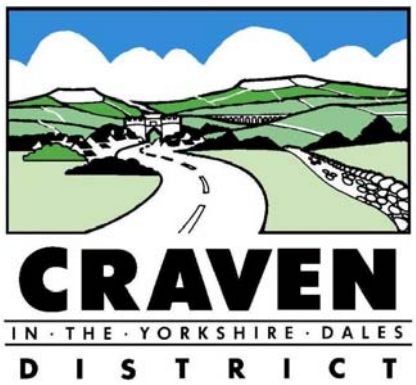


Craven Local Plan

Parking

Evidence Base

Compiled November 2019

Contents

Introduction

This document is a compilation of all parking evidence underpinning the Craven Local Plan. The following table describes the document's constituent parts.

Title	Date	Comments
Interim Guidance on Transport Issues including Parking Standards and Advice on Transport Assessments and Travel Plans (Part I)	2015	This guidance is issued by the local highway authority (NYCC) and covers parking for residential and non-residential uses and for bicycles. It also provides checklists to guide the preparation of successful Transport Assessments and Travel Plans.
SuDS Design Guidance (Part II)	2018	This guidance sets out the requirements of the Lead Local Flood Authority (NYCC). It provides links to other relevant guidance, promotes the successful implementation of sustainable drainage systems (SuDS) and is the basis for planning consultations with the Council.
Craven District Council Parking Strategy (Part III)	2014	This strategy helps to determine the district's future demand for and supply of public off-street parking facilities for a range of users and considers how demand and supply can be resolved without detriment to the environment or economic vitality and viability.
North Yorkshire County Council Parking Strategy (Part IV)	October 2011	This is the local highway authority's strategy for managing on-street parking. It seeks to align with CDC's strategy for off-street parking, described above, and contributes towards achieving economic, environmental and social objectives of the Local Transport Plan.

Part I: Interim Guidance on Transport Issues including Parking Standards and Advice on Transport Assessments and Travel Plans 2015

North Yorkshire County Council

Interim Guidance

on

Transport Issues

including

Parking Standards

and

Advice on

Transport Assessments

and

Travel Plans

Appendix A (2015)

Parking Standards

Guidelines for Provision

1 Plans defining the urban areas and market towns can be found in the appropriate Local Plan.

2 These are **MINIMUM** parking standards, to be applied at **residential developments** with different values dependent on accessibility to public transport proximity of differing land uses and location.

3 A flexible approach should be taken in using the standards so that each development proposal is assessed on its merit. A lower parking provision may be appropriate, particularly in more central locations where public transport provision is greater, depending on the circumstances of each case. This should be established from early discussions with the highway authority.

4 Operational parking space is defined as the space required for cars and other vehicles regularly and necessarily involved in the operation of the business of particular buildings. It includes space for commercial vehicles delivering goods to or collecting them from the buildings, space for loading and unloading and for picking up and setting down of passengers.

5 Where no operational requirement is specified, adequate provision for servicing must be provided. This should include sufficient space to allow the maximum number and size of vehicles likely to serve the development at any one time to manoeuvre with ease and stand for loading and unloading without inconvenience to other users of the site.

6 Staff requirements quoted refers to the likely maximum number of staff to be present on site at the busiest time.

7 In a number of cases, new development will incorporate more than one land use. In these circumstances, the standards applicable to each use simultaneously will be demanded.

8 All parking layouts must be designed in such a way that pedestrian and cyclist safety and convenience have absolute priority.

9 Where a specific category is not listed standards will be determined by discussion.

10 The needs of people with disabilities should be properly provided for in the design of parking areas, and reduced parking levels should not apply to the provision of such spaces. Parking for the disabled should be additional to the general parking provision. A minimum provision equal to 6% of spaces should be designated for people with disabilities, with a minimum of 1 space for employment developments, and 3 spaces for retail/leisure developments above 1000m2. The spaces need to be extra wide to cater for wheelchair manoeuvring and be located as close as practical to building entrances. The kerb adjoining these spaces should be dropped along the entire length of the parking spaces to facilitate ease of movement for wheelchair users.

