

# Wiltshire Local Transport Plan 2011- 2026

## Car Parking Strategy





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## **Car Parking Strategy**

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# 1 Introduction

## Introduction

- 1.1** This document presents Wiltshire Council's car parking strategy which forms part of the Wiltshire Local Transport Plan (LTP3) 2011-2026. It provides a high-level policy position on a number of factors, including the following:
- overall management of car parking in Wiltshire
  - managing the council's car parking stock
  - setting of appropriate parking charges
  - car parking standard
  - visitor attraction parking
  - parking at railway stations
  - safety and mobility impaired requirements.
- 1.2** The document also provides more detail on a number of these factors, which forms the technical element of the council's strategy.
- 1.3** It should be noted that related parking issues for cycling, powered two wheelers and freight are or will be dealt with in the LTP3 Cycling Strategy, LTP3 Powered Two Wheeler Strategy and LTP3 Freight Strategy respectively.

## Wiltshire LTP3 Car Parking Strategy

- 1.4** A parking strategy that deals with the supply and management of car parking can be one of the most useful tools available to local authorities in helping them achieve their economic, social and environmental objectives. In particular, a parking strategy can:
- a.** support the local economy (e.g. by making it easy for shoppers and tourists to visit Wiltshire's market towns) and facilitate development growth (e.g. by enabling the planned housing and employment growth in Wiltshire to 2026).
  - b.** meet residents' needs for car parking near their homes (e.g. by introducing Residents' Parking Zones).
  - c.** provide access to key services and facilities for special needs groups and the mobility impaired (e.g. by providing appropriate Blue Badge car parking spaces).
  - d.** improve journey time reliability for road users (e.g. by designing and managing on-street parking facilities to reduce traffic conflicts and delays).
  - e.** encourage sustainable travel modes and help reduce reliance on the private car (e.g. by setting parking charges at appropriate levels).
  - f.** improve the efficiency of the council's parking service.
  - g.** enhance the built and natural environment (e.g. by reducing the amount of land required for parking and by improving the look of streetscenes through the enforcement of parking contraventions).
  - h.** make Wiltshire a safer place (e.g. by ensuring that car parks are 'safer by design').
  - i.** raise revenue for the council to reinvest in transport services and measures (e.g. by using surplus parking revenues to subsidise non-commercial bus services).

j. reduce wasteful competition between towns in the wider sub-region (e.g. by setting car parking charges and standards that are broadly consistent with neighbouring authorities).

**1.5** It should be clear from the above that car parking covers a variety of areas and a parking strategy needs to address them all. In essence, a parking strategy needs to form an integral part of a sustainable local transport system which aims to support economic, social and environmental objectives.

**1.6** Having stated the above, there can be significant issues in trying to adopt a parking strategy that supports a sustainable local transport system as there are often inherent tensions between economic, social and environmental objectives. For example, while increasing levels of mobility for most people (i.e. those with access to a car) has generally led to higher standards of living and increased economic growth, at the same time, the centralisation of services and facilities (e.g. concentrating NHS services in super-hospitals) has reduced the quality of access for a significant minority of people (i.e. those who rely on public transport) and adversely impacted on environmental and social factors such as air quality and community severance.

**1.7** Wiltshire Council's car parking strategy therefore needs to find a balance between supporting economic growth and being an effective demand management tool to encourage the use of sustainable transport alternatives.

## Background

**1.8** The council developed its previous parking strategy, or Parking Plan as it was termed, during the preparation of the first Wiltshire Local Transport Plan (LTP1) which was published in 2001. This set out maximum parking standards, a parking standards assessment framework, policies for developer contributions, strategies for public parking (including recommended parking charges) and parking standards.

**1.9** The LTP1 Parking Plan adopted the recommendations from a study undertaken by consultants Oscar Faber in 2000, who were commissioned by the former Wiltshire County Council, the four former Wiltshire district councils and Swindon Borough Council. However, as the strategy was not formally adopted by the former district councils, it was only implemented with varying degrees of success across the county.

**1.10** At the same time, a specific parking strategy for Salisbury, 'Getting the Right Balance', was prepared in 2000. This set out the principles and priorities for the supply and management of parking in Salisbury city centre.

**1.11** During the preparation of the second LTP for Wiltshire (LTP2) which sets out the council's transport objectives and targets for the period 2006/07 to 2010/2011, two main issues relating to parking in Wiltshire were identified:

- the need for greater control of parking whilst recognising the need to maintain and enhance the economic vitality of local town centres
- the widespread abuse of parking restrictions through lack of adequate enforcement.

**1.12** More recently (June 2008), the council completed the introduction of civil parking enforcement (CPE) throughout the whole of Wiltshire: under the Road Traffic Act 1991, as amended by the Traffic Management Act 2004 (TMA), highway authorities can apply to the Secretary of State to establish Special and Civil Enforcement Areas which, once approved, transfers the responsibility for parking enforcement from the police to the highway authority. Reviews of parking controls are now being undertaken in all of Wiltshire's market towns to support the implementation of CPE (see paragraph 1.18 for further details).

- 1.13** As a consequence of the move to Wiltshire Council in April 2009, a Parking Services Team has been set up to manage the council's car parks and park-and-ride sites, and enforce all parking controls both on-street and off-street for the whole of Wiltshire.
- 1.14** The review of the LTP1 Parking Plan was undertaken by consultants Mouchel and public consultation on their reports was carried out from 12 July to 3 September 2010. Feedback on the consultation findings was then presented to the area boards between 22 September and 23 November 2010. Wiltshire Council's Cabinet considered the consultation responses and agreed the revised strategy at its meeting on 14 December 2010.

## Parking in Wiltshire

- 1.15** There are three broad categories of car parking in Wiltshire:
- On-street – this is parking within the adopted highway boundary that is regulated by the council acting as highway authority. Enforcement of on-street parking regulations has historically been carried out by the Police but following the introduction of CPE is now carried out by the council.
  - Public off-street – these are parking areas provided by the council which are open for use by the general public. Typically users are charged according to length of stay.
  - Private off-street – parking that is privately owned for use by residents, employers, retailers, etc.
- 1.16** The majority of parking within Wiltshire's market towns and villages is off-street, publicly operated car parks and/or on-street parking. Typically, the parking stock is supplemented by large car parks operated by supermarkets and other smaller privately operated car parks.
- 1.17** Following the successful introduction of CPE throughout Wiltshire, reviews of parking in the market towns are being undertaken in the knowledge that any new restrictions introduced will be effectively enforced. This process involves investigating requests received for parking controls from residents, town councils and other interested organisations, and the formulation of proposals to deal with safety or obstruction problems, which are progressed through the traffic regulation order process.
- 1.18** Progress with the reviews is as follows:
- Following reviews of parking in Cricklade, Wootton Bassett, Ludgershall and Tidworth, new restrictions were introduced in the summer of 2009.
  - In December 2009, new restrictions were implemented in Calne, Corsham, Chippenham and Devizes following their reviews.
  - New restrictions resulting from the parking reviews in Bradford on Avon and Malmesbury were implemented in April 2010. Those in Marlborough and Purton were implemented during the summer of 2010.
  - Reviews of parking in Melksham, Warminster, Westbury and Trowbridge are ongoing with the aim of instigating the formal traffic regulation orders process in the summer of 2011 in order to assess the implication of the introduction of the car parking strategy.
  - It is anticipated that the reviews of the towns in the former Salisbury district area will be commenced in 2011/12.
- 1.19** The resulting new parking controls introduced will be monitored. Accordingly, it is anticipated that a traffic regulation orders will be commenced in 2011/12 to deal with any residual parking problems in the towns that have been reviewed.



- 1.20** As a consequence of undertaking the parking reviews, the council has received some representations for residents' permit schemes; currently residents' parking schemes are just operated in Salisbury City and on a trial basis in a limited number of streets in Bradford-on-Avon. Further introduction of residents' parking arrangements was put on hold until the review of the LTP1 Parking Plan had been completed and adopted by the council. This was in order to establish the rules for the introduction of residents' parking arrangements on a consistent and uniform basis throughout the county (see chapter 6).

## Structure of the report

- 1.21** This document is structured as follows:

- Section 2 provides the overall national and local policy context for the parking strategy.
- Section 3 presents the council's overall policies for car parking.
- Section 4 provides more detail on the council's policy for managing on and off-street parking.
- Section 5 outlines the parking charge regime in Wiltshire.
- Section 6 presents the council's process for investigating, implementing and operating residents' parking zones.
- Section 7 presents car parking standards and the associated accessibility-based discounting system.
- Appendices contain details on the car parks schedule, residents' parking scheme process, maximum car parking standards and the accessibility questionnaire.

