

## 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	

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(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>

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(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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	<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.

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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:

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	<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

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(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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