Cycle and operational parking for non-residential uses

Land Use	Use Class	Cycle Parking (Minimum)	Operational Parking (Minimum)
Education			
Nursery Schools	D1	**Staff** 1 space/5 staff	Facility for contract buses School Travel Plan *Space for deliveries*
Primary and Secondary Schools	D1	**Staff** 1 space/5 staff **Students** 1 space/5 students	Sufficient facility for contract buses School Travel Plan *Space for deliveries*
Sixth Form Colleges and Colleges of FE	D1	**Staff** 1 space/5 staff Students 1 space/5 students	Travel Plan *Space for deliveries*
Medical			
Health Centres **Doctors' Surgeries** **Dentists' Surgeries** **Veterinary Surgeries**		1 space / 3 consulting rooms	1 space / doctor or nurse facilities for patients to pick up and set down as appropriate disabled parking
Business and Industry			
Offices	B1 A2	1 space / 150m^2 GFA	space for deliveries
Banks		1 space / 150m^2 GFA	1 suitably located space to accommodate security van and other deliveries in a town centre
Industry			
Manufacturing	B2 to B7	**Staff** 1 space /200m^2 GFA **Customers** 1 space / 500m^2 GFA	1 service vehicle / 500m^2 GFA
Warehousing	B8	1 space / 400m^2 GFA	1 service vehicle / 250m^2 GFA
Offices		1 space / 150m^2 GFA	space for deliveries

Hotel and Catering			
Hotels /Motels Defined as more than 20 beds	C1	1 space /10 bedrooms	1 space / resident member of staff Coach pick up/ set down Taxi pick up / set down
Guest Houses Defined as under 20 beds	C1	1 space /10 bedrooms	1 space / resident member of staff
Restaurants	A3	1 space / 50m^2 PFA (Public Floor Area) (minimum 4 spaces)	Taxi / car pick up / set down Space for deliveries **Note**: These standards may be varied for town centre sites depending on the availability of public car parking.
Public houses / Licensed Clubs		1 space / 10m^2 PFA (Public Floor Area)	Space for deliveries **Note**: These standards may be varied for town centre sites depending on the availability of public car parking.
Automotive industry			
Garages Service Stations Car Repair Workshops	none	**Staff** 1 space / 6 staff	1 space / breakdown or towing vehicle where a car wash is provided, space for 5 cars to wait
Motorist Centres Tyre fitting, **exhausts etc**		**Staff** 1 space / 6 staff	space for 2 cars to wait

Retail			
Town centre / neighbourhood shops		**Staff** 1 space / 200m^2 GFA **Customers** 1 space /100 m^2 GFA	1 service vehicle / 500 m^2 GFA
Supermarkets (under 1000 m2 GFA)		**Staff** 1 space / 200m^2 GFA **Customers** 1 space /500 m^2 GFA	1 service vehicle / 500 m^2 GFA
Superstores (over 1000 m^2 GFA)		**Staff** 1 space / 200m^2 GFA **Customers** 1 space /750 m^2 GFA	1 service vehicle / 500 m^2 GFA
DIY stores **Retail Warehouses**		**Staff** 1 space / 200m^2 GFA **Customers** 1 space /750 m^2 GFA	1 service vehicle / 500 m^2 GFA
Garden Centres		**Staff** 1 space / 200m^2 GFA **Customers** 1 space /750 m^2 GFA	1 service vehicle / 500 m^2 GDA (Gross Display Area)
Entertainment and public spaces			
Public Halls **Places of Assembly** **Community Centres** **Places of worship**	D1	1 space / 25 m^2 GFA	Space for deliveries
Cinemas and theatres excluding multiplexes		1 space / 50 seats	Space for coaches to pick up and set down as appropriate Space for deliveries
Dance Hall discotheque		1 space / 50 m^2 GFA	Space for deliveries **Note** these standards may be varied for town centre sites depending on the availability of public car parking
Libraries museums and Art Galleries	D1	1 space / 300m^2 GFA as appropriate	Space for mobile library van as appropriate