- 1.22** Background information that supports the development of this strategy is available in an associated technical report available from <http://www.wiltshire.gov.uk/transportpoliciesandstrategies/localtransportplan3.htm>

## 2 Policy context

### Introduction

2.1 This chapter sets out the policy context for the car parking strategy at the national and local level.

### National context

2.2 As set out in the Department for Transport's (DfT's) guidance on LTPs issued in July 2009, the government's five broad transport goals are:

- to support national economic competitiveness and growth, by delivering reliable and efficient transport network
- to reduce transport's emissions of carbon dioxide and other greenhouse gases, with the desired outcome of tackling climate change
- to contribute to better safety, security and health and longer life-expectancy by reducing the risk of death, injury or illness arising from transport, and by promoting travel modes that are beneficial to health
- to promote greater equality of opportunity for all citizens, with the desired outcome of achieving a fairer society
- to improve quality of life for transport users and non-transport users, and to promote a healthy natural environment.

2.3 In line with the guidance, the council adopted these as the overall goals for the Wiltshire LTP3 (see the LTP3 Strategy document available from <http://www.wiltshire.gov.uk/transportpoliciesandstrategies/localtransportplan3.htm>).

2.4 Pertinent guidance on parking is provided in a number of Planning Policy Guidance Notes (PPG) or Planning Policy Statements (PPS). In particular, PPG13 'Transport' (first published March 2001, partly updated January 2011) states that:

*"Policies on parking should be coordinated with proportionate parking controls and charging set out in the local transport plan, and should complement planning policies on the location of development".*

2.5 PPG13 also states that in developing policies on parking, local authorities should:

- ensure that levels of parking provided in association with development will promote sustainable transport choices
- not require developers to provide more spaces than they themselves wish, other than in exceptional circumstances
- encourage the shared use of parking, particularly in town centres and as part of major proposals
- take care not to create perverse incentives for development to locate away from town centres, or threaten future levels of investment in town centres
- require designated parking spaces for disabled people in accordance with current good practice
- where appropriate, introduce on-street parking controls in areas adjacent to major travel generating development.

2.6 Other relevant guidance is provided in PPS3 'Housing' (June 2010) which says that:

*“Local Planning Authorities should, with stakeholders and communities, develop residential parking policies for their areas, taking account of expected levels of car ownership, the importance of promoting good design and the need to use land efficiently”.*

**2.7** It should be noted that this is a significant change from a previous version of PPS3 which advocated a maximum provision of 1.5 off-street parking spaces per dwelling.

**2.8** As part of PPS4 ‘Planning for Sustainable Economic Growth’ (December 2009), it is stated that in setting maximum parking standards for non-residential development in their areas (other than for disabled people), local authorities should take into account:

- the need to encourage access to development for those without use of a car and promote sustainable transport choices, including cycling and walking
- the need to reduce carbon emissions
- current, and likely future, levels of public transport accessibility
- the need to reduce the amount of land needed for development
- the need to tackle congestion
- the need to work towards the attainment of air quality objectives
- the need to enable schemes to fit into central urban sites and promote linked trips
- the need to make provision for adequate levels of good quality secure parking in town centres to encourage investment and maintain their vitality and viability
- the need to encourage the shared use of parking, particularly in town centres and as part of major developments
- the need to provide for appropriate disabled parking and access
- the needs of different business sizes and types and major employers
- the differing needs of rural and urban areas.

**2.9** PPS4 also provides guidance on how non-residential parking standards should be applied.

## **Local context**

### **Local development framework**

**2.10** The 'Wiltshire and Swindon Structure Plan 2016' provides the adopted strategic policy framework to guide development across the administrative area of Wiltshire Council and Swindon Borough Council for the period up to 2016. Together with adopted district local plans, the structure plan forms the 'development plan' for Wiltshire.

**2.11** Policy ‘T6 Demand Management’ in the structure plan states that:

*Demand management measures will be promoted where appropriate to reduce reliance upon the car and to encourage the use of sustainable transport modes. These measures include:*

- *maximum car parking standards – the provision of parking associated with new development will be limited to maximum parking standards. These maximum standards, and existing parking stock, will be managed or reduced to reflect local circumstances and the relative accessibility by other modes, in accordance with an accessibility framework and criteria*
- *public car parking charges – to avoid wasteful competition between adjacent areas within Wiltshire and outside, parking charges should be set to reflect the availability of parking spaces, local travel patterns and the availability of alternative travel mode*
- *traffic management measures – where there are identified sustainable transport demands, traffic congestion, road safety or air quality issues, traffic management measures will be*

*developed to promote walking, cycling and public transport, reduce reliance on the car, reduce the risk of accidents and improve the environment*

- *charging measures – opportunities for charging measures, such as road user charging and the workplace levy, will be kept under review.*

**2.12** The Planning and Compulsory Purchase Act 2004 replaced structure and local plans with Local Development Frameworks (LDFs). Since April 2009, Wiltshire Council has used the work already undertaken by the four former district councils to focus on the eventual delivery of one Wiltshire LDF in order to have in place consistent planning policies across Wiltshire as early as possible (see <http://www.wiltshire.gov.uk/wiltshirecorestrategy>).

### **Community plan**

**2.13** The 'Wiltshire Community Plan 2011 - 2026: People, places and promises' (February 2011) sets out the long term vision for the whole of Wiltshire to 2026. One of the objectives of the community plan is to:

*"Provide a safer and more integrated transport system that achieves a major shift to sustainable transport, including walking, cycling, and the use of bus and rail networks especially in the larger settlements of Trowbridge, Chippenham and Salisbury, and along the main commuting corridors".*

### **Local transport plan**

**2.14** A number of local strategic transport objectives have been developed for the LTP3 (see Table 2.1 over). These LTP3 objectives have been derived from and are related to the national transport goals and the Wiltshire Community Plan objectives. They also reflect the key transport challenges identified as part of the development of the Wiltshire LTP3.

**Table 2.1 Wiltshire LTP3 Strategic Transport Objectives**

Ref	Strategic Objective
SO1	To support and help improve the vitality, viability and resilience of Wiltshire's economy and market towns.
SO2	To provide, support and promote a choice of sustainable transport alternatives including walking, cycling, buses and rail.
SO3	To reduce the impact of traffic on people's quality of life and Wiltshire's built and natural environment.
SO4	To minimise traffic delays and disruption and improve journey time reliability on key routes
SO5	To improve sustainable access to a full range of opportunities particularly for those people without access to a car.
SO6	To make the best use of the existing infrastructure through effective design, management and maintenance.
SO7	To enhance Wiltshire's public realm and streetscene.
SO8	To improve safety for all road users and to reduce the number of casualties on Wiltshire's roads.
SO9	To reduce the impact of traffic speeds in towns and villages.
SO10	To encourage the efficient and sustainable distribution of freight in Wiltshire.
SO11	To reduce the level of air pollutant and climate change emissions from transport.
SO12	To support planned growth in Wiltshire and ensure that new developments adequately provide for their sustainable transport requirements and mitigate their traffic impacts.
SO13	To reduce the need to travel, particularly by private car.
SO14	To promote travel modes which are beneficial to health.
SO15	To reduce barriers to transport and access for people with disabilities and mobility impairment.
SO16	To improve the resilience of the transport system to impacts such as adverse weather, climate change and peak oil.
SO17	To improve sustainable access to Wiltshire's countryside and provide a more useable public rights of way network.
SO18	To enhance the journey experience of transport users.

## 3 Overall policies

### Introduction

- 3.1 As outlined in chapter 2, the LTP3 Car Parking Strategy needs to balance a range of economic, social and environmental objectives. The policies set out in this chapter seek to strike an appropriate balance given Wiltshire's particular circumstances.

### Overall parking management

- 3.2 Car parking needs to be carefully managed in order to help achieve the Wiltshire LTP3 transport objectives (see chapter 2).

#### Policy PS1 - overall management

The overall parking stock will be efficiently and effectively managed through the implementation of appropriate supply, maintenance, charging and enforcement measures to help achieve relevant local objectives.

- 3.3 This means that the council will:
- effectively manage the council owned (on-street and off-street) public car parking stock to reflect local circumstances
  - define the provision of private non-residential (PNR) and residential parking associated with new developments/re-developments
  - maintain high quality and safe public parking facilities
  - enforce parking regulations effectively
  - effectively manage competing demands for on-street parking through the implementation of appropriate measures (e.g. Residents' Parking Zones).
- 3.4 The policy for overall parking management is set within the context of wider demand management measures. Demand management broadly covers measures to modify behaviour through a wide range of activities to control and reduce the negative impact of travel. It is often specifically aimed at addressing the harmful effects of car-borne journeys. Demand management covers an extensive and wide-ranging assortment of measures and activities, of which parking management is an integral part.
- 3.5 In managing the parking stock, while it is important that the council reflects the range of economic, social and environmental differences found in Wiltshire, it needs to do this within a workable framework that provides a level of consistency. Given this, the management of car parking will be undertaken in relation to a number of specified 'spatial areas' and 'land-use zones'.

### Spatial areas

- 3.6 Wiltshire has been divided into four spatial areas (see Table 3.1 below) based on the hierarchy in the emerging LDF (which considers the role and function of settlements, and their level of facilities and services), population levels, the availability of sustainable transport alternatives and operational parking issues.

