



Norwich Highways Agency committee

Date: Thursday, 19 March 2015

Time: 10:00

Venue: Mancroft room, City Hall, St Peters Street, Norwich, NR2 1NH

Members:

County Councillors:

Adams (chair) (v)
Bremner (v)
Hebborn
Shaw
Sands (M)

City Councillors:

Stonard (vice chair)
(v)
Harris (v)
Carlo
Gayton
Grahame

For further information please contact:

Committee officer: Jackie Rodger
t: (01603) 212033
e: jackierodger@norwich.gov.uk

Democratic services
City Hall
Norwich
NR2 1NH

www.norwich.gov.uk

Information for members of the public

Members of the public and the media have the right to attend meetings of full council, the cabinet and committees except where confidential information or exempt information is likely to be disclosed, and the meeting is therefore held in private.

For information about attending or speaking at meetings, please contact the committee officer above or refer to the council's website



If you would like this agenda in an alternative format, such as a larger or smaller font, audio or Braille, or in a different language, please contact the committee officer above.

Agenda

Page nos

- 1 Apologies**
To receive apologies for absence.
- 2 Public questions/petitions**
To receive questions / petitions from the public (notice to be given to committee officer in advance of the meeting, in accordance with appendix 1 of the council's constitution, ie Monday, 16 March 2015)
- 3 Declaration of interest**
(Please note that it is the responsibility of individual members to declare an interest prior to the item if they arrive late for the meeting)
- 4 Minutes** **5 - 14**
Purpose - To agree the accuracy of the minutes of the meeting held on 22 January 2015.
- 5 Rose Lane car park** **15 - 20**
Purpose - The new multi-storey car park at Rose Lane has received planning permission and is expected to be operational in early 2016. This report seeks committee approval to agree to advertise changes to the on-street parking arrangements adjacent to the site to facilitate access.
- 6 Disabled Parking Bay Review** **21 - 40**
Purpose - To note the report being taken to Norfolk County Council's Environment, Development and Transport Committee requesting to review the current approach to residential disabled parking bays, and identify any further actions for officers in advance of the next review of the county parking principles in 2017.
- 7 Update on the flooding events of 2014** **41 - 46**
Purpose - This report is to update the committee on last year's flooding events and also inform members of a significant funding opportunity which could help address the problems.

8 Major road works - regular monitoring 47 - 50

Purpose - This report advises and updates members of current and planned future roadworks in Norwich.

9 Committee schedule of meetings for 2015 to 2016 51 - 52

Purpose - To agree the meeting schedule for the 2015 to 2016 civic year.

Date of publication: **Wednesday, 11 March 2015**

Norwich Highways Agency committee**10:00 to 11:00****22 January 2015**

Present: **County Councillors:**
 Adams (V) (chair)
 Bremner (V)
 Sands (M)
 Shaw

 *(V) voting member

Apologies: County Councillor Hebborn

City Councillors:
Stonard (vice chair) (V)
Harris (V)
Gayton
Carlo
Grahame

1. Declarations of interest

Councillor Harris declared a non-pecuniary/other interest in item 4 Push the Pedalways - Tombland and Palace Street in that her partner was a trustee of an organisation that had property in Palace Street.

2. Minutes

Councillor Carlo referred to the penultimate paragraph of the minutes of the previous meeting, item 4, Push the Pedalways – Tombland and Palace Street, and said as a matter of clarification that she considered that cycling contraflows worked well outside some schools.

RESOLVED to approve the accuracy of the minutes of the meeting held on 24 November 2014.

3. Public questions/petitions**Public questions - Push the Pedalway – Tombland and Palace Street**

Question 1 - Robert Shreeve, director, Belle Coaches, Lowestoft, asked the following question:

“We currently run a service from Gorleston, Lowestoft and Beccles to Norwich School. Some of the parents are very concerned that, if/when the pedalway is

installed, there will no longer be a safe place for the bus to stop and drop the students close to the school. The current arrangement is that the coach does a U-turn at the roundabout close to the Maids Head Hotel and then stops at the bus stop in Tombland.

I appreciate that the roundabout will no longer exist under the new scheme. If we re-route the bus to come in via Whitefriars and Palace Street, will there be provision for the vehicle to stop somewhere close to Norwich School? I have looked at the provisional plans and it does not seem clear (to me at least) where buses are supposed to stop.”

The principal planner (transportation), Norwich City Council, replied on behalf of the committee as follows:

“There are no material changes proposed to the bus stops in Tombland, which are located to the immediate south of Princes Street. These will remain in their current location on the east side, with a minor adjustment to the position of the stops on the west side.”

By way of a supplementary question, Robert Shreeve expressed concern that the width of Palace Street would be reduced to 5m and would not be wide enough for two coaches to pass each other. The principal planner (transportation) said that the width was considered adequate as the number of large vehicles using the road was low.

Question 2 – Jonathan Cage, on behalf of the Maid’s Head Hotel, his engineering business situated in Palace Street, and in his capacity as vice-chairman of the Norfolk Chamber of Commerce, asked the following question:

“I would like to ask the following questions on behalf of my client, The Maids Head Hotel:

- (a) Has a formal consultation response report been prepared for this scheme? The Maids Head and a large number of other businesses in Tombland, whose access arrangements are fundamentally effected have made detailed objections, however we have received no feedback from the scheme promoters, nor has any reference been made to these objections with only Norwich School being given the courtesy of further discussions.
- (b) What is the justification for the scheme, in terms of cycling movements and safety issues. At the moment we know that the area has a good safety record, the existing roundabout works well and provides an effective traffic node.
- (c) The future success of businesses in the Tombland, Princes Street, Cathedral Quarter Areas is essential for the vitality of this historically important city. This scheme will reduce accessibility for servicing, staff, customers and general visitors, all which could be avoided.
- (d) What consideration has been given to alternative routes such as George Street, which is already a well-used pedestrian and safe cycling route with connections for cyclists along quiet roads such as Fishergate and Colegate?

The principal planner (transportation) replied on behalf of the committee as follows:

“The formal consultation response was on the committee’s agenda for its meeting on 23 October 2014, and was reproduced as an appendix to the report considered at the last meeting on 27 November 2014. All the issues raised through the consultation were discussed at length in the report, and in particular the justification for the choice of priority at the Tombland / Palace Street junction, and the reasons for removing the roundabout which is essential to release space in the area to allow for the improved pedestrian, cycling and public realm environment.

The area does not currently have a good accident record, as highlighted in the original report to this committee in June when the principals of the scheme were approved. There have been a significant number of accidents in the area almost all of which involve vulnerable users, with cyclists particularly at risk. This was made clear during the consultation

The scheme has been amended in response to issues raised by local traders to increase the areas available for servicing, but there has never been a proposal to remove the service bay in front of the Maids Head Hotel, which still features in the current proposal.

The previous committee reports have detailed the importance of Tombland as a convergence point for a number of key cycle routes, including National Cycle Route No.1 which includes St Georges Street as well. The Push the Pedalways project seeks to provide a series of coherent long distance routes that interlink at key locations, and Tombland is one of these locations and it is already used by a significant number of cyclists. Given the way Colegate and Fishergate link into the street network in the city they would not fulfil this requirement.”

Jonathan Cage said that the main concern was the hotel’s access following the removal of the roundabout because the front of the hotel was the prime dropping off point. The principal planner (transportation) said that the service bay in front of the hotel would be retained but the removal of the roundabout was critical to the enhancement of the public space.

Question 3 – Gail Mayhew, The Close, Norwich, said that she was a resident, parent of a Norwich School pupil and had a business located in The Close, and asked the following question:

‘Is the Norwich Highways Agency committee, having heard so many objections to the Push the Pedalway scheme for Tombland from across the business, resident and visitor communities , really prepared to spend such a large sum of public money (£800,000) - including a contribution from NHS sources - on a scheme that:

- (a) could in fact create more accidents and injury through introducing a higher level of traffic conflict; and,
- (b) is a sub-optimal design solution for such an important historic space?”

The principal planner (transportation) replied on behalf of the committee:

“In response to the consultation on the Tombland and Palace street proposals, overall, there was significantly more support for the scheme than objections to it. In addition, many of the issues that have been raised have been addressed by the recommended changes to the scheme, many of which were specific items raised by people who were otherwise supportive of the concept as a whole.

The scheme does not affect traffic levels in Tombland, and provides much safer facilities for the most vulnerable user groups. The level of conflict within the scheme will be much lower than is currently the case and the area currently has a significant accident record involving vulnerable users and cyclists in particular. The proposals in front of you today have been fully safety audited, and further safety audits will be undertaken when the detailed design is completed and once the scheme has been constructed.

The scheme fully takes account of the advice in Manual for Streets to ensure that the overall design is of benefit to all users, and full account has been taken of all the issues that have been raised. The scheme has been significantly amended to overcome concerns raised so far as possible. All suggestions for improvements to the scheme have been carefully considered, and the scheme as now recommended achieves an effective balance between the needs of the different user groups, and this important historic environment.”

Gail Mayhew asked a supplementary question about the safety audit and said that it was undermined by the proposal for contra-flow cycling in the Tombland triangle. The principal planner (transportation) referred to the report and said that contra-flow cycling in the Tombland triangle element of the scheme had been dropped following discussions with the school since the last meeting. He pointed out that the safety audit was prepared by a different team to the design team and had been considered by the committee at its last meeting.

Question 4 – Margaret Todd, Norwich Cycling Campaign, asked the following question:

“Norwich Cycling Campaign asks the committee to review the impact of these proposals in the light of two of the principle aims of the Push the Pedalways improvements “to create a route which can be ridden confidently and safely by everyone” and “to reduce the number of accidents involving cyclists and pedestrians”.