Sports and leisure			
Indoor and outdoor stadia including Rugby League and Football Stadia and Cricket Grounds	D2	**Staff** 1 space / 10 staff **Players and spectators** Determined by Travel Plan	Coaches for players space for deliveries
Sports and Leisure Centres	D2	**Staff** 1 space / 10 staff **Players and spectators** Determined by Travel Plan	space for deliveries
Swimming pools and skating rinks		**Staff** 1 space / 10 staff **Players and spectators** Determined by Travel Plan	space for deliveries
Golf Courses		**Staff** 1 space / 10 staff	space for deliveries

Residential - special			
Frail elderly nursing homes (restricted to60/ 65+)		1 space / 6 staff	**Staff** 1 space / resident member of staff 1 space /2 non- resident member of staff Space for ambulance or customised transport Space for deliveries
Sheltered accommodation (restricted to 65/65+ and restricted to 1 bedroom units)		1 space / 10 staff	**Staff** 1 space / resident member of staff 1 space /2 non- resident member of staff Space for ambulance or customised transport Space for deliveries
Semi-retirement accommodation (where individual units are self-contained)			**Staff** 1 space /2 non- resident member of staffs **Visitors** 1 space / unit Space for deliveries
Student accommodation		1 space / 2 units	1 space / 3 students space for deliveries
Community housing for the handicapped			**Staff** 1 space / resident member of staff 1 space /2 non- resident member of staff ambulance or customised transport Space for deliveries
Extra care facilities		1 space / 6 staff	**Staff** 1 space / resident member of staff 1 space /2 non- resident member of staff Space for ambulance or customised transport Space for deliveries

Residential Parking Standards

Minimum Vehicle Parking					
use class	**Land Use**	**Minimum Cycle Parking**	**Rural Areas**	**Market Towns and Harrogate / Knaresborough Scarborough Catterick Garrison**	**Central Urban Areas *with good accessibility to all services***
	Dwelling 4 or more bedrooms	Secure facility to lock cycles	3 spaces	2 spaces	
	Dwelling 3 bedrooms	Secure facility to lock cycles	2 spaces	2 spaces	
	Dwelling 2 bedrooms	Secure facility to lock cycles	2 spaces	1 space	
	Dwelling 1 bedroom	Secure facility to lock cycles	1 space	1 space	
	Houses in multiple occupancy Bedsitters	Secure facility to lock cycles per bedroom	To suit location		

Appendix B (2015)

Cycle Parking Facilities

Guidelines for Provision

The type of cycle parking provided should be based on the expected length of stay by the prospective user.

Short Stay

Where the length of stay by the user is expected to be less than approximately 2 to 3 hours (e.g. customers at a supermarket) short stay cycle parking facilities will normally be adequate. These should preferably be 'Sheffield' type stands these being a fixed hoop against which a cycle can be lent and locked. These are available commercially from a number of manufacturers. Any type of stand that supports the cycle by its wheel should be avoided as these often cause damage to the wheel.

Short stay cycle parking facilities need not necessarily be undercover but providing covered parking facilities may benefit customers.

Long Stay

Where the length of stay by the user is expected to be over approximately 3 hours (e.g. staff parking) long stay facilities should normally be provided. These may be either Sheffield type stands provided in a covered area or covered bike shed or cycle lockers. Both of these types of facility are available commercially from a number of manufacturers.

Long Stay cycle parking should be located near to the final destination and be covered and secure.

Location of Cycle Parking

The location of cycle parking is crucial to its successful use.

All types of cycle parking should be located in an area which has regular passing pedestrian traffic. This provides informal supervision, increases the security of the facilities and therefore increases its use.