**Table 3.1 Spatial Areas**

Band	Spatial Area
1	Salisbury
2	Chippenham and Trowbridge
3	Market Towns
4	Small Towns and Villages (including rural areas)

**3.7** The 'Market Towns' (Band 3) are Amesbury, Bradford-on-Avon, Calne, Corsham, Devizes, Malmesbury, Marlborough, Melksham, Warminster, Westbury and Wootton Bassett.

**3.8** The 'Small Towns and Villages' (Band 4) covers all the other settlements in Wiltshire.

### Land-Uses

**3.9** The land-use zones, as defined in the previous LTP1 Parking Plan, have been retained and are shown in Table 3.2 below.

**Table 3.2 Land-Use Zones**

Band	Land Use Zones
A	Regional/Sub-regional shopping/ commercial centres
B	Local shopping/commercial areas
C	Central employment areas
D	Employment areas
E	Central residential areas
F	Residential areas

### Managing the council's parking stock

**3.10** The historical approach of providing increased inexpensive car parking stock to meet rising demand has three main disadvantages:

- it uses up valuable land which could be used for other purposes (e.g. housing, retail and employment)
- it encourages people to use their cars more which leads to increased traffic flows, congestion, climate change emissions and other traffic impacts
- it often requires councils to subsidise the cost of providing and managing parking facilities.

**3.11** Ultimately, this approach can set in motion a circle of 'predict and provide'. The alternative approach is to 'manage demand' by having a parking strategy which, as much as possible, supports the vitality and vibrancy of local economies, and seeks to promote more sustainable transport choices. This might mean, for instance:

- setting parking charges which encourage short-stay parking (e.g. for shoppers) and discourage long-stay parking (e.g. for commuters)

- locating short-stay spaces in the centre of market towns and long-stay spaces at the edges of centres
- reducing the number of long-stay spaces and managing the number of short-stay spaces.

**3.12** The reasons for limiting, relocating and increasing charges for long-stay spaces are because:

- it is usually more practicable for commuters to use other transport modes (e.g. cycling, public transport and car sharing (see <http://www.carsharewiltshire.com>)) since their journeys are typically to and from fixed locations, and form only a small part of the day
- commuter parking typically occupies parking spaces for the whole of the working day
- commuters mainly travel at peak periods when the road network is most congested.

**3.13** The reasons for facilitating and encouraging short-stay parking are:

- parking spaces need to be readily available to support the vitality, vibrancy and resilience of market town centres
- the higher turnover of spaces allows more users to be accommodated per space

**3.14** shoppers are more likely to travel during inter-peak periods when there is usually spare capacity on the road network.

### **Policy PS2 - Managing the council's parking stock**

**The council will manage its parking stock in accordance with the following principles:**

#### **Off-street public parking:**

- **Short-stay parking (up to three hours) will be prioritised on sites within an acceptable walking distance of shopping and commercial centres to ensure adequate accessibility.**
- **Longer-stay parking will be prioritised on sites further away from shopping and commercial centres.**
- **Long stay commuter parking will be reduced where good sustainable transport alternatives exist.**
- **The mix, number and usage of off-street parking spaces will be periodically reviewed to ensure they continue to meet Local Transport Plan objectives and reflect local circumstances.**

#### **On-street parking:**

- **Short-stay parking (up to two hours) will be given priority at available on-street parking locations in or near shopping or commercial centres.**
- **Adequate provision will be made for the delivery of goods and for public service and emergency vehicles.**
- **Provision for Blue Badge holders will be made in line with recognised national standards (as a minimum).**
- **In residential roads, priority will be given to meeting residents' parking needs.**
- **The mix, number and usage of on-street parking spaces will be periodically reviewed to ensure they continue to meet Local Transport Plan objectives and reflect local circumstances.**



- 3.15** In reviewing the mix, number and usage of parking spaces, the council's approach will be very much based on 'managing parking demand' rather than simply on a 'predict and provide' calculation. Where appropriate, consideration will also be given to the requirements of car clubs and alternative energy vehicles.
- 3.16** In terms of on-street parking, this will generally be prioritised within the following hierarchy of kerb space users:
1. Bus Stop
  2. Taxis
  3. Blue Badge parking
  4. Car clubs
  5. Deliveries
  6. Short stay parking
  7. Residents' parking
  8. Long stay parking
- 3.17** In applying this hierarchy, the council will take into account the different detailed approaches to managing on-street and off-street parking in each respective land-use zone are set out in chapter 4 (e.g. in residential roads, priority will be given to meeting residents' parking needs) .
- 3.18** Reflecting the issues highlighted earlier, parking charges are set to:
- discourage commuting by car while protecting the vitality and vibrancy of town centres
  - avoid wasteful competition between different locations
  - reflect the availability of alternative, more sustainable travel modes.
- 3.19** Within this overall context, recommended parking charges are proposed for each 'spatial band' in accordance with the policy position shown in Policy PS3 below.

## Policy PS3 - Parking charges

**Recommended parking charges (on and off-street) will be set for each 'spatial band' taking account of the following factors:**

- **the service role and strength of the local economy**
- **the utilisation of existing parking spaces**
- **traffic conditions on the local highway network**
- **the availability of sustainable transport modes**
- **the need to avoid 'searching' traffic**
- **parking charges in neighbouring areas**
- **the convenience and quality of parking locations**
- **local environmental conditions**
- **the requirement to provide an efficient Council parking service**
- **relevant LTP objectives and targets, including support for council transport services.**

**To reflect its greater convenience, charges for on-street parking will be set at a premium over the equivalent off-street parking charge.**

**Sunday parking charges will be considered where there is an identified traffic congestion or air quality issue, or where there is a strong and established parking demand from shoppers or visitors.**

**The actual parking charges will be set by the council following consultation with the public, stakeholders and Area Boards.**

- 3.20** Details of all the car parks in Wiltshire are provided in the document 'Car Parks Schedule' (see Appendix A). Off-street public parking which is deemed by the council to wholly or substantially serve specific facilities (i.e. hospitals, sports centres, etc) or purposes (i.e. visitor, residential parking, etc) would not be subject to the principles set-out in policies PS2 and PS3. These car parks are identified in the schedule by the term 'Facility Parking', 'Visitor Parking' or 'Residents' Parking'.
- 3.21** As part of the consultation process outlined in Policy PS3, Wiltshire Council offers town and parish councils the following opportunities:
- In Band 3 towns, to 'buy back' a small proportion of short-stay spaces from Wiltshire Council to offer as free parking spaces.
  - In Band 4 towns, to take over the costs of operating and managing the car parks as an alternative to parking charges being set by Wiltshire Council.
- 3.22** Where these opportunities have been taken up by the respective town or parish council, the relevant car parks are identified in the Car Parks Schedule.
- 3.23** A fundamental review of parking charges will be undertaken by the council every five years based on the factors outlined in policy PS3. Annual interim reviews will also be carried out based on an assessment of parking charges in neighbouring areas and the Consumer Price Index (based on the figure for September each year with reviewed charges rounded to the nearest ten pence). In addition, consideration will be taken of the outcomes of area transport strategies developed to support planned growth.
- 3.24** The council also offers the option of purchasing permits and season tickets for many of its car parks, the terms and conditions of which were subject to a review in 2010/11.

## Parking standards in new developments

- 3.25** Controlling the amount of parking provided in new business development (private non-residential (PNR)) and for new housing (residential) has historically been used as a way of seeking to influence both car use and car ownership levels. However, even though the emerging Wiltshire LDF is seeking to allocate new development in the most sustainable locations (i.e. close to service centres and/or with good public transport links), it is considered generally unrealistic to seek to influence car ownership levels through parking measures as the majority of people will still want to own a car for the flexibility it provides (e.g. for visiting family and friends, for bulk shopping, for holiday trips, etc). Indeed, a study undertaken on behalf of the former South West Regional Assembly concluded that restricting residential parking has little impact on either car usage or levels of ownership.
- 3.26** It is considered, therefore, that the focus of the council's parking strategy should be on influencing car use through appropriate parking measures at destinations (e.g. retail, commercial and employment areas) and not seeking to control car ownership levels through overly restrictive residential parking measures which can cause streetscene or safety issues as a result of parking overspill.

### Private non-residential parking standards

- 3.27** Given the above argument, it is considered that, together with parking charges, it should be the number of parking spaces at destinations (e.g. retail, commercial and employment areas) that provide the means to influence car use. However, concern is often expressed that the reduction in parking standards:
- could discourage businesses from locating or expanding in Wiltshire
  - should not encourage perverse incentives for development in out-of-centre locations
  - are generally unrealistic given the lack of suitable sustainable transport alternatives
  - transfer unmet parking demand onto residential streets.
- 3.28** Consequently, parking standards need to be considered in a sensitive and flexible way that reflects local circumstances. Given this, a workable accessibility framework has been developed to determine reductions, or discounts, in recommended maximum non-residential parking standards (see chapter 7).