In particular, we ask that recommendation (3) to not implement the contra-flow cycling in the 'Tombland' triangle is rejected, and that the easy and safe access from the Green Pedalway route along St Faith's Lane is agreed as there are no safety concerns over this proposal and it would make a safe and convenient connection for cycling. If it is not allowed cyclists wanting to use the cycletrack through to Palace Street will be expected to go into the road in Tombland, with buses pulling in and out of the bus stops and then turn right again.

The proposal for more loading bays in this stretch of the 'triangle' where there is no footpath goes against the wishes of the committee expressed on 27 November 2014, ie, to discourage parents from dropping off and picking up children in this vicinity, and is a key measure to increase safety for pedestrians and cyclists.

In the light of the very large proportion of the Push the Pedalways funding now being spent on this project, £802,000 as opposed to a planned £360,000, Norwich Cycling Campaign asks the committee to refocus on the aims of this project."

The principal planner (transportation) replied on behalf of the committee:

"The recommendation not to implement contra-flow cycling has followed on from discussions with the school and cathedral who are concerned about the safety implications of this measure. Contraflow cycling in the Tombland triangle is not an integral part of the Pink Pedalway and it is expected that issues relating to cycling movement in the southern part of Tombland will be revisited in the future as part of a comprehensive scheme.

The loading facility is necessary to allow for servicing of the many businesses in the Tombland area, which would otherwise have no servicing facilities. It is desirable to discourage parents from driving to school, and dropping their children in very close proximity to it, but this is best achieved (as has been done elsewhere) through the implementation of a school travel plan.

I have already mentioned that the budget for this scheme has been increased to focus on the needs of all users of the Tombland area, and this important historic space."

In reply to a supplementary question, the principal planner (transportation) said that the scheme needed to provide for cyclists coming from both Princes Street and Palace Street in the short term, and acknowledged that the removal of the contra-flow in the Tombland triangle would be a nuisance for cyclists.

Major road works – regular monitoring

Councillor Richard Bearman, Mancroft division, asked the following question:

"During the recent works to Chapelfield North the pedestrian crossing on Chapelfield road was closed for over 14 weeks. Several residents in who use the Vauxhall centre, some with mobility issues, expressed surprise and anger at the length of this closure. Now I believe this crossing is to be out of use for pedestrians and cyclists for a further six weeks. Can you please explain why the works were not completed during the previous closure and in future consider the needs of pedestrian and cyclists in keeping a key route open during any future upgrade works"

The transportation and network manager, Norwich City Council, replied on behalf of the committee:

“I would like to apologise for the inconvenience the closure of this crossing has caused, both during the works last autumn and now. Regrettably it was not possible to complete the works prior to Christmas, without having a serious detrimental impact on the traffic in the city centre at the busiest time of the year. The decision was taken to suspend the works for the Christmas embargo period.

Wherever possible when a signalled crossing facility is taken out of commission we aim to provide alternative facilities. The Chapel Field crossing is a very popular crossing and while alternatives such as the Grapes Hill footbridge and the Chapel Field Road subway exist, they are not as convenient as the signalled crossing for those using the facilities in the immediate vicinity, such as the Vauxhall centre.

Once the works are complete the crossing of the outer ring road will be much improved, with separate facilities for pedestrians and cyclists.”

Councillor Bearman asked that the needs of pedestrians and cyclists should be given greater priority when designing future road works. The transportation and network manager explained that the needs of all roads users were taken into consideration. In the case of Chapel Field, the prolongation of the road works resulted in there being no footpath so there was nowhere to provide a safe crossing until the works were completed.

4. Push the Pedalways – Tombland and Palace Street

The principal planner (transportation) presented the report and advised members that the council had received letters of support for the revised proposals from the Norwich School and the Norfolk and Norwich Association for the Blind.

Members welcomed the revised proposals, congratulated officers for their work and noted that the scheme was acceptable to the Norwich School and the Norfolk and Norwich Association for the Blind.

At the suggestion of the vice chair, the principal planner (transportation) referred to the suggestion received from a member of the public that the Bury St Edmund scheme could influence the proposals for Palace Street and used slides and artist's impressions to demonstrate the aesthetic similarities of both schemes. The Tombland and Palace Street scheme had a raised courtesy crossing similar to the one outside the cathedral at Bury St Edmunds. However the proposed scheme would have tarmac road surfaces because of the volume of traffic in Tombland. Both schemes used a differentiation in height to separate pavement from the road. Members were also advised that the proposed loading bays in Tombland would be paved and similar to the one in front of the Sir Isaac Newton Sixth Form in Bethel Street, whilst the one outside the Maids Head Hotel would have a higher kerb differentiation.

During discussion the principal planner (transportation) and the transportation and network manager answered members' questions and consideration was given to

reversing the flow in the Tombland triangle to make it safer for cyclists. Members noted that there had not been a roundabout outside the Maid's Head in the 60s and early 20s and that its removal was important to the proposed traffic safety scheme. The chair thanked the officers for the robust consultation and providing the best possible solution for this scheme.

RESOLVED, unanimously, with all 4 voting members voting in favour, to:

- (1) note the results of the consultation on the proposed plans for Tombland and Palace Street and the progress since the November meeting as detailed in the report;
- (2) agree the following modifications to the plans, which respond to objections raised through the consultation:
 - (a) replacing the proposed Toucan crossing on Tombland with a traffic light control at the junction of Princes Street and Tombland, with a pedestrian crossing on Tombland immediately to the north of the junction;
 - (b) introducing an additional loading bay outside 9-12 Tombland and in the "Tombland triangle";
 - (c) omitting the proposed pinch point / raised table crossing on Palace Street immediately south of the junction with Pigg Lane;
 - (d) revising the detail of the courtesy crossing at Erpingham Gate (appendix 1); and
 - (e) revising the layout of the parking and taxi rank arrangements in the "Tombland Triangle".
- (3) agree not to implement the proposal to provide contra-flow cycling facilities in the "Tombland triangle";
- (4) approve the plans for Tombland and Palace Street which (in addition to the features mentioned in 2 above include:
 - (a) replacing the roundabout in front of the Maids Head Hotel with a priority junction;
 - (b) removing the central island on Tombland in front of the Erpingham Gate;
 - (c) removing the existing signal controlled pedestrian crossing on Tombland;
 - (d) providing a two-way cycle track on the eastern side of Tombland and the southern side of Palace Street between Princes Street and St Martin at Palace Plain;
 - (e) widening the footpaths in the northern part of Tombland; and
 - (f) amending the waiting, loading and parking restrictions in the area.
- (5) ask the head of city development services to complete the statutory procedures for the following the Traffic Regulation Orders that have been advertised:

- (a) providing a two-way cycle track on the eastern side of Tombland and the southern side of Palace Street from Princes Street to St Martin at Palace Plain;
 - (b) introducing a no waiting no loading restriction on Tombland and Palace Street between Princes Street and St Martin at Palace Plain;
 - (c) introducing a loading bay on Tombland outside Samson and Hercules House;
 - (d) amending the loading bay outside the Maids Head Hotel;
 - (e) shortening the coach bay on Palace Street by St Martin at Palace Plain;
 - (f) amending the position of the bus stops on the west side of Tombland;
 - (g) adjustments to the parking arrangements on the north-south arm of the "Tombland Triangle" to include a new loading bay;
 - (h) The reversion of part of the 24 hour taxi rank on the east-west arm of the "Tombland Triangle" to pay and display parking during the day (reverting to a taxi rank in the evening, as the existing bay does);
- (6) ask the head of city development services (Norwich City Council) to:
- (a) advertise any minor amendments to the already advertised Traffic Regulation Orders required for the revised scheme and in particular the minor adjustment with respect to the loading bay now outside nos. 9-12 Princes Street; and
 - (b) publish the appropriate crossing and hump notices to take account of the revisions to the scheme;.
- (7) delegate the consideration of any objections to these minor changes in (6) above to the head of city development services in consultation with the chair and vice-chair.

5. Norwich area transportation strategy (NATS) implementation plan Cycling Ambition Grant Programme – ongoing funding

The head of city development services, Norwich City Council, introduced the report.

The vice chair in his capacity as cabinet member for environment, development and transport and chair of the Push the Pedalways executive board commended the report to the committee and said that the funding would make the city safer for pedestrians, cyclists and vehicle road users. Other members concurred and welcomed the opportunity for the city and county councils to bid for the funding.

During discussion, Councillor Carlo commented on the consultation process and said that ward councillors and residents were consulted on the Push the Pedalways' schemes in their areas but did not see the final proposals until presented at committee. She considered that it was important to take the community and stakeholders along through the development of schemes at each stage and suggested that an additional principle should be added to the list set out in paragraph 13 as follows:

“The early involvement of stakeholders in identifying and developing schemes is critical.”

The vice chair pointed out that the twelve principles set out in paragraph 13 related to the bid and suggested that, as the early involvement of stakeholders was good practice, he would ask the Push the Pedalways executive board to consider incorporating it into the statement of community involvement. This was considered to be a positive contribution by other members who commended Councillor Carlo's suggestion.

Discussion ensued in which members discussed the consultation process on the Push the Pedalways schemes and that members had been surprised at the level of opposition from residents to the proposed closure of Park Lane despite early consultation with local members. Members considered that public engagement should be innovative and interesting and a member suggested there should be more “planning for real” exercises.