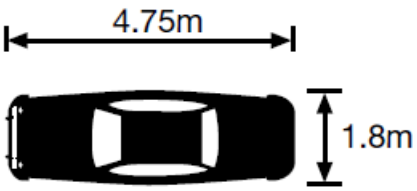
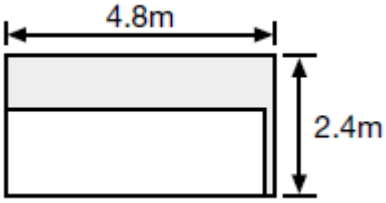
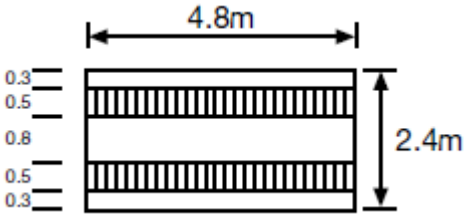
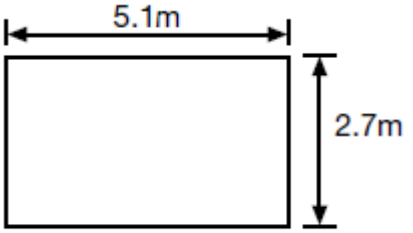
Short stay cycle parking should be located as close as possible (e.g. within 30 m) to the final destination (e.g. as close to the store entrance as possible). Experience shows that where the facility is not located close to the final destination its use is decreased. This can lead to problems with informal cycle parking at the entrance to the development (e.g. cycle locked to trolley parks at supermarket entrances).

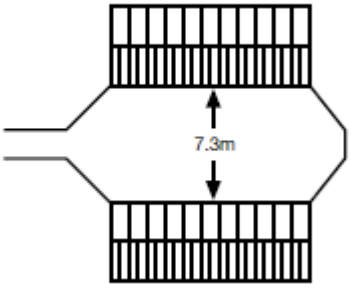
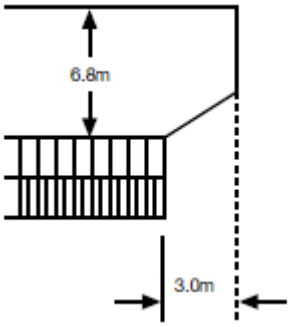
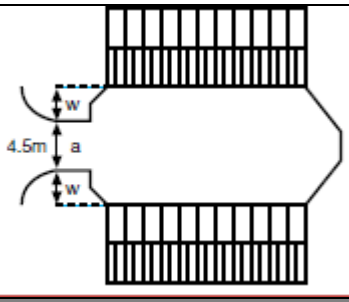
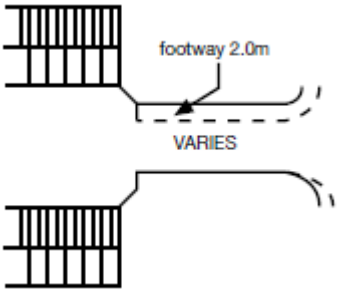
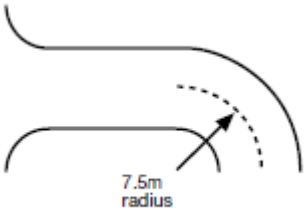
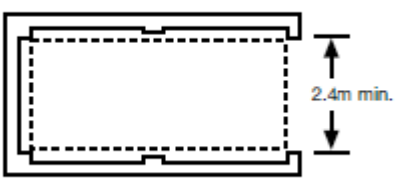
Ongoing Review of Provision

