation.
Evidence of Progress (March 2023):	A framework for the Policy is in draft. Appropriate consultation will be undertaken following the election in May.
Assessment of Progress (March 2023): (include explanation if required)	2
Evidence of Impact	

## APPENDIX 1

### PROGRESS UPDATE: Review of Residents Parking Zones

(March 2023):	
Evidence of Progress (January 2024):	New policy has been developed to incorporate all changes set out in recommendation 2, detailed across pages 5 and 6 of the policy.
Assessment of Progress (January 2024): (include explanation if required)	1
Evidence of Impact (January 2024):	To be approved by Cabinet Member and published on SBC website February 2024, following scrutiny update in Jan 24.

<b>Recommendation 3:</b>	<b>SBC reviews the current RPZ charging policy, particularly around the cost of business permits, and the maximum quantity of permits per household / business.</b>
Responsibility:	Joanne Roberts
Date:	July 2023
Agreed Action:	Review to be undertaken and findings presented to Committee.
Agreed Success Measure:	Acceptance of the review.
Evidence of Progress (March 2023):	This is in draft format and will be presented to committee following the election.
Assessment of Progress (March 2023): (include explanation if required)	2
Evidence of Impact (March 2023):	
Evidence of Progress (January 2024):	1
Assessment of Progress (January 2024): (include explanation if required)	<p>Benchmarking carried out across Tees Valley and North East, which shows SBC have the lowest fee and ongoing administration and enforcements costs do not justify an increase at this time.</p> <p>Business permits are only issued for those vehicles that require frequent daily trips in and out the zone and therefore their fee is higher to discourage avoiding parking charges and promote alternative sustainable transport methods.</p> <p>Regarding maximum number of permits, there is no consistent approach that can be applied across all RPZ's due to limited capacity, we are in receipt of no direct requests to do so:</p>
Evidence of Impact	<ul style="list-style-type: none"> <li>West Stockton – Oversubscribed based on existing allocation.</li> </ul>

## APPENDIX 1 PROGRESS UPDATE: Review of Residents Parking Zones

(January 2024):	<ul style="list-style-type: none"> <li>• Trinity Gardens – limited additional capacity (16 spaces only, but 278 properties within zone).</li> <li>• Yarm - oversubscribed with significant parking issues already present on both West Street and High Street.</li> <li>• Eaglescliffe – No evidence to suggest significant take-up (only 66 permits between 152 residents), likely as dual use bays within RPZ meaning you can stay for 2 hours and don't require a permit after 5PM.</li> <li>• No evidence to suggest significant take-up, likely as dual use bays within</li> <li>• Hardwick – potential to increase number of permits per household from 3 to 4.</li> </ul>
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<b>Recommendation 4:</b>	<b>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).</b>
Responsibility:	Joanne Roberts
Date:	October 2023
Agreed Action:	Briefings to be scheduled in appropriate format once processes have been reviewed.
Agreed Success Measure:	Ward Councillors understand the process.
Evidence of Progress (March 2023):	Meetings to be scheduled with Members following the election.
Assessment of Progress (March 2023): (include explanation if required)	2
Evidence of Impact (March 2023):	
Evidence of Progress (January 2024):	Scheduled for March 2024 Members briefing.
Assessment of Progress (January 2024): (include explanation if required)	1 – subject to completion of Members briefing.
Evidence of Impact (January 2024):	

<b>Recommendation 5:</b>	<b>When responding to a RPZ request, SBC ensures that clearly defined criteria is used to identify the appropriate extents of a RPZ, taking</b>
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## APPENDIX 1

### PROGRESS UPDATE: Review of Residents Parking Zones

	<b>account of the impact this would have on residents, nearby businesses, and visitors to that particular part of the Borough.</b>
Responsibility:	Joanne Roberts
Date:	April 2023
Agreed Action:	Criteria to be defined and included as part of the policy required in recommendation 2.
Agreed Success Measure:	Agreed criteria will be applied to all requests.
Evidence of Progress (March 2023):	A framework for the Policy is in draft that will include this specific recommendation. Appropriate consultation will be undertaken following the election in May.
Assessment of Progress (March 2023): (include explanation if required)	2
Evidence of Impact (March 2023):	
Evidence of Progress (January 2024):	Detailed across Pages 3, 4 and 5 of Policy.
Assessment of Progress (January 2024): (include explanation if required)	1
Evidence of Impact (January 2024):	