RESOLVED with 3 voting members voting in favour (Councillors Stonard, Harris and Bremner) and 1 member abstaining (Councillor Adams) to note that:

- (1) the city and county council have accepted the invitation from the Department for Transport to apply for additional funding for the Greater Norwich Area from its cycling ambition grant programme;
- (2) Councillor Stonard will propose that the Push the Pedalways executive board incorporates the principle proposed by Councillor Carlo into its statement of community involvement.

6. Future expansion of the Norwich Car Club

Members welcomed the proposal to expand the Norwich car club and commented on the increased use of the car club vehicles.

RESOLVED, unanimously, with all 4 voting members voting in favour, to:

- (1) note the continued demand for the car club and welcome its planned extension across Norwich as a result of successful award of Car Club Development funding from the Department for Transport;
- (2) authorise the head of city development services to carry out the necessary statutory procedures to introduce car club bays as detailed in appendix 1 of the report and associated changes to waiting restrictions.

7. Major road works – regular monitoring

The vice chair referred to the question earlier in the meeting about the road works at the Chapel Field roundabout and explained that the timing of the road works had been delayed because of a judicial review. Normally, road works in the run up to Christmas would be avoided but the traffic regulation orders had been about to

expire due to the lengthy legal process which had delayed the commencement of the works.

RESOLVED having considered the report, unanimously, with all 4 voting members voting in favour, to note the report.

CHAIR

Report to Norwich highways agency committee

Item

19 March 2015

Report of Head of city development services

5

Subject Rose Lane car park

Purpose

The new multi-storey car park at Rose Lane has received planning permission and is expected to be operational in early 2016. This report seeks committee approval to agree to advertise changes to the on-street parking arrangements adjacent to the site to facilitate access.

Recommendations

That the committee:

- (1) notes that the replacement car park for Rose Lane has received planning permission, and is expected to be completed by Spring 2016;
- (2) asks the head of development services to advertise the necessary traffic regulation orders to remove the three short sections of 'pay and display' parking outside the old Fishmarket and shown on the plan in Appendix 1 to facilitate access to the new car park;
- (3) delegates the consideration of any objections to these minor to the head of city development services in consultation with the chair and vice-chair.

Financial consequences

The costs of the Traffic Regulation Order are being met from the development budget for the new car park. Revenue from the on-street spaces in Mountergate is very low, and is unlikely to be significantly affected, as there will still be a number of on-street parking facilities available in the vicinity and these are currently underused.

Corporate objective / Service plan priority

The scheme helps to meet the corporate priority 'A safe and clean city' and the service plan priority to implement the Local Transport Plan.

Wards: Thorpe hamlet

Cabinet member: Cllr Stonard – Environment, development and transport

Contact Officers

Bruce Bentley Principal transportation planner
t: 01603 212445 e: brucebentley@norwich.gov.uk

Background documents

Planning application

Report

Introduction

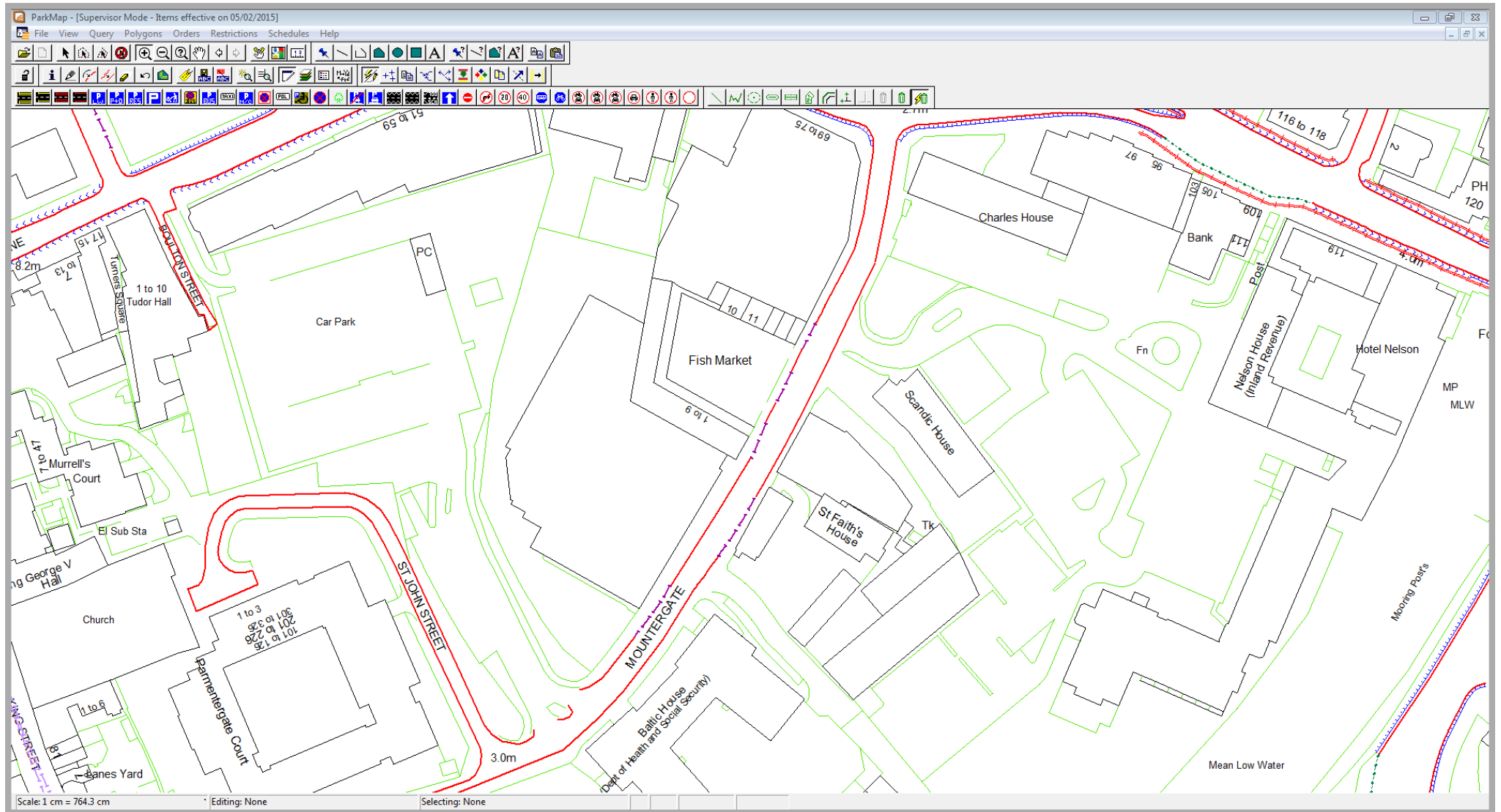
1. On 8 January 2015, the city council's planning applications committee, granted planning permission for a replacement 595 space multi-storey car park with 320sqm floor space for financial and professional services (Class A2)/restaurant and cafe (Class A3)/business (Class B1) uses at a site on the corner of Mountergate and Rose Lane. The ground floor layout of the proposed car park and the access and egress arrangements are shown in appendix 2.
2. This new car park complements the Norwich area transportation strategy (NATS) by providing replacement high quality city centre car parking, in a location well related to the main routes in and out of the city. The existing car parks on Rose Lane are of poor quality and will be closed
3. The new car park is expected to operate with a similar tariff to St Andrews car park, but the final details of the proposed charges will be presented to the Committee later in the year. The car park is expected to open to the public in Spring 2016.

Changes to on-street parking

4. Access and egress to the new car park is from Mountergate and part of the frontage of the site is currently occupied by three short lengths of short stay 'pay and display parking spaces'. In order to facilitate safe access to and from the car park, and to ensure the free flow of traffic along Mountergate, these spaces need to be removed.
5. The spaces are poorly used, produce little revenue, and there are other underused 'pay and display' parking spaces on Mountergate in the near vicinity.
6. The removal of the spaces early in the build programme is desirable to facilitate the clearing and redevelopment of the site. As there is realistically no option other than to remove these parking spaces, delegation of the consideration of any objections received to the head of development services, in consultation with the chair and vice chair is sought so that the spaces can be removed as soon as possible.

Appendix 1

On-street parking on Mountergate. The spaces proposed for removal are those in front of the Fishmarket only



[illegible]

Report to Norwich highways agency committee
19 March 2015

Item

Report of Executive Director Community and Environmental Services
Subject Disabled parking bay review

6

Purpose

To note the report being taken to Norfolk County Council's Environment, Development and Transport Committee requesting to review the current approach to residential disabled parking bays, and identify any further actions for officers in advance of the next review of the county parking principles in 2017.

Recommendation

Members are recommended to note the attached report.

Corporate and service priorities

The Council's 'Parking Principles' set out the Council's strategy for parking, including provisions for disabled people this included as appendix A of the attached report .

Financial implications

Changes to the existing approach may have financial implications. For example, an increase in the number of instances of providing disabled parking bays would also increase the requirement to secure the relevant legal process.

Cabinet member: Toby Coke: Chairman of Environment, Development and Transport Committee, Norfolk County Council

Contact officer: Jon Barnard NATS/NDR Manager
t: 01603 224414 email: jon.barnard@norfolk.gov.uk

Environment, Development and Transport Committee

Item No.

Report title:	Provision of residential disabled parking bays
Date of meeting:	13 March 2015
Responsible Chief Officer:	Tom McCabe, Executive Director Community and Environmental Services
Strategic impact The provision of parking bays forms part of the County Council's Traffic Management Programme. This directly supports the Council's 'good infrastructure' priority. The road network, generally, is showing deterioration and despite robust asset management and targeting of resources there is insufficient funding available to stop the deterioration and the backlog of work continues to increase.	