#### **Policy PS4 - Private non-residential parking standards**

**The provision of parking associated with new private non-residential development will be limited to maximum parking standards (except for disabled parking spaces). These maximum standards will be reduced to reflect local circumstances and the relative accessibility by sustainable transport modes in accordance with an accessibility framework.**

**The actual parking provision for developments will be negotiated between the council and developers taking account of a range of issues including the mix of land uses, ancillary uses, scale of development, approach to design, opportunities for sharing parking and the role of local Park and Ride sites.**

- 3.29** Disabled people need special provision; new developments must therefore ensure that 'Blue Badge' holders have an adequate number of properly designed, conveniently located and reserved car parking spaces (in line with recognised national standards as a minimum).

- 3.30** The council will use transport assessments, business and school travel plans and other ‘smarter choices’ measures to help reduce the need for, or usage of, PNR parking spaces.
- 3.31** The provision of required parking spaces should always be well integrated within the wider design approach to a development. As part of this, appropriate measures should be considered to reduce the environmental impact of providing parking spaces (e.g. the use of permeable surfaces to reduce surface water run-off).
- 3.32** More details on maximum parking standards and the associated accessibility framework are presented in chapter 7.
- 3.33** Managing council owned parking is made more complicated where there is significant publicly available private non-residential parking (e.g. at shopping centres and supermarkets). Particular concerns include that:
- People may park in a shopping centre or supermarket car park for free when visiting a town rather than using a nearby council short-stay car park – this could both cause parking overspill onto residential roads if the supply of supermarket spaces is exceeded and a loss of revenue to the council.
  - People may decide to shop at a shopping centre or supermarket because it has free car parking rather than in the local high street which relies on council car parks - this could undermine the vitality and vibrancy of small retailers.

#### **Policy PS5 - Managing publicly available private non-residential parking**

**There will be a presumption that any planning application which includes provision for publicly available private non-residential parking will be required to provide an accompanying car park management plan and, subject to a case-by-case analysis, to implement parking restrictions and charges consistent with those of council run car parks in the local area.**

- 3.34** Where an existing council car park forms part of a planning application, the presumption will be that the council will manage and operate the whole of any publicly available private non-residential car park associated with the new development.
- 3.35** The shared use of parking, particularly in town centres and as part of existing major developments, will be encouraged to reduce the overall amount of parking provision and to reduce land take.

#### **Residential parking standards**

- 3.36** In May 2007, the Department for Communities and Local Government (DCLG) published a document entitled ‘Residential Car Parking Research’ which set-outs a methodology for determining residential car parking standards based on the following issues:
- historic and forecast car ownership levels
  - factors influencing car ownership:
    - dwelling size, type and tenure
    - dwelling location
    - availability of allocated and unallocated parking spaces
    - availability of on-street and off-street parking)

- availability of visitor parking
  - availability of garage parking
- residential car parking demand (with 2026 as the recommended prediction year).

**3.37** In terms of the PPS3 recommendation regarding good design and the efficient use of land, the documents 'Manual for Streets' (DfT, 2007) and 'Car parking: What works where' (English Partnerships, 2006) provide pertinent advice. In particular, it is advocated that the more flexible parking is (i.e. on-street and unallocated spaces), the more efficient the use of land (e.g. through the sharing of spaces); therefore, there is a presumption in favour of including some unallocated parking in most residential developments.

#### **Policy PS6 - Residential parking standards**

**The provision of car parking associated with well designed new residential development will be determined in accordance with an approach which takes account of:**

- **dwelling size**
- **the appropriate mix of parking types (e.g. unallocated, on-street, visitor etc).**

**A set of minimum parking standards for residential development (based on allocated parking) has been developed to provide a basis for this approach. In determining the appropriate mix of parking types, the presumption will be that unallocated communal parking will be included in the majority of new residential developments.**

**Reduced residential parking requirements will be considered in the following circumstances:**

- **where there are significant urban design or heritage issues**
- **where parking demand is likely to be low**
- **where any parking overspill can be controlled.**

**3.38** While the provision of required parking spaces should always be well integrated within the wider design approach to a residential development, it is acknowledged that the requirement to achieve minimum standards could have an adverse impact where there are significant design or heritage issues (e.g. in terms of the ability to safeguard and conserve the scale, character, setting, distinctiveness, functionality and/or cultural value of a development or local area). As part of the integration with the wider design approach to a development, appropriate measures should also be considered to reduce the environmental impact of providing the required parking spaces (e.g. the use of permeable surfaces to reduce surface water run-off).

**3.39** In town centres in particular, parking demand is likely to be less (e.g. because of the availability of a range of local services and good local sustainable transport options) and any tendency for potential parking overspill onto nearby streets is or can be controlled.

**3.40** The council will require a design statement and/or transport assessment to justify any reduced residential parking requirement. In addition, residential travel plans and other 'smarter choices' measures may be required to help reduce the need for, and/or usage of, residential parking spaces.

**3.41** More details on residential parking standards are provided in chapter 7.

## Parking enforcement

- 3.42** Following the introduction of CPE (see chapter 1), Wiltshire Council is now responsible for the enforcement of both off-street and on-street parking restrictions. Previously, the former district councils were responsible for the enforcement of all off-street car parks and the Wiltshire Constabulary was responsible for all on-street parking enforcement.
- 3.43** The benefits of CPE are many and varied:
- A co-ordinated and locally accountable parking enforcement service across the whole of the county.
  - The ability to keep roads clear of vehicles parked in contravention of a restriction, which create safety and obstruction issues. In doing so, this can reduce traffic delays, improve the reliability of bus services, enhance the environment for pedestrians and cyclists, and provide easier access for emergency vehicles.
  - The increased turnover of short-stay spaces and encouragement for the appropriate use of long-stay spaces through better enforcement can result in less circulating traffic and help support the vitality and vibrancy of market town centres.
  - Residents' parking schemes are able to be introduced in the knowledge that they will be effectively enforced.
  - Improved enforcement helps 'Blue Badge' holders by ensuring that dedicated spaces are not used inappropriately.
  - More reliable access to designated loading bays and facilities for deliveries.
- 3.44** No changes were made to parking controls as part of the preparatory work for CPE. However, it is recognised that, with improved enforcement, parking patterns tend to change as previously illegally parked vehicles move to unrestricted areas. The parking reviews outlined in chapter 1 aim to deal with this issue.
- 3.45** The council employs teams of enforcement officers to patrol the streets and car parks. The officers have the responsibility for issuing Penalty Charge Notices (PCNs) but do not have quotas or targets; instead, they work to clear guidelines. Income from the payment of PCNs is used to finance the operational costs of the council's parking service. Any surplus can then be used to help support core sustainable transport services.
- 3.46** As part of the development of a parking enforcement strategy, the council will investigate the use of technology to maintain effective enforcement and ensure that traffic regulation orders are reviewed on a regular basis.

### **Policy PS7 - Parking enforcement**

**The council will enforce parking restrictions effectively and efficiently under its civil parking enforcement regime.**

## Residents' parking zones

- 3.47** It is recognised that in seeking to reduce car use through, for example, higher parking charges or reduced time limits, the LTP3 Car Parking Strategy may prompt drivers to park in residential streets. In addition to preventing residents from parking their own cars, the ability for drivers to make use of unrestricted spaces in residential streets does not encourage them to switch to more sustainable transport modes.

### **Policy PS8 - Residents' parking zones**

**In those residential areas which suffer from the significant effects of on-street commuter and/or shopper parking, the council will, subject to available resources, investigate and where appropriate introduce residents' parking zones in consultation with local residents and businesses.**

- 3.48** The investigation and implementation of any residents' parking zones will not be made in a piecemeal manner as this could result in drivers simply relocating to areas where restrictions are not in place. The council will therefore undertake periodic whole town and village reviews as outlined in chapter 1.
- 3.49** Further details of the policy on the main principles under which the council will investigate, implement and operate residents' parking zones are provided in chapter 6.

### **Visitor attraction parking**

- 3.50** Given the attraction of Wiltshire's built and natural environment to tourists, the provision of adequate parking for visitors and coaches at attractions is an important consideration. However, the typically seasonal nature of tourism can sometimes present problems in dealing with the associated increase in parking demand.
- 3.51** The council will manage the demand for visitor attraction parking through Policy PS2 'Managing the council's parking stock' and Policy PS4 'Private non-residential parking standards'. As part of this approach, the council will work with tourist attractions to develop and implement transport assessments, green travel plans and other 'smarter choices' measures to reduce the demand for visitor parking.
- 3.52** The provision of adequate facilities for coaches to park and set-down/pick-up also needs to be included as part of the council's approach to visitor attraction parking (HGV parking is considered as part of the LTP3 Freight Strategy). In doing so, it is acknowledged that there can be a number of difficulties and tensions related to the operation of coaches as experienced by drivers (e.g. a lack of adequate parking facilities), other road users (e.g. traffic disruption caused by inappropriate parking) and local residents and businesses (e.g. noise disturbance).