<b>Recommendation 6:</b>	<b>The revised RPZ policy allows for consideration of permits to be approved for single streets (where appropriate) in addition to the existing 'zonal' approach.</b>
Responsibility:	Joanne Roberts
Date:	April 2023
Agreed Action:	Criteria to be defined and included as part of the policy required in recommendation 2.
Agreed Success Measure:	Agreed criteria will be applied to appropriate requests.
Evidence of Progress (March 2023):	A framework for the Policy is in draft that will consider this specific recommendation. Appropriate consultation will be undertaken following the election in May.

## APPENDIX 1 PROGRESS UPDATE: Review of Residents Parking Zones

Assessment of Progress (March 2023): (include explanation if required)	2
Evidence of Impact (March 2023):	
Evidence of Progress (January 2024):	Policy developed to detail eligibility criteria, including where RPZ's would be appropriate for single streets on Page 5.
Assessment of Progress (January 2024): (include explanation if required)	1
Evidence of Impact (January 2024):	

<b>Recommendation 7:</b>	<b>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.</b>
Responsibility:	Richard Bradford
Date:	April 2023
Agreed Action:	Enforcement Plan to be developed.
Agreed Success Measure:	Appropriate levels of enforcement are undertaken.
Evidence of Progress (March 2023):	To follow on from Policy.
Assessment of Progress (March 2023): (include explanation if required)	2
Evidence of Impact (March 2023):	
Evidence of Progress (January 2024):	Civic Enforcement Officers (CEO's) are actively encouraged to act in an ambassadorial role assisting motorists to find alternative parking opportunities where an opportunity to speak with and seek the cooperation of motorists exist. Officers are encouraged to provide help and assistance including directions to encourage visitors and support local residents and businesses.  Additional communications including as a banner item at the renewal stage for resident and visitor permit stating:

## APPENDIX 1

### PROGRESS UPDATE: Review of Residents Parking Zones

	<p>Enforcement of residents permit parking schemes is undertaken by the Council's Civic Enforcement Team. Penalty Charge Notices will be issued to vehicles parked in contravention of parking controls within a zone.</p> <p>The Council reserves the right to revoke permits in situations where misuse is suspected including, but not restricted to; tampering with a permit, no longer meeting the eligibility criteria for a permit, or supplying a permit to others who are not eligible.</p>
Assessment of Progress (January 2024): (include explanation if required)	1 – Enforcement strategy will be continually reviewed in response to ongoing issues and priorities.
Evidence of Impact (January 2024):	

<b>Recommendation 8:</b>	<b>A periodic review of any RPZ is included as part of a revised RPZ policy (akin to West Sussex County Council).</b>
Responsibility:	Joanne Roberts
Date:	April 2023
Agreed Action:	A suitable review policy be produced.
Agreed Success Measure:	Lessons learned are implemented.
Evidence of Progress (March 2023):	A framework for the Policy is in draft that will include this specific recommendation. Appropriate consultation will be undertaken following the election in May.
Assessment of Progress (March 2023): (include explanation if required)	2
Evidence of Impact (March 2023):	
Evidence of Progress (January 2024):	<p>Review of any new RPZ to be undertaken within 18 months of implementation to understand if the scheme achieved its objectives, based on the following criteria:</p> <ul style="list-style-type: none"> <li>• Officer surveys to assess the impact of the scheme on traffic flow and parking availability.</li> <li>• Financial analysis to determine the cost and revenue of the scheme.</li> <li>• Resident and Ward Councillor consultation.</li> </ul>
Assessment of Progress	1 – subject to the introduction of any new RPZ



## APPENDIX 1 PROGRESS UPDATE: Review of Residents Parking Zones

(January 2024): (include explanation if required)	
Evidence of Impact (January 2024):	