Executive summary

In March 2014, the County Council considered and unanimously a motion relating disabled parking access. It was agreed that the provision of residential parking bays be reviewed and officers produce a report to be considered by the relevant Committee. This Committee subsequently agreed it would be useful for the County Council's Strategic Equalities Group to consider the issues prior to the Committee's consideration.

The Council's 'Parking Principles', agreed by Cabinet in 2012, set out the Council's strategy for parking, including provisions for disabled people. The principles were developed in collaboration with district councils and set out how parking will be provided and managed.

In relation to provision of residential disabled parking bays, the principles recognised the need for formal bays to be provided on streets as there will likely be residents who can benefit. However, individual bays not provided outside individual homes as individuals often move and the legal process (Traffic Regulation Order) required to secure bays is expensive. Instead, generic bays are provided that can be accessed by anyone on the street who requires them. In the past, disabled parking bays had been marked without securing TRO's but this was stopped some years ago as the spaces were not enforceable.

Recommendations:

- 1. To review the current approach to residential disabled parking bays, as set out in this report, and identify any further actions for officers in advance of the next review of the county parking principles in 2017.**

1. Proposal

- 1.1. In line with the motion agreed at County Council, the EDT Committee are asked to review the current approach to provision of residential disabled parking bays, as set out in this report, and identify any further actions for officers in advance of the next programmed review of the county parking principles.

- 1.2. As set out in the Policy and Strategy Framework report received by this Committee in October 2014, the next review of the parking principles is due in 2017.

2. Evidence

2.1. The legal, strategy and policy background

- 2.1.1. The public's right to use the highway is generally unfettered unless it is specifically restricted through legal Traffic Regulation Orders (TROs) - e.g. speed, weight or height limits or waiting (parking) restrictions.
- 2.1.2. Blue Badge Holders can lawfully park for a period of three hours on single and double yellow lines, provided they do not cause an obstruction or safety hazard. Blue Badge holders are not permitted to park in areas of the highway designated for loading.
- 2.1.3. The Council's 'Parking Principles' set out the Council's strategy for parking, including provisions for disabled people – a full copy is included at Appendix A. As Civil Parking Enforcement Authority for Norfolk we use the principles. They were developed in collaboration with district councils and are intended to be a set of concise, easy to understand statements setting out the expectations for how parking will be provided and managed in the different circumstances that exist across the county.
- 2.1.4. The principles cover all on and off-street public parking, but do not cover parking associated with individual developments: (e.g. housing, offices or supermarkets).
- 2.1.5. In summary, the principles recognise the need for formal bays (i.e. those backed up with a TRO) in residential streets is because it is recognised that along an entire street there will likely be residents who would benefit from a disabled bay. The rationale for doing this is:
- There is a need for disabled people to park close to their destination;
 - Other than residents' parking areas, disabled people will generally have or be able to find appropriate parking facilities;
 - In residents' parking areas there's justification for disabled provision.
- 2.1.6. However, it is not considered to be good practice to put bays outside of individual homes because people move, and bays require TROs, which are expensive to secure. Parking Principles envisaged, as we deliver schemes, that a generic bay or two could be provided along a street to ensure that in general disabled people can park close to their home.
- 2.1.7. The Council has in the past marked out disabled spaces on street without securing a TRO. In many cases this was in response to specific lobbying. The markings were not authorised (under the Traffic Signs and General Directions Regulations) and not enforceable (previously by the police or more recently by the Council under the provisions of Civil Parking Enforcement). The practice of providing unauthorised and unenforceable bays was stopped a few years ago. The Council has not gone to the expense of specifically removing any unauthorised markings, but they are removed either as part of normal wear and tear (they become worn out) or when we resurface the road.

2.2. Current position

- 2.2.1. The Council only provides fully authorised bays secured by a TRO, but these are not specifically prescribed for an individual property owner's use.
- 2.2.2. Requests for bays are considered as part of the Council's Traffic Management Programme (TMP). However, given the other demands placed upon the TMP requests received (which relate solely to an individual person / property) do not

usually gain sufficient prioritisation to find their way into the programme for delivery.

- 2.2.3. The need for and provision of parking spaces for the disabled is considered in all highway improvement schemes, and when undertaking significant road resurfacing works undertaken by the Council.
- 2.2.4. For Norwich City, the highways service is carried out by the City Council under the Highways Agency agreement. The approach taken is similar to the County Council in that requests relating to individuals are not generally taken forward. Provision around community hubs is provided e.g. doctors surgeries.

3. Financial Implications

- 3.1. Changes to the existing approach may have financial implications. For example, an increase in the number of instance of providing disabled parking bays would also increase the requirement to secure the relevant legal process - Traffic Regulation Orders - which is a relatively expensive process to implement.
- 3.2. Allocation of funding from the Council's Traffic Management programme is carried out in a priority basis as sufficient funding is not available to cover all schemes.

4. Issues, risks and innovation

4.1. Equality and diversity

- 4.1.1. The County Council's Strategic Equality Group, Chaired by the Deputy Leader, considered a report on the current approach to disabled parking bays at their meeting on 22 January 2014. The report included information on equality considerations, as follows:-

The potentially vulnerable service users who benefit from accessible highway services (including parking) are disabled and older people. In particular, they may have mobility problems which mean they may use mobility aids (e.g. walking sticks, wheelchairs etc.) and so need footways and roads that are accessible to them.

The motion considered by County Council related specifically to residential parking and the information above summarised the current approach. In terms of parking provision more generally, there are a number of different ways that needs are taken into account and provision made. This includes:-

- Dedicated disabled spaces at retail sites e.g. supermarkets;
- Off-street car parking (which is the responsibility of district councils);
- Blue badge scheme, administered by the County Council and enables enhanced on-street parking for those who meet the relevant criteria;
- Provision at community facilities and hubs e.g. doctors surgeries;
- Shopmobility provision at public transport interchanges and main urban centres (e.g. there is provision at Norwich and King's Lynn bus stations and some retail parks e.g. Chapelfield).

Much of this provision is considered and required through planning processes.

Information is not held on the totality of disabled parking provision available in urban centres or across the County as a whole.

- 4.1.2. The Strategic Equalities Group raised a general concern about on-street disabled parking provision and felt that more should be provided.

5. Background

- 5.1 In March 2014, the County Council considered and unanimously agreed the

following motion:-

“This Council recognises that for severely disabled people access to a parking bay close to their place of residence is essential. Norfolk County Council and the Cabinet previously decided to cease provision of this service in 2004. Many of these bays have now worn to such an extent that they are no longer recognisable, which has a great impact on vulnerable disabled residents of Norfolk.

This Council recommends that Norfolk County Council’s provision of residential disabled parking bays be reviewed and officers produce a report to be considered by the relevant Committee post May 2014.

This Council also recommends that the piece of land in front of the Great Yarmouth Town Hall be designated and utilised for disabled parking”.

- 5.2 As part of reviewing this item on the Forward Plan, the EDT Committee subsequently agreed that before it considers a report, it would be useful for the issue to be considered by the County Council’s Strategic Equalities Group.

Officer Contact

If you have any questions about matters contained in this paper or want to see copies of any assessments, eg equality impact assessment, please get in touch with:

Officer name : Dave Stephens Tel No. : 01603 222311

Email address : Dave.stephens@norfolk.gov.uk

Officer name : Nick Tupper Tel No. : 01603 224290

Email address : nick.tupper@norfolk.gov.uk



If you need this report in large print, audio, braille, alternative format or in a different language please contact 0344 800 8020 or 0344 800 8011 (textphone) and we will do our best to help.

Parking Principles – approved by Cabinet 12 July 2012

Introduction

Car parking is a key determinant affecting a range of factors including the economic buoyancy of town centres and how people choose to travel. The availability and pricing of car parks, together with how long people are allowed to park for affects economic vitality, growth, traffic demand, sustainable transport, mode shift and air quality. It is widely recognised that the parking end of a private vehicle trip is one of the strongest factors affecting private vehicle trip decision making and usage. The parking principles recognise that in a largely rural area like Norfolk, account needs to be taken of the fact that, for many trips, travel by car will be the only realistic option.

This note sets out draft parking principles that can be used, together with consideration of the particular local circumstances that exist, as a guide to assist the county council in decision-making:

- How the county council plans, provides and controls provision of car parking (numbers of spaces, charging regimes, lengths of stay, etc...)
- About when, or if, changes will be made to parking restrictions, setting out that major initiatives like residents parking schemes would be undertaken only where funding can be secured from outside sources – like district / town councils – or fully funded from CPE. This funding requirement includes feasibility, design and implementation, and ongoing revenue.
- To put car parking provision in the context of facilitating effective delivery of other services and objectives (to ensure economic vitality, encourage people to travel sustainably, consistency of policy in relation to CPE operation).

The intention is to have a clear set of principles that can be applied consistently across the county with the aim of supporting the economic vitality of the county.

The principles do not provide a green light that parking will be amended in accordance with the guidance in the principles. Changes will only be made where there is a strong, well supported case for which funding can be found. This will mean that many proposals could only be taken forward if external funding is forthcoming (or the proposals are self-financing). This funding would need to take into account not only the design and implementation costs but also any ongoing revenue issues like upkeep of equipment.

Background to parking provision

Public parking facilities covered include parking on-street and in off-street car parks. On-street, parking is not a right but is permitted (provided it is safe and doesn't cause an obstruction) unless there is a traffic regulation order specifying otherwise. A traffic regulation order may prohibit parking (shown by yellow lines), or restrict it (eg applying a time restriction). The county council is responsible for managing on-street car parking, although in Norwich this is carried out by Norwich City Council on behalf of the county council.