### **Policy PS9 - Visitor attraction parking**

**The council will work with visitor attractions to manage the demand for parking.**

**The availability of coach parking and set-down/pick-up spaces will be periodically evaluated considering the needs of coach operators and passengers, other road users, residents and local businesses.**

### **Park and ride**

- 3.53** High quality Park and Ride facilities and services have been introduced in Salisbury to encourage car users to utilise public transport for at least part of their journeys. In essence, Park and Ride services can contribute to reducing traffic congestion on radial routes and its impact in town centres (e.g. on air quality and historic streets). It is also recognised that the provision of Park and Ride facilities and services can reduce the need for long stay public car parking in towns

whilst at the same time maintaining the competitiveness of the local economy. The interaction of long stay parking provision and charges with local bus services needs to be considered in any review of the management of a Park and Ride system.

- 3.54** Given the nature of Park and Ride facilities (i.e. a mix of parking and public transport elements with wide ranging impacts), new and/or expanded Park and Ride facilities will only be considered as part of the development of area transport strategies.

#### **Policy PS10 - Park and ride**

**Where Park and Ride facilities are implemented, the council will review long-stay parking provision and charges, and utilise parking revenues to support their operation and maintenance.**

### **Parking at railway stations**

- 3.55** The provision of adequate car parking at railway stations can help to reduce the length of car journeys by attracting people onto rail for the major part of their journey. In addition, it can help avoid or alleviate 'overspill' parking around stations.
- 3.56** Increased car parking provision can, however, encourage people to use their car instead of more sustainable modes to travel to the station. Moreover, it can also influence people's locational decisions: for example, a person may move from a market town location (where they used relatively good local public transport services) to a more rural location (where they now use their car to travel into the town's station).
- 3.57** Therefore, in looking at parking issues at railway stations, the council will need to consider a number of factors to seek to gain a better understanding of the local context:
- the quantity and usage of parking presently available at a station and in the surrounding area
  - the level of charges for those parking spaces, if any are in place, and charges at other nearby stations serving the same destinations
  - the number of stopping train services
  - the origin (catchment area) and journey mode of station users;
  - the impacts of station traffic and parking on the local highway network and community
  - the length and type of rail journeys
  - the availability of sustainable transport modes to and from the station.
- 3.58** If appropriate, the council will then work with Network Rail, station and public transport operators, passenger and cyclist groups and others to evaluate the situation further and investigate possible solutions that take account of the needs of both rail users and the local community. In line with LTP3 objectives, the council will ensure that any solutions also promote modal shift by encouraging the use of walking, cycling and public transport. These issues and the factors above should be considered as part of a station travel plan.

#### **Policy PS11 - Parking at railway stations**

**Increased parking provision at railway stations will only be considered if it is included as part of a station travel plan.**



- 3.59** A similar approach will be followed in considering increased parking provision at other public transport interchanges.

## **Improving access and use**

- 3.60** Good signing can be an effective tool in managing parking; clear signs to car parks and on-street parking can reduce unnecessary driving thereby reducing congestion and other traffic impacts. Signing, particularly interactive signing which can respond to changing circumstances, can also encourage or discourage the use of particular car parks and roads. And, with an ageing population, more careful consideration needs to be given to the access and use of parking facilities.

### **Policy PS12 - Improving access and use**

**The council will promote the convenient access to parking facilities in Wiltshire by ensuring that:**

- **parking for disabled motorists (Blue Badge holders) is provided in line with recognised national guidance (as a minimum)**
- **where appropriate (e.g. at supermarkets and retail centres), provision is made for 'parent and child' spaces**
- **parking facilities are clearly signed and that good levels of information on the location and availability of parking is provided**
- **parking facilities are 'safer by design'**
- **facilities for service vehicles or those delivering goods are, as far as possible, segregated to avoid conflict and their use as overflow car parking areas.**

## **Workplace parking levy**

- 3.61** The workplace levy may become an important and necessary tool in reducing traffic growth and encouraging the use of sustainable transport modes over the timeframe of the LTP3. However, given the predominantly rural nature of Wiltshire, it is unlikely that it would have a significant impact on traffic levels outside of the main urban areas.

### **Policy PS13 - Workplace parking levy**

**Opportunities for introducing the workplace parking levy will be kept under review.**

## **Residents' overspill parking**

- 3.62** The overflow of residential parking onto local highways has been raised as a significant issue by residents in a number of areas. It can also cause problems in terms of highway safety, traffic management and streetscape. Residents have suggested that the council should convert green space close to these areas into additional residential parking.
- 3.63** However, there is presently no obligation on local highway authorities to provide parking for residential premises and there is no automatic right for residents to park on the highway.

#### **Policy PS14 - Residents' overspill parking**

**Requests for residents' overspill parking will be considered by the council on a case-by-case basis where there is a clear requirement and demand. All assessment and implementation costs would be charged to the scheme sponsor (e.g. residents' association, parish/town council, etc).**

## 4 Managing on and off street parking

4.1 Table 4.1 below presents the council's parking management strategy within each land use zone in Wiltshire's towns; the table is a revised version of that contained in the previous LTP1 Parking Plan. In areas which contain a mixture of land uses, the council will take a flexible approach to the implementation of the parking management strategy.

**Table 4.1 On and Off-Street Parking Management Strategy**

Zone Type	Parking Strategy
1 – Regional / sub-regional shopping / commercial centres	<p>On and off-street charging to prioritise central areas for short stay parking and locate long stay parking on the periphery. Extension of existing pay on foot, pay and display and text parking.</p> <p>Use of parking charges to manage demand.</p> <p>Enforcement using the Traffic Management Act 2004 powers including the use of technology.</p> <p>Priority for residents in central areas and protection from displacement of drivers trying to avoid charges.</p> <p>Provision of facilities in line with the kerb space hierarchy.</p>
2 – Local shopping / commercial areas	As for 1 above - charges may be replaced by limited waiting depending on centre size.
3 – Central employment areas	As for 1 above - possible sale of permits on long stay car parks to manage employee parking (should be in line with any travel plan measures).
4 – Employment areas	Management of car parks to encourage sustainable travel and introduction of car share bays (linked specifically to travel plan measures). Sale of parking permits for employee parking.
5 – Central residential areas	Introduction of residents' parking schemes where criteria met. Introduction of residents permits on car parks if required for overnight/off-peak facilities and where on-street alternatives do not exist.
6 – Residential areas	<p>On-site provision should be accommodated on unrestrained sites.</p> <p>Introduction of controls where sites are restrained and enforcement to be considered.</p>

## 5 Parking charges

### Introduction

- 5.1** As part of the review of the LTP1 Parking Plan, options were developed for revisions to parking charges across Wiltshire. The development of these options followed a review of existing charges both within Wiltshire and in the surrounding local authority areas. Other major considerations in the setting of parking charges have also been reviewed as part of this process including the strength of the local economies, traffic conditions, availability of sustainable modes, environmental conditions and potential future demand.
- 5.2** Overall, parking charges in Wiltshire were found to be significantly lower than in surrounding local authority areas and particularly compared to key competitor towns. At the same time, it was found that, as a result of having four former district councils, there were significant differences in parking charges across Wiltshire (which can create wasteful competition between towns) and that achieving a broad unification of charges within the county would be beneficial.
- 5.3** Further detailed information on parking charges in Wiltshire and in neighbouring authorities and key competitor towns is provided in section 5 of Mouchel's technical report (available from <http://www.wiltshire.gov.uk/transportpoliciesandstrategies/localtransportplan3.htm>).

### Off-street charging options (Mon-Sat)

- 5.4** In line with the option identification and appraisal process followed for the LTP3, three options were identified for the implementation of a new parking charge regime in Wiltshire. These options were based on the broad 'conventional', 'balanced' and 'radical' scenarios used in the development of the LTP3. In identifying these options, the overall policy on parking charges (Policy PS3) was followed.
- 5.5** Each of the three options sought to achieve a greater degree of consistency between and within the spatial bands. In addition, parking charges would be introduced at all car parks to cover operational and maintenance costs, to ensure that council tax payers do not subsidise car parking and/or to provide revenue to support sustainable transport measures.
- 5.6** In responding to the consultation on the draft car parking strategy, the majority of respondents (59.4%) chose the 'conventional' options with 22.9% choosing the 'balanced' option and 17.7% the 'radical' option.

### Off-street parking charges (Mon-Sat)

- 5.7** In order to reflect the consultation responses, the off-street parking charges (Mon-Sat) were initially largely based on the respective support for each of the above options:
- 59% of the 'conventional' charge
  - 23% of the 'balanced' charge
  - 18% of the 'radical' charge.
- 5.8** The exception to the above was the first two hour charge in Salisbury (Band 1) and the first hour elsewhere where the 'conventional' charge was applied.
- 5.9** Subsequently, at its meeting in December 2010, the council's Cabinet approved a 10% increase in all applicable on and off-street parking charges (see Table 5.1 below). Details of the current off-street parking charges in each car park are provided in the latest Car Parks Schedule (*web link to be included in final document*).