<b>Recommendation 9:</b>	<b>An audit of existing RPZs be undertaken to ensure line markings are clear and signage is appropriate.</b>
Responsibility:	Joanne Roberts
Date:	July 2023
Agreed Action:	Audit undertaken and signage and lining updated as necessary.
Agreed Success Measure:	Signage and lining in place to ensure TRO is enforceable and in accordance with TSRGD.
Evidence of Progress (March 2023):	Not yet started, still in line with the recommendation.
Assessment of Progress (March 2023): (include explanation if required)	2
Evidence of Impact (March 2023):	
Evidence of Progress (January 2024):	1 – subject to works programme delivery in 2024/25 financial year.
Assessment of Progress (January 2024): (include explanation if required)	Review of all signage complete, scope of works agreed, and programme issued to SBC Highway Operations to deliver in 2024/25.
Evidence of Impact (January 2024):	

<b>Assessment of Progress Gradings:</b>	<b>1</b> Fully Achieved	<b>2</b> On-Track	<b>3</b> Slipped	<b>4</b> Not Achieved
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# Residents Parking Zone Policy

## Criteria, Process, Eligibility and Enforcement



# Policy details

<b>Version</b>	1
<b>Date</b>	February 2024
<b>Approved by</b>	Cabinet Member for Environment & Transport
<b>Review date</b>	Every 2 years

DRAFT



## Introduction

Stockton-on-Tees Borough Council, acting as the local highway authority, possesses a variety of powers and responsibilities under which it maintains and enhances the highway network. This policy offers a framework for considering the introduction or expansion of Resident Parking Zones (RPZs) in a transparent and consistent manner across the Borough, especially in light of the growing pressure on the highway network due to the increase in motor vehicle ownership.

This policy serves as a guideline for those submitting requests, outlining the criteria that potential RPZ should meet before they are considered for further investigation. It ensures that all proposals are evaluated fairly and effectively, contributing to the overall improvement of our transportation infrastructure.

## What is a Residents Parking Zone?

Resident Parking Zones (RPZs) prioritise residents over other motorists by providing designated parking bays for permit holders. While it doesn't guarantee a space outside one's home, it manages on-street parking effectively, discouraging shopper or commuter parking and encouraging the use of off-street facilities.

There is no legal right to park on the highway, nor do residents have an entitlement to park on the street in front of their property and instances of limited parking may occur in residential areas near town centres, hospitals, and railway stations is common.

## Process

Whilst an RPZ must meet our approved criteria, and whilst they may provide a better opportunity for residents to park near their homes, it is important to be aware of the implications of a residents parking zone from the outset.

### Advantages of a zone:

- Gives priority to residents to park in a particular area during specified times.
- Vehicles parking in designated bays in an orderly manner.
- Improved road safety due to reducing the number of vehicles parking in an obstructive or unsafe manner.
- Encourage the use of alternative modes of transport through limited on-street parking.
- Improved air quality through more efficient traffic movement and fewer vehicles.

### Disadvantages of a zone:

- No guarantee of a parking space even with a valid permit and you still may not be able to park directly outside of your property.
- Reduced number of vehicular spaces once parking bays are marked out in accordance with requisite standards.
- A permit is issued at a cost to the applicant for parking, permits are not free.

- May not solve the problem when there are more resident or visitor vehicles than road capacity, especially at night.
- The introduction of a scheme may create or worsen parking problems in adjacent areas or inhibit commercial and non-residential activities in the area.
- Additional street furniture including road signs and road markings will be required for enforcement of the scheme.
- Cost of introduction and management.

Any scheme implemented would need to be the most effective way of addressing the existing parking issue and be designed to balance the needs of the area so, for example, a commuter parking issue may need a different approach to an area where issues are mainly associated with hospital parking.

## The legal process

An RPZ is implemented by a Traffic Regulation Order using the Road Traffic Regulation Act 1984. Residents and businesses within a proposed scheme and interested parties such as a Business Forums in addition to local Ward Councillors and Town /Parish Council are consulted and given opportunity to feedback their views. Traffic Regulation Orders are processed in accordance with statutory procedures and advertised as required by the “Local Authorities Traffic Orders (Procedure) (England & Wales)) Regulations 1989” as amended. This includes observing an objection period for a minimum 21 days during which representations to the proposed Order may be made and considered in accordance with the Council’s constitution. Legislation does not allow for a residents parking scheme to be introduced on a temporary or experimental basis.