Off-street public parking is generally provided in car parks, operated by district councils or private companies. Most car parks in Norfolk are operated by the district councils except in Norwich where a substantial amount of the off-street stock is run by private car park operators alongside some city council car parks. Regulations applying to off-street car parks are covered in off-street parking orders and set out for motorists through signing at the car park.

What the principles cover

These parking principles cover parking for which the county council is responsible: on-street provision and off-street Park and Ride facilities. They do not cover the numbers of spaces at new development. Norfolk County Council's Parking Standards and district councils' development management policies will be used for this purpose. Additionally, they do not cover parking provided for individual premises like supermarket car parks or that which is publicly available (eg in a public car park).

The parking principles do not cover public transport facilities like bus stops, coach dropping-off facilities or taxi ranks. These facilities are important and are part of the general provision that local authorities make, usually on-street. Although they would have to be considered as part of general consideration of the different competing demands for kerb space, they are not considered as part of this guidance.

Contents

Core principles – amount and location of parking

- 1: Whole settlement parking management
- 2: Parking provision (amount and location)
 - 2.1 Parking provision in urban areas
 - 2.2 Parking provision in towns
 - 2.3 Parking provision in other areas
- 3: Parking provision (time periods and charges)
 - 3.1 Urban areas
 - 3.2 Towns
 - 3.3 Other areas
- 4: Alternative pricing structures
 - 4.1 Complementary infrastructure
 - 4.2 Differential control mechanisms

Provision for individual user-groups

- 5: Parking facilities for people with disabilities
- 6: Parking for people using public transport
 - 6.1 Rail stations in urban areas
 - 6.2 Rail stations in rural areas or in towns
 - 6.3 Bus stations in urban areas
 - 6.4 Bus interchanges in towns
- 7: Coach and bus parking
 - 7.1 Coach parking
 - 7.2 Coach dropping-off and picking-up facilities
- 8: Cycle parking
- 9: Facilities for Heavy Goods Vehicles
 - 9.1 HGV Layover / rest facilities
 - 9.2 HGV loading / unloading facilities in towns and urban areas
- 10: Motorbike parking

General Principles

- 11: Maintenance
- 12: Quality of parking provision
- 13: Information about and signing to facilities

Core principles – amount and location of parking

Whole settlement parking management

1 Parking management forms part of a wider set of complementary traffic management measures that affect places, including how they perform economically and how they feel to people who live there or visit. It is important that the context of the whole settlement is taken into account when thinking about parking, rather than simply considering what to do with parking at an individual location. This will allow consideration of factors including how parking (or the control of it) might affect the economic vitality of an area, and how changes in one location might have knock-on effects elsewhere in the settlement.

2 Whole settlement parking management plans should take into account, amongst other things, relevant Local Development Documents, *Connecting Norfolk* (the county's 3rd Local Transport Plan) and any detailed transport implementation plans that may have been produced. If restrictions are to be introduced, removed or changed, consideration will have to be given to how effective enforcement of any restrictions can be carried out and to how the changes might affect parking revenues (for example if charges are to be introduced or curtailed).

3 There will clearly be a cost to undertaking a parking study or plan, and this may be relatively large across towns or urban areas. Such studies should only be undertaken where external funding can be found, or the proposals are self-financing (eg from permit or other parking charges).

Parking Principle 1: Whole settlement parking management

Parking management will be considered across the whole settlement taking into account, amongst other things: economic vitality, parking demand and supply, displacement of parking demand, sustainable transport and highway safety. Changes to restrictions should consider how effective enforcement of any restrictions can be carried out and to how the changes might affect parking revenues.

Whole settlement parking management plans will only be undertaken where funding can be identified.

Amount and location of parking within settlements

Note: In the following principles:

Urban areas are defined as:

1. Norwich built-up area
2. King's Lynn town and the adjacent built up area
3. Great Yarmouth and Gorleston built-up area.

Towns are defined as:

Acle	Attleborough	Aylsham	Blofield
Bradwell	Brundall	Caister-on-Sea	Cromer
Diss	Dereham	Downham Market	Fakenham
Harleston	Hethersett	Hingham	Holt
Hoveton	Hunstanton	Loddon/ Chedgrave	Long Stratton
Poringland/ Framingham Earl	Reepham	Sheringham	Stalham
Thetford	North Walsham	Wells-next-the- Sea	Watton
Swaffham	Wroxham	Wymondham	

Time periods are defined as:

- Short Term: less than 2 hours
- Medium Term: 2- 5 hours
- Long Term: more than 5 hours.

Urban areas

4 Controlled provision and availability of car parking can play an important part in ensuring the economic buoyancy of areas by enabling people to gain access. It is also one part of a wider set of measures to manage urban traffic congestion and encourage people to use alternative forms of transport. Restricting the number of spaces or limiting the availability of long-stay car parking can have a significant effect on traffic volumes, providing that these measures are complemented by the provision of adequate alternative options, such as park and ride.

5 Given this, it might be considered that there is a 'right' amount of parking to serve the centre of urban areas. This amount of parking would need to take account of the nature of the individual settlement as it is now, and also consider the amount of growth planned in the area. It would be appropriate for consideration of all of these factors to lead to a guideline on the amount of parking that might be appropriate within each of the urban areas. Within Norwich, this is already established, with the guideline amount being expressed as a maximum number of spaces. Whilst a maximum might not be appropriate in the other urban areas, a steer on the overall quantum would be a helpful guide. For Great Yarmouth, the demands for the town centre and the seafront would need to be considered as two distinct, but overlapping, issues.

6 Park and ride can provide alternative long-stay parking provision for urban areas, reducing congestion and emissions from transport. Norwich is currently served by six Park and Ride sites. The Norwich Area Transportation Strategy Implementation Plan (NATSIP) identifies possible expansion of Postwick as park of Postwick hub. It also identifies in the longer term that a further possible site at Trowse could be provided if long term parking provision in the city centre is further reduced. The existing parking balance in Norwich is the controlling factor which dictates that park and ride is currently working as a subsidised service. Park and ride has also been suggested for King's Lynn and Great Yarmouth, amongst other places. However, in the short term at least, further expansion of existing park and ride systems, or new systems, will be not implemented unless the costs of provision and ongoing operation can be met, eg they operate on a purely commercial basis .

7 Parking for local residents / businesses, through a residents parking scheme may be appropriate in the urban areas, if supported by the local community and identified through the whole settlement parking work (Principle 1). In such cases, a residents parking scheme would be undertaken only where funding can be secured from outside sources or the parking management across the area will be self-financing. This funding requirement includes feasibility, design and implementation, and ongoing revenue. Where such schemes are implemented, the provision of one disabled parking space (which couldn't however be assigned to an individual user or property) per street should be considered.

8 Within urban areas, it has become common practice to sell space in car parks for contract parking. This normally allows companies to buy space in car parks – at a discount – for commuter parking. In some cases this means that parts of urban centre car parks, which according to these principles should favour short-medium stay demand, are being used for long-stay commuter parking. It would be appropriate to limit or restrict this practice, although the limitations would need to be considered on a case-by-case

basis, taking into account factors such as the ability of the firms who buy this space being able to attract employees and the overall demand for car park spaces in the urban centre.

Towns

9 The issues within the towns are similar to those described above for urban areas, except that park and ride would not be appropriate due to the size of the settlements and contract parking is not normally an issue. Guidance on the overall quantum of parking in the settlement might be appropriate for the larger towns.

Out of town developments

10 The above principles generally relate to parking for the centre of towns and urban areas. However, there are some places on the edge of settlements that attract parking demand, such as out of town retail parks, supermarkets, leisure centres or business parks. Most will have their own off-street provision provided as part of the development. This will have been thought about as part of the planning process and is covered in other advice: see Parking Principle 13.

11 It might be appropriate to consider parking restrictions, including residents parking in the urban centres, to manage parking demand where there are evidenced problems relating to safety, maintaining or managing traffic flow, or amenity reasons.

Hotspots including coastal villages

12 At hotspots, where demand for parking could exceed available parking supply, restrictions on parking may be appropriate for the purposes of safety, maintaining or managing traffic flow, or amenity reasons.

Rural areas, including villages

13 The demand for car parking is generally lower once outside the urban areas, towns and hotspots like coastal villages. There is often no need for car parking provision over and above what is available on-street and off-street in facilities dedicated for use by visitors to an individual premises (eg offices or supermarkets). In most cases there will be no problem with parked vehicles – either the need for more parking, or from vehicles parking badly on the road. Furthermore, restrictions on parking in more remote areas will be difficult to enforce and is unlikely to be effective in controlling parking.

14 In these locations, the presumption will be that on-street parking restrictions would not be introduced unless there was an evidenced safety problem.

Parking Principle 2: Parking provision (amount and location)

2.1 Parking provision in urban areas

Guidance on the overall quantum of car parking provision for the centre of urban areas (and Great Yarmouth seafront) should be agreed. A guide to the amount of parking will be determined in the context of the whole settlement parking management, and in conjunction with district councils taking into account, amongst other things: the likely future demand for car parking given planned levels of growth; availability of public transport services, walking and cycling; and the total quantum of parking available including such as provided by Park and Ride.

In the centre of urban areas on -street parking should favour short and medium stay demand. Long-stay provision should be provided at edge-of-centre locations or, in the case of Norwich, Park and Ride.

The preference for long-stay parking provision for Norwich city centre is Park and Ride. Further expansion will be considered only where its provision can be funded and where the ongoing running costs can be met. The expectation would be that the ongoing running costs are met from passenger revenue.