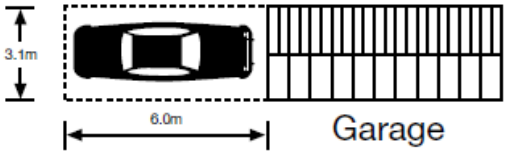
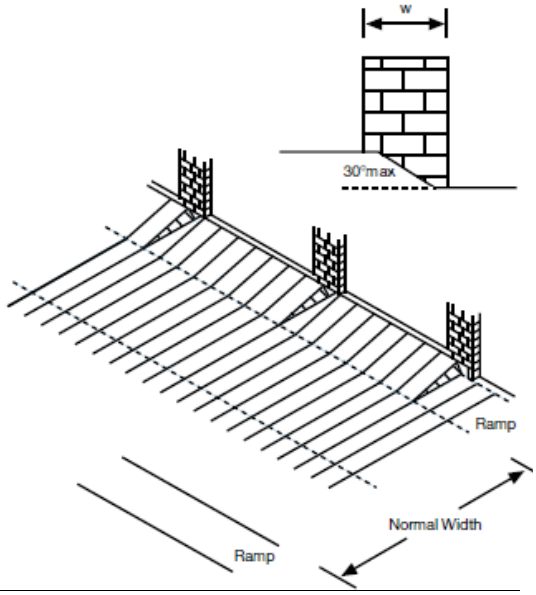
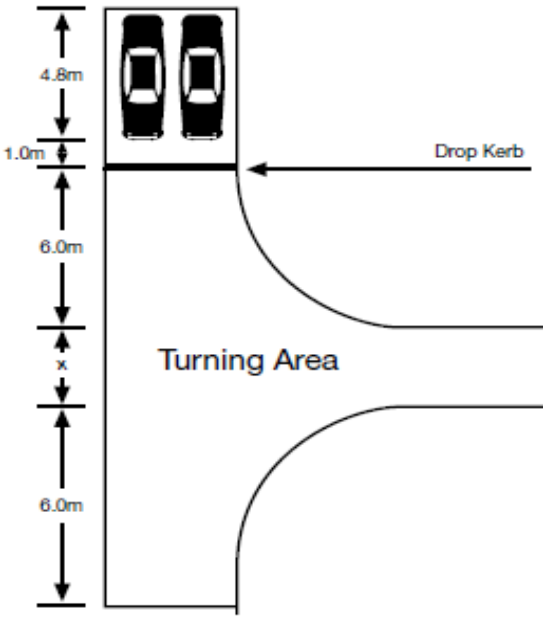
The number of cycle parking places specified in the guidelines is the recommended minimum provision. The developers should always assess whether an increased level of provision may be necessary or advantageous. Additionally, the developers should monitor usage of the cycle parking facilities following completion of the development. If the cycle parking is well utilised consideration should be given to providing additional parking.

Appendix C (2015)