Designated parking bays are marked out (at a minimum of 1.80 metres wide) on the road and generally designated for use by permit holders only, although in some RPZ’s bays are dual use and have limited waiting or Pay & Display controls also in place, the times of operation and any other applicable parking controls in effect are displayed on upright signs at required intervals.

These signs and markings are required for enforcement of the scheme and cannot be omitted. Traffic signs and road markings are prescribed in the Traffic Signs Regulations & General Directions 2016 and Traffic Signs Manual.

Where road width does not allow for parking bays to be marked on both sides of the road, one side may be provided with yellow lines to prohibit parking, to ensure parking is not simply displaced to the other side of the road.

## Where can a zone be introduced?

For newer developments, consideration of parking and car ownership levels should be considered at the Planning application stage, reducing the need for resident parking zones.

Requests for individual roads may be considered only in exceptional circumstances, such as a significant road safety problem, or unique situations to the area, but not arising from an individual household. Other options to address the issue on an individual road will be investigated first.

## Eligibility criteria

The Council will investigate requests to provide new RPZ upon request from a residents group or association, a community group or stakeholder association. Prior to an investigation, all requests must be able to demonstrate the following:

- High demand for on-street parking due to factors like nearby parking charges.
- Availability of alternative parking such as off-street car parks.
- Limited or no off-street parking for residents, resulting in at least half of the properties in an area relying on on-street parking.
- Difficulty for residents to find a parking space near their homes that is not caused by neighbours, other residents, or visitors.
- Parking issues that are not related to school traffic or high use areas such as leisure facilities and parks.
- Parking issues that are not temporary due to construction works or enforcement of existing restrictions.
- A proposed area that consists of clearly defined streets to prevent parking displacement to surrounding streets.
- Affected roads must be adopted highway.
- Evidence of support in principle from local Ward Councillors

## Investigation

If all of the above criteria are satisfied, the Council would progress an investigation to include:

- Formal parking survey to determine:
  - The on-street capacity and demand, considering both traffic and pedestrian needs.
  - Extent and source of non-resident parking in the area.
  - If there is sufficient on-street capacity to accommodate capacity demands
- Officer survey to determine minimum carriageway widths as follows:
  - A minimum of 3.25 metres between bays marked on both sides or between outer edge of bay and kerb line for bays marked on one side only.
  - A minimum of 5.05 metres for marked bays on one side only or 6.85 metres for marked bays on both sides.
- Support from the Civic Enforcement Team, including Parish Council or Business Improvement District where appropriate.
- Support from two thirds of respondents supporting the proposed scheme in the consultation.

A scheme will not be progressed if it fails to meet the specified criteria.

## Funding for residents parking zones

The implementation of an RPZ may require a parking survey to be carried out, consultation with properties within the proposed scheme as well as the Traffic Regulation Order statutory consultation and associated signing and lining. There are also ongoing costs associated with

administration of the permits, enforcement of the final scheme and maintenance of the signs and road markings to ensure it continues to be effective.

Funding can be from core Council transport budgets where there is a demonstrable road safety or highway network benefit or via Ward Transport Budget if it is a priority for elected Members or by securing planning agreements if there is a need for a scheme because of new development in the area.

Any RPZ must be self-financing with the costs of permits covering the ongoing costs of administration and enforcement. This will be reviewed within 18 months of the implementation of an RPZ and periodically following that.

## Permits

Permits must be renewed annually, and it is the responsibility of the permit holder to ensure applications and renewals are submitted in a timely manner and that the information provided is up to date. Paper permits where applicable should be displayed in the vehicle windscreen. Permits are issued for cars or other passenger vehicles with seating for not more than 8 people and goods vehicles under 1.5 tons.