For King's Lynn and Great Yarmouth Park and Ride will be supported in policy terms but promoters would need to show how its provision and ongoing costs would be met (both construction and operation in the long-term).

2.2 Parking provision in towns

Guidance on the overall quantum of car parking provision for the centre of towns may be appropriate for the larger towns.

In the centre of towns on-street parking should favour short and medium-stay demand. Long-stay provision should be provided at edge-of-centre locations.

2.3 Parking provision in other areas

Public parking provision over and above what is available on-street would not generally be provided elsewhere (including locations in towns and urban areas away from the centre/edge of centre, in villages, and in rural areas). In such locations, parking should be limited to that associated with individual developments (eg at business parks) agreed through the development management and planning processes. However, additional parking provision may be appropriate at hotspots including coastal villages or where a town serves a large rural hinterland. In such cases demand for parking may regularly exceed available parking supply and provision may be appropriate. This could be charged.

On-street parking would normally be unrestricted away from areas where waiting and loading restrictions are required for highway safety reasons.

Parking Principle 3: Parking provision (time periods and charges)

3.1 Urban areas

The expectation would be that on-street car parking in the centre of urban areas (and Great Yarmouth seafront) is charged. This charge should be set at a premium to local scheduled bus services or park and ride services.

On-street parking should be restricted to shorter-stays than off-street and at a higher charge (where appropriate).

It may be appropriate to consider residents parking schemes in the urban areas where there is a proven need and local support. Residents parking schemes would be implemented only where funding for design, implementation and ongoing revenue costs is available. There would be an expectation that the funding comes from external sources and / or the proposal will be self-financing.

3.2 Towns

On-street parking charges in, especially the larger, towns may be appropriate, particularly in the centre of towns where demand exceeds supply, and there are adequate alternatives (in the form of sustainable transport opportunities).

On-street parking should be restricted to shorter-stays than off-street and at a higher charge (where appropriate).

It may be appropriate to consider management of parking in residential areas adjacent to the town centres to avoid problems of overspill parking in these areas. In exceptional cases, residents parking schemes may be appropriate.

3.3 Other areas

Outside of the towns and urban areas on-street parking restrictions would not normally be introduced unless there was an evidenced safety problem.

At hotspots including coastal villages, where demand for parking regularly exceeds available parking supply and is causing a demonstrable problem, on-street parking restrictions may be appropriate for the purposes of maintaining or managing traffic flow, safety, or amenity reasons. This parking provision could attract a charge. The needs of people with disabilities will need to be considered (see principle 5).

Alternative pricing structures

15 The Local Transport Plan for the county, *Connecting Norfolk*, recognises that many trips in Norfolk will continue to be undertaken by car because of the lack of viability of other travel choices for many trips, or simply because people's lifestyles are built around car travel and these habits will be difficult to change. However, car travel can lead to problems including poor air quality and carbon emissions. These problems could be mitigated at least in part by encouraging a greener vehicle fleet, and this can be done through provision of appropriate infrastructure or other mechanisms such as differential charging mechanisms. Differential charging may be more appropriate in situations where people purchase parking over a long period of time; for example residents' parking permits, car park season tickets.

16 The county council is a partner in Evalu8, the east of England arm of government's Plugged in Places initiative, to roll-out charging points for electric vehicles. Charging points provided under this initiative benefit from a central administration function that includes, amongst other things, a user-booking system for the posts. Charging points installed for general public use should be incorporated into this network, branded as Source East.

Parking Principle 4: Alternative pricing structures

4.1 Complementary infrastructure

Complementary infrastructure like charging posts for electric vehicles is appropriate in locations where parking is permitted. Public facilities should be part of the Source East network.

4.2 Differential control mechanisms

Differential mechanisms are appropriate to encourage more efficient vehicles. These mechanisms could include differential charging regimes based on recognised categories of vehicle classification (eg CO2 emissions) and apply to on or off-street provision.

Provision for individual user-groups

Facilities for people with disabilities

17 Around one in five people have a disability. One in seven has an impairment that affects mobility. The National Travel Survey shows that access to a car is one of the most important factors in the amount of travelling people do, with many relying on cars to get about. Whether as a driver or passenger, the ease with which people can reach their destination is nearly always determined by where the car can be parked.

18 Government guidance suggests that parking for people with disabilities should not be no further from places like a bank, post office or large store than as little as 50 metres for people who use a stick.

19 However, although it is important to consider facilities for people with disabilities, there will be other competing demands for spaces, especially on-street, including loading and unloading, bus stops, etc... This will need to be considered in the round. Where there is an absolute need to keep the road free from stopped vehicles, loading restrictions might be appropriate to prevent stopped / parked vehicles (including goods vehicles or blue badge holders' cars) disrupting traffic flow.

Parking Principle 5: Parking facilities for people with disabilities

Dedicated on-street parking for people with disabilities should be provided at locations close to services and facilities. The amount of parking will need to be considered on a case-by-case basis taking into account factors such as demand, other competing demands for kerb space, alternative off-street facilities and safety.

Consistent standards across the county should be aimed for.

Parking for people using public transport

20 Parking at bus and rail stations is useful, even in urban centres where sustainable transport might provide viable travel options, as it encourages people to use the bus or train for the lengthier part of their journey. The amount of parking will need to be assessed in the light of demand and other factors including land availability and other travel options. Such provision will usually be provided by the train operators. This section gives guidance about how the county council would work with providers in relation to parking at interchange facilities.

21 The expectation is that in the urban areas at least, parking for both bus and train interchanges (where provided) would be charged (ie people would have to pay for it). The assessment would need to consider how charges might affect people's choices including whether they would be discouraged from using public transport and whether charges were likely to result in displacement of vehicles to nearby streets.

22 Charges may be appropriate at interchanges in other locations, but would need to be considered in relation to the whole-settlement parking management in the area: for example whether charges or restrictions applied in other on and off-street provision. Whole-settlement parking management is covered in more detail in Principles 1, 2 and 3.

23 Parking for train services (and airports) normally attracts a charge, especially since much of this provision is provided by train / airport operators who customarily charge. Drivers are therefore likely to expect car parking charges and it would not be unreasonable that all such facilities are charged, where provided, although consideration will need to be given to whether this might displace parking onto nearby streets.

24 At bus interchanges, car parking will not normally be required since most people will be using public transport for the whole of their trip. However, there is experience that in some market towns, drivers are taking advantage of free public car parking facilities in order to leave their car at that town in order to catch the bus into (especially) Norwich. By doing this they can avoid having to drive into Norwich and find, and pay for, car parking during the day. In such cases, it may be appropriate to consider parking controls to avoid commuters to urban areas using the parking facilities that have been designed for visitors to the market towns. These controls need to be carefully thought through in order to avoid commuters choosing to drive the whole way into the urban area rather than using public transport for part of the trip. An alternative to parking control might be to provide dedicated parking facilities for bus users.

25 There is limited capacity for people to carry bikes on trains and so at rail stations secure cycle parking should be provided in order that people can cycle to and from the station. A separate county council document, *Design Spoke*, covers cycle parking in detail and should be referred to when looking at cycle parking provision.

Parking Principle 6: Parking for people using public transport

6.1 Rail stations in urban areas

Car parking at stations in urban areas may be appropriate. Provision will need to be assessed in the light of demand and other factors including land availability and other travel options. Picking up / dropping off facilities should be provided. There is an expectation that parking will be charged.

Secure cycle parking should be provided to meet demand. A proportion of this should be in the form of bike lockers.

6.2 Rail stations in rural areas or in towns

Long-stay parking provision at stations may be appropriate, particularly in areas where public transport services are not so good. There should be provision of picking up / dropping off facilities. There is an expectation that parking will be charged, although an assessment would need to consider any knock-on effects such as displacement of all-day parking into other nearby areas.

Secure cycle parking should be provided to meet demand. A proportion of this should be in the form of bike lockers.

6.3 Bus stations in urban areas

Car parking at bus stations/interchanges in urban areas may be appropriate. Provision will need to be assessed in the light of demand and other factors including land availability and other travel options. Picking up / dropping off facilities should be provided. There is an expectation that parking will be charged.

Secure cycle parking should be provided to meet demand. A proportion of this should be in the form of bike lockers.

6.4 Bus interchanges in towns

In some towns where there is evidence that people use free parking facilities in the town in order to commute onwards by bus into the urban centres, there may be a need to consider the provision of car parking facilities for the bus interchange / services.

Secure cycle parking, with a proportion in the form of bike lockers, may be appropriate.

Coach and bus parking and facilities in major towns and at tourist hotspots

26 Many visitors arrive in the urban areas by coach. Coach parties may be visiting the town itself or visiting a particular attraction. Coaches will need access into the town with a dropping-off / pick-up point close to, or at, the attraction they are visiting. As well as needing dropping-off facilities close to these attractions, the coaches will need a place to park longer-stay before returning to pick up their passengers. These parking areas will ideally include facilities such as restrooms. In the Norwich area longer-term coach parking at a designated park and ride site is being progressed to overcome the lack of suitable long stay coach parking within Norwich City centre.

Parking Principle 7: Coach and bus parking

7.1 Coach parking

Parking for long-distance buses and coaches is appropriate for major centres or other areas attracting large numbers of coaches. Parking should be conveniently located to, but not necessarily at or adjacent to, dropping-off areas and include facilities such as restrooms.

Cycle parking

27 *Connecting Norfolk* aims to secure a modal shift to more sustainable forms of transport such as cycling. However, people are only likely to cycle if they are confident that there are adequate facilities to put their bikes at, or close to, their destinations. Hence it is important that cycle parking is available at places including transport interchanges, workplaces, shopping centres or visitor attractions. The standard and quality of provision at each of these will be dependent on a number of different factors including how long people will leave their bikes for.

