

Briefing Note

Amendments to the Wiltshire Local Transport Plan (LTP) 2011-2026 Car Parking Strategy - Consultation Process

Introduction

Following approval by Cabinet at its meeting on 12 September 2017, the public consultation on amendments to the Wiltshire LTP Car Parking Strategy commenced on 28 September 2017. It is scheduled to end on 23 November 2017.

The consultation is being hosted on the [Wiltshire Council Consultation Portal](#) (which is also available from the 'Consultations' tab on the Wiltshire Council homepage).

The consultation questionnaire, setting out eight proposed options, is available from the above webpage together with information on current and proposed parking charges. Other supporting information is also provided (i.e. FAQs, an initial Equality Analysis Evidence Document and a link to the Joint Strategic Assessment webpage).

To publicise the consultation, a news release was issued on 28 September 2017. As a result, the consultation has been picked up by several local news outlets. In addition, an article was included in the 11 September 2017 edition of the Parish Newsletter and the October 2017 and November 2017 Cabinet Member Highways Newsletters. The information was also contained on the council's Facebook and twitter feeds.

Legal Requirements

Any significant changes to the terms and conditions applicable to car parks require the processing of a Traffic Regulation Order (TRO). A significant change includes:

- imposing a charge where one did not previously exist; or
- introducing free parking areas into a charging car park.

The making of a TRO includes a statutory public consultation process over a period of 21 days to permit responses, including any objections to be made. Any objections must then be considered before an Order is made.

However, where the only change proposed is an increase in parking charges, there is no statutory requirement to make a new TRO. Such changes can simply be implemented by a variation notice to the existing TRO(s). This involves publishing a notice of the changes in a local newspaper at least 21 days before the changes come into effect and also placing a similar notice in the car park(s) affected.

Timetable

At its meeting, Cabinet agreed the following proposal:

Agrees that, subject to any responses received during the public consultation, Option 1 is implemented as soon as possible through a variation notice to the Traffic Regulation Orders and delegates authority to the Associate Director for Highways and Transport in consultation with the Cabinet Member for Highways, Transport and Waste to consider any suggestions from respondents for alternative ways in which the estimated income increase from the

option could be met by other means, and, with the advice of legal and parking services, to negotiate and agree any resulting legal agreements.

Option 1

Given the above, following the public consultation exercise, Option 1 'Applying an inflation increase to all parking charges' will be progressed separately to the other options.

As a first step, a Cabinet Member report will be developed detailing the findings from the public consultation exercise. Subject to its approval, a variation notice to the existing TROs would then be processed. It is anticipated that this process would take up to 12 weeks to complete with any revised parking charges (as a result of Option 1) planned to be implemented on 1 February 2018.

Options 2 to 7

The proposed overall timetable to implement options 2 to 7 is set out below and includes a report to Cabinet at its meeting on 30 January 2018:

	Sep 17	Oct	Nov	Dec	Jan 18	Feb	Mar	Apr	May	Jun	Jul	Aug
Public consultation	■	■	■									
Review public consultation comments			■	■								
Cabinet meeting					■							
TRO documents drafted liaising with Council's legal team					■	■						
Documents checked / approved						■						
Advert sent to press and appears in local press							■					
TRO public consultation							■	■				
Objections received and report drafted and submitted to Cabinet Member								■	■			
Cabinet Member report process									■			
Cabinet Member decision advised to people who made representations										■		
TRO(s) sealed and advertised											■	
TRO(s) operational												■

Any revised parking charges (as a result of Options 2 to 7) are planned to be implemented on 3 September 2018.

Interim Consultation Results

As at the end of 6 November, a total of 1,231 questionnaire responses had been received. In addition, some 40 letter / email responses have been received.