**Table 5.1 Off-Street Car Parking Charges (Mon-Sat)**

Band	Stay	<1hr	<2hr	<3hr	<4hr	<5hr	<8hr	All day
1	Short	-	£2.20	£4.20	-	-	-	-
1	Long	-	£2.20	£4.00	£4.60	£5.50	£7.40	£7.40
2	Short	£1.10	£1.50	£3.20	-	-	-	-
2	Long	£0.90	£1.30	£2.60	£3.10	£4.20	£5.40	£5.90
3	Short	£0.40	£1.20	£2.10	-	-	-	-
3	Long	£0.30	£1.10	£2.00	£2.40	£3.20	£5.20	£5.60
4	Short	£0.30	£1.10	£2.00	-	-	-	-
4	Long	£0.20	£1.00	£1.90	£2.30	£2.90	£4.80	£5.20

**5.10** It should be noted that:

- Where there would be a reduction in a car park charge as a result of the introduction of the charges above, then the current charge would remain in place until equalisation is achieved. Thereafter, the car park charge would increase in line with the relevant band increases.
- Parking charges in Chippenham, Salisbury and Trowbridge may need to be amended in light of the outcomes of area transport strategies to support planned growth.
- Prioritised reviews will be undertaken where there is an identified displacement of parking into inappropriate areas caused as a result of the imposition of the revised parking charges.

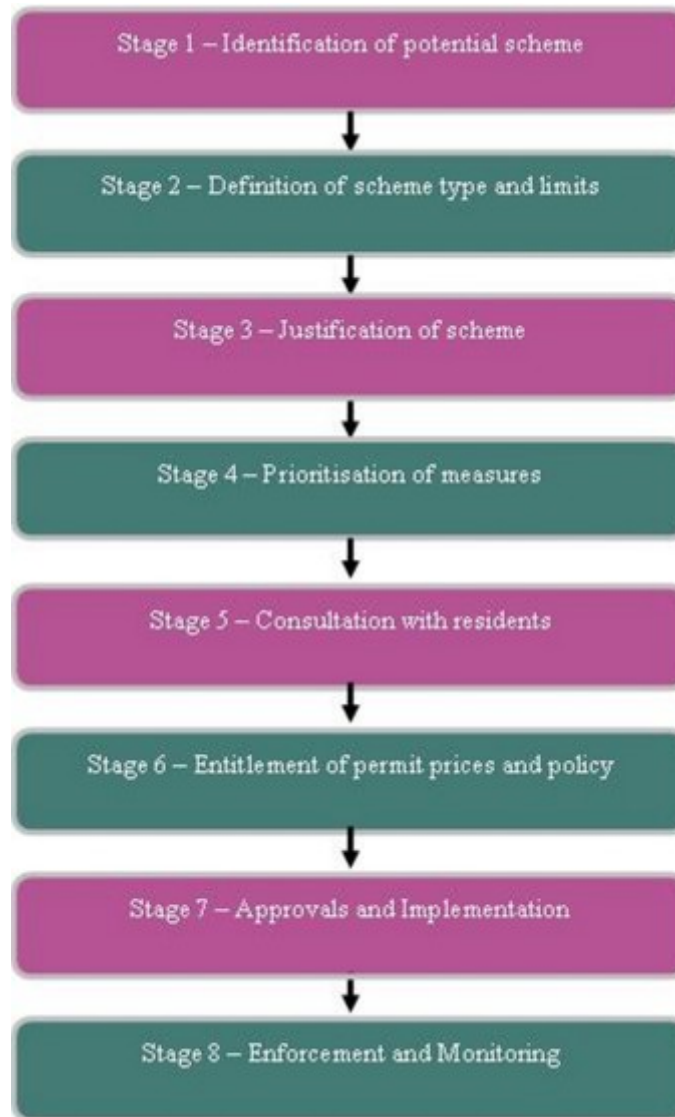
**Off-street Sunday parking charges**

**5.11** In light of the responses to the public consultation, Sunday parking charges have only been retained in Salisbury given its particular local circumstances. Further consideration of introducing Sunday parking charges elsewhere in the county will be subject to Policy PS3.

## 6 Residents' parking zones

- 6.1 At present, there are only a limited number of residents' parking zones in operation in Wiltshire. It is recognised, however, that in some locations there is increasing demand from the local community to control the negative effects of non-residential on-street parking. Given this, a process has been developed (see Figure 6.1 below) that sets out how the council will investigate, implement and operate residents' parking zones across the authority area.

Figure 6.1 Residents' Parking Scheme Process



- 6.2 Further details on each of these stages are provided in Appendix B.

## 7 Parking standards

### Introduction

7.1 A review of parking standards was undertaken by the council's consultants Mouchel as part of the process to develop this LTP3 Car Parking Strategy including reviewing existing standards within Wiltshire and those in neighbouring authority areas. A review was also undertaken of best practice in parking standards across the country.

### Maximum private non-residential parking standards

7.2 Overall, the existing maximum parking standards for private non-residential developments in Wiltshire were found to be appropriate and the council intends to maintain the use of these standards for the LTP3 period. However, the standards were found to vary across the four former district council areas and therefore a new 'unified' set of standards has been developed and this is presented in Appendix C.

### Minimum residential parking standards

7.3 In the past, there has been a trend for local authorities to either have maximum parking standards for new residential developments or to have no such standards at all. In view of the points made in chapter 3 and the subsequent change to PPG13 'Transport' by the coalition government, the council believes it to be appropriate to implement a set of minimum parking standards for residential development across Wiltshire. These standards should ensure that sufficient parking is provided in new developments to cater for demand, while Policy PS6 provides the flexibility to allow for lower a level of provision where specific circumstances can be demonstrated.

7.4 The following minimum parking standards (see Table 7.1 below), which are uniform across the four spatial bands, are proposed, based on allocated parking (that is, parking allocated to individual dwellings).

Table 7.1 Minimum parking standards (allocated parking)

Bedrooms	Minimum spaces
1	1 space
2 to 3	2 spaces
4+	3 spaces
Visitor parking	0.2 spaces per dwelling (unallocated)

7.5 Based on surveys in other local authority areas, anecdotal evidence in Wiltshire and the results of the public consultation, the council has decided not to include garages as part of the allocated parking provision except where there are overriding design considerations. In these exceptional circumstances, the council will require design statements and/or transport assessments to demonstrate the need for such provision and/or to set-out the role of alternatives (e.g. car ports which are unlikely to be used for storage and could therefore count towards allocated parking provision).

7.6 Policy PS6 sets out the presumption that unallocated communal parking will be included in the majority of new residential developments; to allow sufficient flexibility, this will be negotiated on a case-by-case basis with the aim of reflecting local circumstances and need.

## Discounting maximum parking standards

**7.7** The use of accessibility levels as a basis for the discounting of maximum parking standards is now an established policy among many local authorities. The council has identified a process, following best practice, to apply such an approach to private non-residential developments in Wiltshire.

**7.8** The discounting process has two stages:

1. Assess the broad development location in terms of the spatial band in which it is located and apply a primary discount.
2. Assess the actual site in terms of local accessibility to non-car modes of transport through the use of a questionnaire and apply a secondary discount based on the resulting questionnaire score.

### Broad development location

**7.9** For the first stage of the approach, according to the spatial band in which a development is located, the following primary discount would be applied to the maximum parking standard.

**Table 7.2 Primary discount based on broad development location**

Spatial area location	Initial discount
Band 1 and 2 town centres	10%
All other areas in bands 1, 2, 3 and 4	0%

### Local accessibility

**7.10** For the second stage of the process, a questionnaire will be used to assess local levels of accessibility of a development site. The questionnaire is presented in Appendix D.

**7.11** The questionnaire will result in a development being scored on the basis of the current level of accessibility it has to non-car modes of transport. The score will enable the site to be assessed as having low, moderate, high or very high local accessibility. This score will be translated in the secondary discount using the percentages identified in Table 7.3 below.