28 A separate county council document, *Design Spoke*, covers cycle parking in detail and should be referred to when considering cycle provision. Parking at interchanges is covered in Parking Principle 6.

Parking Principle 8: Cycle parking

Sufficient bicycle parking, both covered and uncovered, should be provided to meet demand. A proportion of this should be secure cycle storage accessible to both casual and long term commuter users, and the remainder of the Sheffield stand type, meeting minimum spacing requirements.

Facilities for Heavy Goods Vehicles

29 Heavy Goods Vehicles (HGVs) which operate from within the county have to operate from licensed premises; this is generally where HGVs are stored / parked overnight or when not out on business. The county council provides transport advice to the traffic commissioner on HGV operator licensing proposals, which includes an assessment of the adequacy of the site for the number of HGVs (tractor and trailer units) proposed. These facilities are provided by the operator.

30 In addition to this, there may be some HGVs which, whilst on business in the county need to stop overnight. There is some limited evidence of vehicles using laybys. Generally this does not cause a problem, although it's unlikely there will be wash facilities or toilets for the drivers. However, in some cases, it might cause a worry to

adjacent residents or a nuisance if the unit has a generator going overnight for refrigeration purposes. Some district councils have secured local bylaws which prevent overnight parking in some lay-bys. The county council would not usually introduce parking restrictions in such cases due to the practical enforcement issues this would create.

31 Although in principle, subject to consideration of the detail, dedicated overnight / rest facilities for HGV drivers are supported, there will be an issue about the cost of constructing and ongoing running of the facilities. Local authorities would not generally provide or run the facilities.

Parking Principle 9: Facilities for Heavy Goods Vehicles

9.1 HGV Layover / rest facilities

Facilities for HGVs would in principle be supported provided there is evidence of need and the costs of provision and ongoing running can be met. These will include appropriate facilities such as toilets and shower facilities.

9.2 HGV loading / unloading facilities in towns and urban areas

Adequate loading facilities either on or off-street within town and urban centres should generally be provided, although consideration will need to be given in each case to the competing demands for kerb space (or off-street facilities).

Motorbike parking

32 Although motorbikes (including mopeds) currently form a small proportion of the vehicles on the roads, they nevertheless provide a travel choice for people who don't want to use, or can't afford to run a car. This might include young people who are able to run a moped before being able to drive a car.

Parking Principle 10: Motorbike parking

Facilities for motorbike parking are appropriate either on-street or off-street in the centres of market towns and urban areas. Provision will need to take account of factors such as demand and other competing demands for kerb space.

General Principles

Adequate maintenance of signs, lines and orders

33 It is important that it is clear to the public the restrictions that are in place. For this reason alone, the signs, lines and traffic regulation orders should be kept in good order and up to date. In addition, *Connecting Norfolk* identifies maintaining the existing asset as a priority whilst, as part of taking on powers for civil parking enforcement (CPE) a review of Traffic Regulation Orders and signing has been undertaken to ensure that they are all in order and that parking restrictions are able to be enforced. In the future the county council will be adopting map-based schedules for traffic regulation orders, which will be an important part of the effective ongoing management of traffic regulation orders.

Parking Principle 11: Maintenance

The county council will endeavour to ensure that signs and road markings for on-street waiting and loading restrictions are inspected in accordance with the Transport Asset Management Plan, and that Traffic Regulation Orders are maintained, accurate and up to date.

Quality of parking provision

34 Parking provision needs to be perceived as safe and secure in order that people feel confident using it, and customers will expect a certain quality of provision, particularly where they have to pay to use the facility. These principles do not set out quality standards as it's considered that this should be decided on a case-by-case basis. However, in the design of parking provision, consideration should be given to, amongst other things, lighting, ease of use of pay machines, including for people using a wheelchair or with other disabilities, whether it's necessary to cover the facility with CCTV, whether the facility should be staffed, the quality of information including about charges or time restrictions, and condition of the car park surfacing.

Parking Principle 12: Quality of parking provision

All parking provision should be of an acceptable quality, easy for everyone to use and designed and maintained to give users the confidence that it is safe and secure.

Information about and signing to facilities

35 The amount of parking and the restrictions imposed can be an important factor in determining how people choose to travel and consequently the environment within the town or city centre. Drivers circulating around town centres trying to find parking, or trying to find free (no-cost) parking spaces, can cause congestion. This can be particularly aggravated where drivers queue on the road for car parking, blocking the free circulation of other traffic.

36 Providing drivers with information about car parking can be helpful to address the issues. This information can take many forms including: static direction signs to parking facilities; variable message signs indicating how many spaces are available at car parks, on a real-time basis; or web-based information. Signing is useful, particularly as part of a settlement-wide plan.

Parking Principle 13: Information about and signing to facilities

Adequate signing and information about car parking facilities should be considered where this will help motorists and traffic management within the settlement.

Parking for events and occasions

37 Special events like the Royal Norfolk Show, football matches, firework displays or even Christmas shopping can attract large numbers of motorists within a very short time period. It is very important that events like this are properly co-ordinated and managed to avoid road safety or congestion issues. In Norwich for example traffic marshals are employed at peak Christmas shopping periods to manage car park queues and avoid queuing vehicles blocking the road network.

Parking Principle 14: Parking for events and occasions

Where events or occasions will attract large numbers of motorists within short periods of time, event management plans will need to be worked up and agreed to manage traffic flows and maintain safety.

Timing of restrictions – including seasonal restrictions

38 Many on-street restrictions apply only to busier periods when there is a need to manage the traffic. Typically, this will apply in towns and urban areas when restrictions have implemented during daytime hours to keep them free of parked cars and hence keep traffic moving. During the quieter evening and night time periods parking may be acceptable to meet demand from, especially, residents. The periods of these restrictions will vary from place to place dependent on the local circumstances. (Typically, restrictions might apply from 8am to 6pm, or 7am to 7pm.) Although the time period might vary from town to town, care should be taken to ensure that restrictions apply consistently across the whole town (ie the time period is the same on different roads across the area). This will avoid motorists being confused about which time period applies to different streets and will make enforcement more practicable.

39 Similarly, where seasonal waiting restrictions apply, the time period should be consistent across a town or urban area to avoid confusion.

Parking Principle 15: Timing of restrictions – including seasonal restrictions

The time period of daytime only on-street waiting restrictions should be the same across the town or urban area. However, the times may be different for different towns.

The time period of any seasonal waiting restrictions should also be consistent across a town or urban area.

Parking around schools

40 Parking around schools is a particularly problematic issue. It may generally be appropriate to manage this parking through on-street waiting restrictions and school-keep-clear markings. However, the restrictions introduced will be dependent on the particular circumstances, to be decided in conjunction with the local community and the school.

Parking Principle 16: Parking around schools

On-street parking restrictions and school-keep-clear markings may be appropriate around schools. The measures will be dependent on the individual circumstances and decided in conjunction with the local community and the school.

Report to Norwich Highways Agency committee
19 March 2015
Report of Head of city development services
Subject Update on the flooding events of 2014

Item

7

Purpose

This report is to update the committee on last year's flooding events and also inform members of a significant funding opportunity which could help address the problems.

Recommendation

To note the current position and that the county council has accepted the invitation from the Department for Transport to apply for additional funding from the Local Highways Maintenance Challenge Fund.

Corporate and service priorities

The report helps to meet the corporate priorities to make Norwich a safe and clean city and a prosperous city.

This project supports the following county council service plan objectives

- Manage, maintain and improve Norfolk's transport infrastructure to support sustainable economic growth
- Improve journey reliability
- Adapt to and mitigate the impacts of climate change

Financial implications

An application has been submitted for £10.3m of which £1.2m will be a county council contribution. The money will be spent over three years.

Ward/s: Various

Members

City council: Cabinet member for environment, development and transport: Cllr Mike Stonard

County council: Chairman of Environment, Development and Transport Committee: Cllr Toby Coke