The types of permits eligible to park within the residents permit zone may include:

### Residents Permit

To reduce the demand for parking, we must limit the number of parking permits to three per property. Residents of properties within the RPZ can apply for a permit to park in the designated bays during the hours of operation. If residents do not need this option, they do not need a permit. The permits are linked to the vehicle registration and the eligible properties are listed on the Council's website. Applicants must also provide the following documents:

- For hire and lease vehicles: the agreement from the company that shows the applicant's name and other evidence as listed on the Council's website.
- For company vehicles: a letter from the company Secretary/Director on headed paper that states that the vehicle on the V5 is used solely by the applicant and other evidence as listed on the Council's website.

The V5 document must show that the property is the applicant's main place of residence.

Blue Badge holders are currently exempt from the residents parking bay restrictions providing a valid badge is correctly displayed and may also park on single or double yellow lines for up to 3 hours in places where it would not cause an obstruction or danger to other road users.

### Visitors Permit

Residents can buy visitor permits for their guests to park in the residents permit bays. Applicants need to show proof of address, such as a utility bill. Each property can have one visitor permit, or two if they have no resident permits. This applies to all zones except those areas that may have unique circumstances.



## Business Permit

Businesses within an RPZ can buy business parking permits for vehicles that are needed for frequent business operations. The permit is only valid when the vehicle is being used to carry out works and is intended to facilitate the essential operations of a business, such as deliveries and client visits, not to provide cheaper parking for employees.

Applicants need to provide the vehicle details and proof that it is used for business purposes, such as a letter from the company Secretary, Director or another authorised person on business headed paper.

## All-zone Permit

An all-zone permit will be issued to people whose work requires multiple visits within resident parking zones on a regular basis such as health care visitors, social workers, and carers.

The application must be formally supported by a letter from the company Secretary, Director or person with suitable authority stating that the vehicle which the permit applies to is used for the purpose intended and not for an entitlement to park outside a place of work within or near to a residents parking zone.

Only an 'All Zone' permit is transferrable between other residents parking schemes.

## Permit Costs

There is an annual cost per permit of £10 for residents, visitors and all zone permits, and £50 for business permits. Business Permits are charged a higher fee than Residents Permits to help manage parking on-street parking demand and encourage the use of off-street parking or sustainable transport models.

If a paper permit is lost, destroyed, or stolen a duplicate can be issued and the original permit can be cancelled. An administration charge of £10 applies; if the permit is stolen and a crime number can be produced the fee will be waived. If a paper permit becomes faded or defaced, it should be handed in at a Customer Service Centre for a free replacement to be issued.

The cost of permits should cover administration and enforcement of the scheme and therefore may incur incremental increases to ensure the scheme is self-funding.

## Electric Vehicles

All Electric Vehicle's (EV) will require a permit to park within an RPZ. It is not permitted to run cables from an EV charge point across the pavement to a vehicle parked within an RPZ.

## Enforcement

Following Decriminalised Parking Enforcement powers delegated to Stockton Borough Council in 2004, enforcement of residents permit parking zones is undertaken by the Council's Civic Enforcement Team using permit management software for virtual permits if available, or by visually inspecting windscreens for a permit to identify whether a vehicle is eligible to be parked. Penalty Charge Notices will be issued to vehicles parked in contravention of parking controls within a zone and that applies to both the inspection of permits and compliance with yellow line restrictions or limited waiting restrictions.

These notices can vary in value. The initial penalty charge is either £70 or £50 depending upon the contravention, but an early payment discount of 50% is available if paid within 14 days. If it is left unpaid and action is required by the Council (to include obtaining registered keeper details, sending further notices out) it can increase by 50%. Any unpaid notice is passed to the Council's Enforcement Agents who are permitted to add on their costs. A right of appeal does exist at various stages, even on the day the notice is issued. This process applies to both the inspection of permits and the compliance with yellow line restrictions.

Enforcement is evidence led to ensure that it assists with the delivery of the Council's wider objectives. Streets receiving the highest number of visits are those where contraventions have the greatest impact on road safety, and severely affect free-flowing traffic conditions and motorists are most likely to require assistance to find parking opportunities and avoid potential penalties.

The Council reserves the right to revoke permits in situations where misuse is suspected including, but not restricted to; tampering with a permit, no longer meeting the eligibility criteria for a permit, or supplying a permit to others who are not eligible.