**Table 7.3 Secondary discount based on local accessibility of the development site**

Accessibility rating	Points fro questionnaire	% secondary discount
Low	0 to 14	0%
Moderate	15 to 22	5 to 10%
High	23 to 30	10 to 25%
Very high	30 to 36	At least 25%

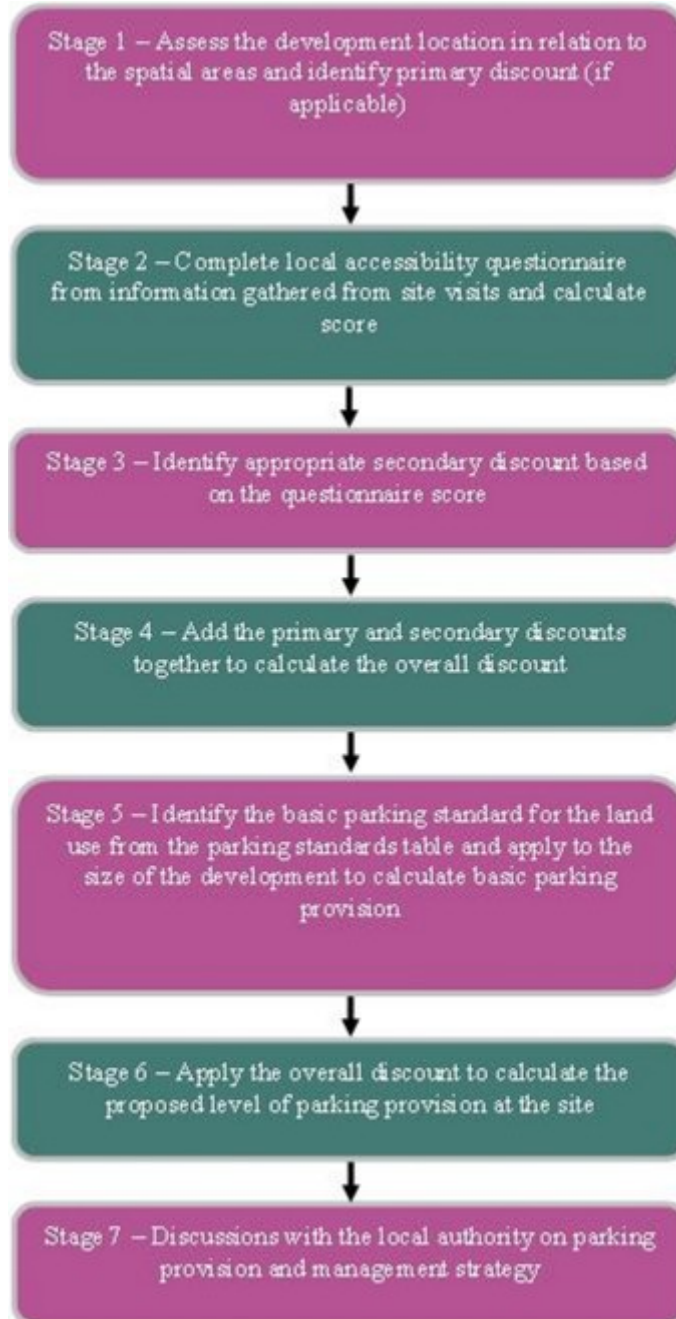
**7.12** It should be noted that the discounts identified above would not be applied to disabled parking spaces.



## Discounting Process

7.13 Figure 7.1 (see below) illustrates the key steps in the overall accessibility-based discounting process.

Figure 7.1 Discounting Process Diagram



## Appendix A Car parks schedule

To be included with the final document.

## Appendix B Residents' parking scheme process

### Identification of potential scheme

Stage 1 of the process will be based on evidence from a significant proportion of residents or the council itself. The council will provide a standard form through which residents can request consideration of a residents' parking scheme in a particular area. Following on from this request, it is at the council's discretion where and when to conduct surveys to analyse the presence or severity of the problem. The council has set the following as the standard criteria for the level at which residents and business consultation may take place.

Daytime problem (8am - 6pm)	Nighttime problem (6pm - 8am)	24 hour problem
60% of available kerb space is occupied by non-residents vehicles for more than 6 hrs during which 85% of the available kerb space is occupied by all parked vehicles.	40% of available kerb space is occupied by non-residents' vehicles for more than 4 hrs during which 85% of the available kerb space is occupied by all parked vehicles.	A combination of the daytime and night time problems.

The cost of developing residents' parking scheme is high and in some cases schemes do not justify the cost of further development if there is not a readily identified problem. There is also significant risk to the council of promoting schemes which may not be self supporting. Given these factors, options may be made available for local Area Boards to underwrite the cost of developing a scheme, with those costs potentially reimbursed from permit sales, if there is sufficient uptake.

#### Stage 1 - actions required:

- Residents request consideration of a parking scheme or the council identifies a problem itself.
- Conduct a survey of existing parking types and level within the area and assess against criteria above.

### Definition of scheme type and limits

Stage 2 of the process follows on from the site observation and an approval that the criteria for a Residents Parking Scheme have been met. It is at this stage that the type and limit of the scheme needs to be agreed. The scheme could be a long stay or short stay problem.

**Residents owning too many cars – No scheme.** If it is found that problems exist due to residents owning too many cars, a residents parking scheme should not go ahead.

**Long stay problem – Shared use.** A 'Type A' scheme is one in which existing or proposed parking restrictions are believed to place a disadvantage on the residents. In this case, residents' parking permits could be allocated, and restrict parking to two hours for example, in order to allow access to local facilities but prevent all day parking in the area.

**Short stay problem – Exclusive use.** A 'Type B' scheme would arise where the demand for parking by residents and visitors is currently greater than the existing number of parking spaces. In this case, restrictions are required to provide an equal advantage to residents and visitors to park.

### **Stage 2 - actions required:**

- Decide whether the residents' parking scheme is to address a long-stay or short-stay problem.
- Identify the appropriate restrictions and time limits based on the user profile.

## **Justification of scheme**

Stage 3 involves gathering the evidence from Stages 1 and 2 to assess the feasibility of promoting a scheme. From the evidence of a problem at Stage 1 and identification of the possible type of scheme at Stage 2, an assessment can be carried out as to the scope and impact of implementing a scheme. From this, the possible capital and revenue implications can be calculated. These must be set out in a report showing the conclusions of the findings to date. This will support the consultation and marketing process. The report should provide justification for the scheme or the need for support from the Area Board to progress.

### **Stage 3 - actions required:**

- Set out a written justification for sending the scheme to consultation through criteria and observation data.

## **Prioritisation of measures**

If there are a number of requests for schemes then the council must prioritise these. The promotion of schemes is costly and with only a finite amount of funding to implement, it is likely that requests will be prioritised. Rankings should be completed against common criteria such as scale of parking problem assessed in Stage 1, the likely cost of implementing a scheme and public support for the scheme. This will provide a ranked list of requests that can be progressed as funding becomes available.

### **Stage 4 - actions required:**

- Provide a list prioritising potential schemes and also the associated measures which would be adopted.

## **Consultation with residents and businesses**

Stage 5 is a key and significant stage within the whole process. Developing a strategy for whom and how residents are consulted needs careful preparation. The council needs to identify the area which will be consulted, a methodology and also a budget. The streets adjacent to those under investigation can also be considered in the consultation process. The views of surrounding local businesses are also important in the potential implementation of a scheme.

One further key point is the level at which responses will be considered. It has been identified that local authorities generally take a majority result from the people that respond although in some places only a 30% response rate is required which has been proven too low in certain cases. It appears that the majority response is the most suitable criterion to use. However, it must be emphasised to residents that in the event that they do not vote, the majority response will prevail.

It is proposed that the council adopt a minimum consultation response rate of over 50% and use a majority of 51% or above to carry the vote.

### **Stage 5 - actions required:**

- Identify areas and stakeholders to be consulted.
- Determine standard method of consultation.
- Clearly define the level at which the vote will be carried and make consultees well aware.

## **Permit Allocation and Pricing**

Stage 6 of this process is another significant stage involving setting permit entitlements and charging. In terms of residential entitlement, this may be based upon a maximum number of permits per household, e.g. one, two or in some cases three. In other cases, permits have been allocated based on the availability of parking spaces (e.g. 75-100% – allow two permits/household and visitors' permits). Visitor permits may be awarded by the number of people aged over 18 in a household, at set amounts per year or as above based on space availability. The number of business permits also needs to be considered. In terms of charging, some areas allow the first permit to be free, others impose specific zone costs or some are attempting to create a county wide fee.

### **Stage 6 - actions required:**

- Consider effectiveness of county wide or site specific entitlement and charges.
- Identify a method to apply entitlements for residents, visitors and businesses.
- Set a charging schedule which will reflect the site specific needs.

## **Approvals and implementation**

Stage 7 of this process is the approvals and implementation stage. At this point there needs to be a reflection made on the consultation process. New or amended Traffic Regulation Orders need to be drafted as part of the implementation process. This stage provides an opportunity to invite formal objections to the scheme. These must be resolved or overridden before the scheme can be implemented.

### **Stage 7 - actions required:**

- Draft Traffic Regulation Orders, formally advertise and invite objections from residents/members of the public.
- Collate consultation responses and amend where necessary.

## **Enforcement and monitoring**

Stage 8, the final stage of the process is applied when the scheme is in effect. The council should decide the level at which to monitor or enforce the scheme. In most cases a residential parking scheme is defined as a low priority within the council's overall traffic management issues. If the council receives a significant number of complaints from residents and compliance is low, it may then be necessary to enforce the scheme further.

**Stage 8 - actions required:**

- Maintain a record of residents' complaints or levels of low compliance.
- Where necessary, enforce the scheme and monitor suitability of measures.