Contact officers

Andy Ellis, highways manager

01603 212418

Background documents

None

Report

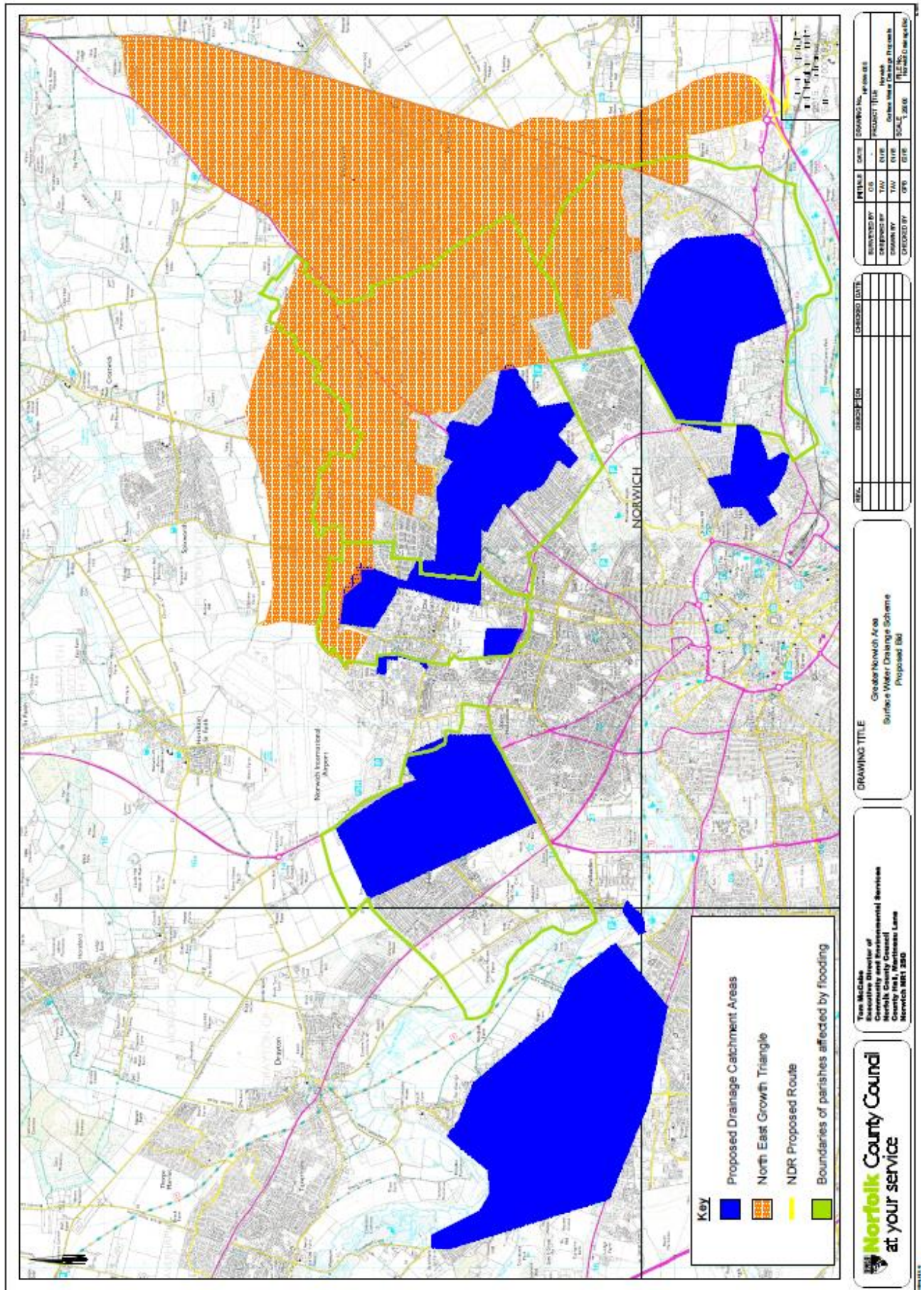
1. Norwich was hit by a number of intense rainfall events in 2014, notably on 27 May and 20 July. A number of properties suffered internal flooding. At the July meeting of this committee, a public question was received concerning the flooding. The committee was informed that a flood investigation report would be carried out by Norfolk's flood and water management team, leading to recommendations for the responsible parties to implement.
2. The flood and water management team published its flood investigation report in January 2015. It is available online at the following address: www.norfolk.gov.uk/view/NCC161684. A number of recommendations were made, some of which are already being acted on.
3. Late in 2014, the Government announced that it was offering an opportunity for highway authorities to bid for structural maintenance funding. The County decided to make a bid for capital funding to improve drainage around the greater Norwich area and including a number of locations within the City. The application was developed by Norfolk County Council with input from Norwich City Council. The areas covered by the bid are shown in appendix A.
4. One of the conditions of the bid is that the highway authority publishes it online. The bid can be viewed at the following address: www.norfolk.gov.uk/Travel_and_transport/Roads/Road_maintenance/Department_of_Transport_funding/Local_highways_maintenance_challenge_fund/index.htm
5. Of the £10.3m overall cost, £530,000 is for locations within Norwich. These locations are shown in the following table:

Location	Estimated cost
Beatrice Road	£30,000
Woods Close	£60,000
Dowding Road/ Mallory Road	£100,000
Hellesdon Road bridge	£120,000
Telegraph Lane East	£120,000
Wellesley Avenue South	£30,000
Gully replacement	£60,000
Plumstead Road	£10,000. Note that the problem is expected to be mitigated mainly by the major drainage work in the Thorpe St. Andrew area.

6. The outcome of the bid will be known at the end of March. The committee will then be updated further in May.
7. The city and county councils will review the resources required to jointly deliver the project.

Appendices

Appendix A – Drainage catchment areas plan drawing number HP-SW-005



Report to Norwich highways agency committee
19 March 2015
Report of Head of city development services
Subject Major road works – regular monitoring

Item
8

Purpose

This report advises and updates members of current and planned future roadworks in Norwich.

Recommendation

To note the report.

Corporate and service priorities

The report helps to achieve the corporate priorities of a strong and prosperous city and the service plan priority to coordinate programmes to achieve best value.

Financial implications

There are no direct financial consequences from this report

Ward/s: All wards

Cabinet member: Cllr Stonard – Environment development and transport

Contact officers

Ted Leggett, Street works officer 01603 212073
tedleggett@norwich.gov.uk

Glen Cracknell, City network co-ordinator 01603 212203
glencracknell@norwich.gov.uk

Background documents

None

Report

Background

1. Roadworks are a source of frustration and inconvenience to road users but they are an essential operation and need to be managed carefully to minimise their impact on the travelling public.
2. There are two main originators of roadworks: The Highway Authority and public utility companies. Norfolk County Council has a responsibility to improve and maintain the highway, while the public utility companies have a responsibility to provide and maintain their infrastructure, the vast majority of which is located under the highway. From time to time developers are also required to work in the highway, carrying out improvements to facilitate access to their developments.
3. The table attached as appendix 1 sets out the current works that have been completed since your last meeting, are currently in progress or are planned for the future on the A, B and C class roads within the city. More detailed roadworks information is provided online via the electronic local government information network at <http://norfolk.elgin.gov.uk>
4. The more significant works are highlighted below.

Chapel Field North and St Stephens Street

5. The work to make Chapel Field North two way for buses and access and to remove general traffic from St Stephens Street was substantively complete on 7 November when the scheme formally came into operation. Works in Little Bethel Street were completed shortly after. The only outstanding works as part of the scheme were the upgrading and modification of the pedestrian crossing on Chapelfield Road at the junction of Vauxhall Street, including the resurfacing of the pathway outside Johnson Place.

Push the pedalways programme

6. The design work for the majority of the schemes is nearing completion and work has commenced on constructing the major schemes. The first scheduled project on Magdalen Street (a contra-flow cycling scheme), commenced on 26 January 2015 and is due to finish mid to late April 2015. The traffic management will involve the closure of Magdalen Street between Edward Street and Bull Close Road, with residential and business access in and out from the south. A pedestrian through route will be maintained at all times.
7. The rest of the proposed major projects are detailed below in the table overleaf.

National Grid upgrades

9. National Grid Gas are currently in the middle of a program of gas main upgrades involving city centre locations including London St, Red Lion St and Westlegate. In the majority of instances, roads will be kept open, with closures overnight where possible to minimise disruption. Works have been completed

Works in progress

Location	Lead Authority	Type of scheme	Traffic management	Due for completion	Remarks
Magdalen Street	Norwich City Council (PtP)	Cycling Scheme	Closure of Magdalen Street with access to all businesses maintained	Mid-to-late April	Crossing may not need to be closed during all of works

Works completed since last report

Location	Lead Authority	Type of scheme	Traffic management	Due for completion	Remarks
Chapel Field pedestrian crossing	County	Highway improvement	Closure of Chapelfield pedestrian crossing, and some traffic management around Chapelfield roundabout	completed	Completed slightly ahead of schedule

Planned future works

Location	Lead Authority	Type of scheme	Traffic management	Anticipated dates	Remarks
Tombland	City	Push the Pedalway	To be determined	May to August 2015	
The Avenues	City	Push the Pedalway	To be determined	April to July 2015	
Park Lane / Unthank Road	City	Push the Pedalway	To be determined	July / August 2015	

Report to	Norwich highways agency committee	Item
	19 March 2015	
Report of	Executive head of business relationship management and democracy	9
Subject	Committee schedule of meetings for 2015 to 2016	

Purpose

To agree the meeting schedule for the 2015 to 2016 civic year.

Recommendation

That the committee agrees the following schedule of meetings for the civic year 2014-2015, all meetings to be at 10am and held at City Hall:-

4 June 2015
 23 July 2015
 17 September 2015
 12 November 2015
 21 January 2016
 17 March 2016

Corporate and service priorities

The report helps to meet the corporate priority Value for money services and the service plan priority.

Financial implications

There are no direct financial considerations arising from this report.

Ward/s: All wards

Cabinet member: Councillor Stonard – Environment, development and transport

Contact officers

Jackie Rodger, senior committee officer

01603 212033

Report

Background documents

1. The committee usually meets at 10am on either the fourth or third Thursday of the months of May, July, September, November, January and March of each year. This has the advantage of distributing committee meetings evenly throughout the year.
2. The dates proposed follow this pattern and take into account other meetings of the city and county councils, room availability and where possible try to avoid school holidays.
3. The city council agrees its schedule of meetings for the civic year at its annual council which will be held on 26 May 2015.
4. Annual reports are usually considered at the meeting in July.

Schedule for 2015-16

5. As part of the schedule agreed by the city council on 10 June 2014, the first meeting of the Norwich Highways Agency committee was set for 28 May 2015. However, it falls within the school holidays and clashes with a meeting of the county council's Norfolk health overview and scrutiny committee. It is therefore proposed that the first meeting of the committee for the civic year will be held on Thursday, 4 June 2015.
6. The March meeting has been moved forward a week because of the local elections in 2016.
7. Colleagues at Norfolk County Council have been consulted on the proposed dates of meetings.