## Monitoring and review

Following the introduction of a new Resident Parking Zone, the scheme will be evaluated between 6-18 months from the date of implementation based on the following criteria:

- Officer surveys to assess the impact of the scheme on traffic flow and parking availability.
- Financial analysis to determine the cost and revenue of the scheme.
- Resident and Ward Councillor consultation.

Any further amendments could then be consolidated into a single package of improvements based upon evaluation results.

## Place Select Committee Work Programme 2023-2024

<b>Date (2pm unless stated)</b>	<b>Topic</b>	<b>Attendance</b>
<b>Monday 10 July 2023</b>	Overview Reports <ul style="list-style-type: none"> <li>• Town Centres Development</li> <li>• Environment, Leisure &amp; Green Infrastructure</li> <li>• Community Services</li> <li>• Inclusive Growth &amp; Development</li> <li>• Housing and A Fairer Stockton-on-Tees</li> </ul>	Cllr Nigel Cooke/ Cllr Clare Gamble/ Cllr Norma Stephenson OBE/ Garry Cummings/ Reuben Kench/ Ann Workman/ Carolyn Nice/ Neil Mitchell/ Craig Willows
<b>Monday 11 September 2023</b>	Scrutiny Review of Domestic Waste Collections, Kerbside Recycling and Green Waste Collections <ul style="list-style-type: none"> <li>• Scope and Project Plan</li> </ul>	Dale Rowbotham/ Craig Willows
<b>Monday 9 October 2023</b>	Scrutiny Review of Domestic Waste Collections, Kerbside Recycling and Green Waste Collections <ul style="list-style-type: none"> <li>• Evidence Gathering</li> </ul>	Dale Rowbotham/ Craig Willows/Mike Gardner
<b>Monday 13 November 2023</b>	Monitoring: Progress Update - Highways Asset Management (including Potholes and Flooding)  Scrutiny Review of Domestic Waste Collections, Kerbside Recycling and Green Waste Collections <ul style="list-style-type: none"> <li>• Evidence Gathering</li> </ul>	Ian Raine  Dale Rowbotham/ Craig Willows/Reuben Kench/Mike Gardner
<b>Thursday 30 November 2023 (12-4pm)</b>	Scrutiny Review of Domestic Waste Collections, Kerbside Recycling and Green Waste Collections <ul style="list-style-type: none"> <li>• Site Visits</li> </ul>	Dale Rowbotham/ Craig Willows
<b>Monday 11 December 2023 (informal via Teams)</b>	Scrutiny Review of Domestic Waste Collections, Kerbside Recycling and Green Waste Collections <ul style="list-style-type: none"> <li>• Summary of Evidence / Draft Recommendations</li> </ul>	Dale Rowbotham/ Craig Willows/Mike Gardner

## Place Select Committee Work Programme 2023-2024

<b>Date <u>(2pm unless stated)</u></b>	<b>Topic</b>	<b>Attendance</b>
<b>Monday 15 January 2024 (4pm)</b>	Scrutiny Review of Domestic Waste Collections, Kerbside Recycling and Green Waste Collections <ul style="list-style-type: none"> <li>• (Draft) Final Report</li> </ul> Monitoring: Progress Update - Burial Provision (TBC)  Monitoring: Progress Update - Residents Parking Zones	Dale Rowbotham/ Craig Willows/Reuben Kench/ Cllr Clare Gamble   Dale Rowbotham/ Darren Robinson   Phil Hardie
<b>Monday 12 February 2024 (4pm)</b>	Overview Reports  Scrutiny Review of (Unauthorised) Roadside Advertising <ul style="list-style-type: none"> <li>• Scope and Project Plan (TBC)</li> </ul>	TBC  Marc Stephenson
<b>Monday 11 March 2024 (4pm)</b>	Scrutiny Review of (Unauthorised) Roadside Advertising <ul style="list-style-type: none"> <li>• Evidence Gathering (TBC)</li> </ul>	Marc Stephenson

### **Remaining Monitoring Items (to be scheduled) Progress Updates**

- Planning (Development Management) and Adoption of Open Space