## Appendix C Maximum parking standards

### Maximum parking standards

Use class	Land use	Standard
A1: Retail	Food Retail	1 per 14m <sup>2</sup> (>1000m <sup>2</sup> ), 1 per 35 m <sup>2</sup> (<1000m <sup>2</sup> )
	Non-Food Retail	1 per 20m <sup>2</sup> (>1000m <sup>2</sup> ), 1 per 35 m <sup>2</sup> (<1000m <sup>2</sup> )
A2: Financial and Professional Services		1 per 30m <sup>2</sup>
A3: Food and Drink	Restaurant	1 per 25m <sup>2</sup>
	Fast Food and Drive Through	1 per 25m <sup>2</sup>
B1: Business	Stand Alone Offices	1 per 30m <sup>2</sup>
	Business Parks	1 per 35m <sup>2</sup> (above 2500m <sup>2</sup> )
B2: General Industry	General Industry	1 per 30m <sup>2</sup> (less than 235m <sup>2</sup> ), 1 per 50m <sup>2</sup> (min. 8 above 235m <sup>2</sup> )
B8: Storage and Distribution	Storage and Distribution	1 per 30m <sup>2</sup> (less than 235m <sup>2</sup> ), 1 per 200m <sup>2</sup> (min. 8 above 235m <sup>2</sup> )
C1: Hotels and Hostels	Hotels and Hostels	1 per bedroom (plus requirement for public facilities)
C2: Residential Institutions	Hospitals	1 per 4 members of staff + 1 per 3 visitors
	Nursing Homes	1 per 4 beds + 1 per 2 members of staff
	Residential Schools and Colleges	1 per bed (including staff bed spaces) + 1 per 2 non-residential and ancillary staff
C3: Dwelling Houses	Sheltered Accommodation	1 per 2 units + 1 space per 5 units
	Other 'Retirement' Homes	1 per unit + 1 space per 5 units
D1 Non Residential Institutions	Places of Worship, Church Halls, Public Halls	1 per 5m <sup>2</sup>
	Clinics, Health Centres, Surgeries	5 per consulting room
	Libraries	1 per 50m <sup>2</sup>
	Art Galleries and Museums	1 per 40m <sup>2</sup>
Education Centres	Staff	2 per 3 staff
	Visitors	1 per 7 staff
	Pupils	1 per 10 2nd yr 6th formers
	College Students	1 per 4 students

Use class	Land use	Standard
	Parent – Infants	1 per 12 pupils
	Parents – Primary	1 per 20 pupils
	Parents Secondary	1 per 30 pupils.
	Higher and Further Education	Staff: 1 per 2 staff + 1 per 15 students <sup>1</sup>
D2 Assembly and Leisure	Cinemas, Music, Concert Halls and conference facilities	1 per 5 seats
	Dance Halls, Bingo Halls, Casinos	1 per 5 seats (<1000m <sup>2</sup> )
		1 space per 22m <sup>2</sup> (>1000m <sup>2</sup> )
	Music and Entertainment	1 space per 5 seats (<1000m <sup>2</sup> )
		1 space per 22 m <sup>2</sup> (>1000m <sup>2</sup> )
	Sports Facilities	1 space per 22m <sup>2</sup> (>1000m <sup>2</sup> )
1 per 2 players + 1 per 5m <sup>2</sup> (<1000m <sup>2</sup> )		
Field Sports	Max. no. participants	
Stadia (over 1,500 seats)	1 per 15 seats	
Other land uses	Vehicle Service Stations	1 per 1.5 employees
	Tyre and Exhaust Centres	1 per 1.5 employees
	Petrol Filling Stations	1 per 2 employees
1. Relates to total number of students attending an educational establishment rather than the full-time equivalent.		



## Appendix D Accessibility questionnaire

Mode	Criteria	Variation	Possible Score	Actual Score
Walking	Quality of Pedestrian Facilities	<b>Good:</b> <ul style="list-style-type: none"> <li>• Footways of at least 1.5m width</li> <li>• Choice of pedestrian access points to the site in at least three directions (60° apart)</li> <li>• Pedestrian routes are well maintained, well lit and designed for disabled access</li> </ul>	3	<input type="text"/>
		<b>Moderate:</b> <ul style="list-style-type: none"> <li>• Footways present at a min. width of 1m</li> <li>• Choice of pedestrian access points to the site in at least two directions (90° apart)</li> <li>• Pedestrian routes are maintained to a reasonable standard, with some street lighting and some disabled facilities</li> </ul>	2	<input type="text"/>
		<b>Poor:</b> <ul style="list-style-type: none"> <li>• No footways adjacent to the site</li> <li>• Pedestrians use an access where vehicles have priority</li> <li>• Access from only one point</li> <li>• No street lighting or disabled facilities</li> </ul>	0	<input type="text"/>
Cycling	Quality of Cycling Facilities	<b>Good:</b> <ul style="list-style-type: none"> <li>• Choice of cycle parking types</li> <li>• Good choice of safe access routes for cyclists</li> <li>• Cycle facilities in surrounding area</li> <li>• Design and maintenance of surrounding area sympathetic to cyclists</li> </ul>	3	<input type="text"/>
		<b>Moderate:</b> <ul style="list-style-type: none"> <li>• Cycle parking above standard</li> <li>• On-road facilities and surfaces adequate quality for cyclists</li> <li>• Some choice of safe access routes for cyclists</li> </ul>	2	<input type="text"/>
		<b>Poor:</b> <ul style="list-style-type: none"> <li>• Cycle parking to standard</li> <li>• Poor on-road cycle facilities and surfaces</li> <li>• Limited choice of safe access routes for cyclists</li> </ul>	0	<input type="text"/>

Mode	Criteria	Variation	Possible Score	Actual Score
Bus	Walking distance to nearest bus stop	Less than 100m	3	<input type="text"/>
		Less than 400m	2	<input type="text"/>
		More than 400m	0	<input type="text"/>
	Frequency of principal bus service at nearest bus stop (if within 800m)	15mins or less	4	<input type="text"/>
		30mins or less	2	<input type="text"/>
		60mins or less	1	<input type="text"/>
		Over 60mins	0	<input type="text"/>
	Distances to nearest bus station/major interchange (5 or more routes)	Less than 200m	5	<input type="text"/>
		Less the 400m	3	<input type="text"/>
		Less than 800m	2	<input type="text"/>
		More than 800m	0	<input type="text"/>
	Number of bus services with at least (60min weekday frequency) stopping within 400m of site	6 or more	5	<input type="text"/>
		2 to 5	3	<input type="text"/>
		1	1	<input type="text"/>
		0	0	<input type="text"/>
	Quality of nearest bus stop (if within 800m walking distance)	Good: <ul style="list-style-type: none"> <li>• Shelter, seating and flag</li> <li>• Timetables and Real-time information</li> <li>• Raised curbs and adequate footway width</li> <li>• Well lit, CCTV and overlooked by buildings</li> </ul>	2	<input type="text"/>
		Moderate: <ul style="list-style-type: none"> <li>• Shelter and flag</li> <li>• Timetable information</li> <li>• Adequate footway width/no raised curb</li> <li>• Adequate lighting</li> </ul>	1	<input type="text"/>
		Poor: <ul style="list-style-type: none"> <li>• Marked only by pole and flag</li> <li>• Little or no timetable information</li> <li>• Little or no street lighting</li> <li>• Narrow footway</li> </ul>	0	<input type="text"/>

Mode	Criteria	Variation	Possible Score	Actual Score
Train	Walking distance to nearest railway station	Less than 400m	5	<input type="text"/>
		Less than 800m	3	<input type="text"/>
		Less than 1,200m	2	<input type="text"/>
		More than 1,200m	0	<input type="text"/>
	Trains per hour per direction from nearest station (if within 1,200m walking distance)	5 or more	4	<input type="text"/>
		3 to 4	2	<input type="text"/>
		1 to 2	1	<input type="text"/>
		Less than 1	0	<input type="text"/>
	Quality of the nearest railway station (if within 1,200m of the site)	Good: <ul style="list-style-type: none"> <li>• Heated and enclosed waiting facilities</li> <li>• Toilets</li> <li>• Timetables and real-time information</li> <li>• More than one line served by station</li> <li>• Ticket office and machines</li> <li>• Staffed for majority of the day</li> <li>• CCTV and other security measures</li> <li>• A good range of retail facilities</li> <li>• Fully accessible with lifts and/or ramps</li> <li>• Bus and taxi interchange within close proximity</li> </ul>	2	<input type="text"/>
		Moderate: <ul style="list-style-type: none"> <li>• Waiting facilities – part enclosed</li> <li>• Toilets</li> <li>• Timetables and real-time information</li> <li>• Ability to purchase tickets</li> <li>• Part-time staffing</li> <li>• CCTV and other security measures</li> <li>• Some retail facilities</li> <li>• Some disabled accessibility</li> <li>• Taxi rank only</li> </ul>	1	<input type="text"/>
		Poor: <ul style="list-style-type: none"> <li>• Poor waiting facilities – not enclosed</li> <li>• No toilets</li> <li>• Timetables only</li> <li>• Not staffed</li> <li>• No security measures</li> <li>• No retail facilities</li> <li>• No disabled accessibility</li> <li>• No taxi rank</li> </ul>	0	<input type="text"/>

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