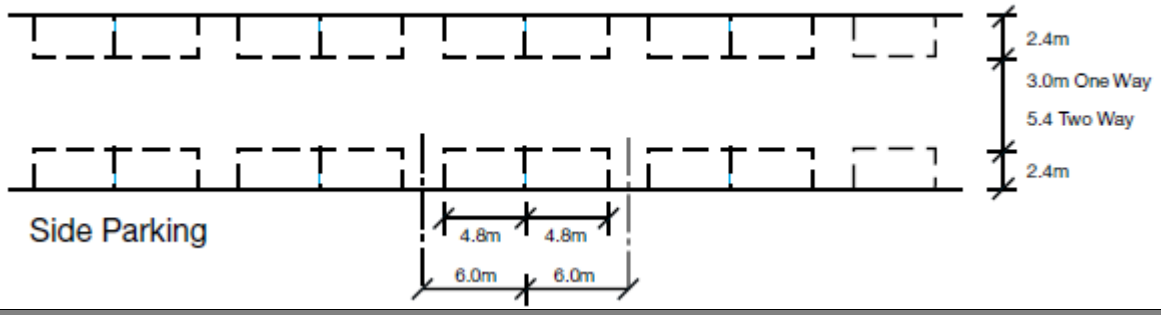
Car Parking Dimensional requirements

Standard Car Size	
99% of all new cars will fit within the dimensions of a rectangle 4.75m x 1.8m.	
'Standard' Car Parking Space	
A minimum space of 4.8m x 2.4m is required for the hard standings, car ports and the internal dimensions of garages. The standard dimensions of 4.8m x 2.4m must only be used as a general minimum (16ft x 8ft).	
Basic Hard standing	
For a standard car excluding working space for individual plots.	
Basic Convertible hard standing or car port convertible to garage later. Group hard standings convertible to garages later	
Notes a. Dimensions of convertible hard standings include allowance for wall thickness. b. Slab dimensions are the absolute minimum for garages and larger sizes will be to provide working space. c. Add from 0.6m in length x 1.0m in width to 1.5m in length and 1.5m in width for working space. d. In special case of garages or car ports for the semi-ambulant, see 'Designing for the Disabled' by Selwyn Goldsmith RIBA.	
Car Working Space	
Basic space	2.4m x 4.8m
A Working surface and minimum clearance	3.2m x 5.6m
B Door opening from dwelling	3.4m x 5.8m
C Washing and cleaning	3.5m x 5.9m
D Washing and storage space	3.6m x 6.0m
E As D, with space for kneeling	3.8m x 6.3m

Garage Forecourts	
Manoeuvring space between walls or garages Min 7.3m – up to 9.0m desirable. To allow for opening lock up doors and cars parked outside.	
Manoeuvring space between garage and opposite kerb Manoeuvring space at end of forecourt aisles 3.0m.	
Garage forecourts need to be kept as visually unobtrusive as possible. The provision of screening by layout or by screen wings (w) may be required.	
Access Widths to Garage Courts	
Total spaces* **Widths** (a) Up to 6 2.5m (b) 7-16 4.5m (c) Over 16 5.0m * Garages and hard standings For service vehicles to mews area 4.5m.	
Radius	
For access ways up to 16 spaces a minimum centre line radius of 7.5m. For access ways over 16 spaces radius to be designed for 10mph and forward visibility provided accordingly. Washing areas should be sited clear of the vehicular access and parking area	
Individual Garage	
The MINIMUM internal size is 4.8m x 2.4m. THROUGH garages – with doors back and front are strongly recommended when this can give access for additional rear curtilage parking.	

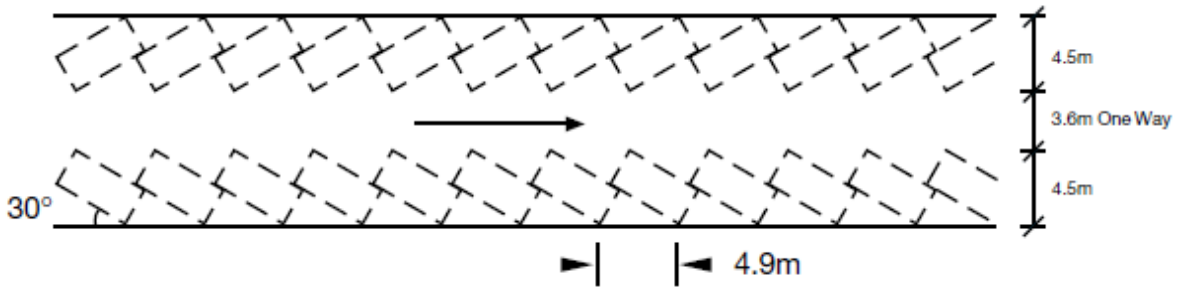
Minimum Garage size to count as parking:	
From MfS **the Minimum Garage size for it to be counted as a parking space**	**3.0m x 6.0m**
Other requirements	
Parking Space in Front of a Garage Allow a minimum of 6m space for minimum working at rear, up and over door clearance at front. This space MUST NOT lie within future highways limits.	
Grouped Garages on Sloping Sites Where garages are sited across contours they may need to be wider than normal to accommodate wider piers. The manoeuvring space in a garage forecourt will need to be wider than the minimum to accommodate a short ramp. The length of a ramp and width of pier will depend on the slope of the forecourt.	
Parking Space Abutting Turning Areas Parking bays will need to be lengthened where they abut turning areas and provided with a drop kerb to act as a distance stop. This will enable large vehicles to turn properly.	

Car parking Dimensional Requirements

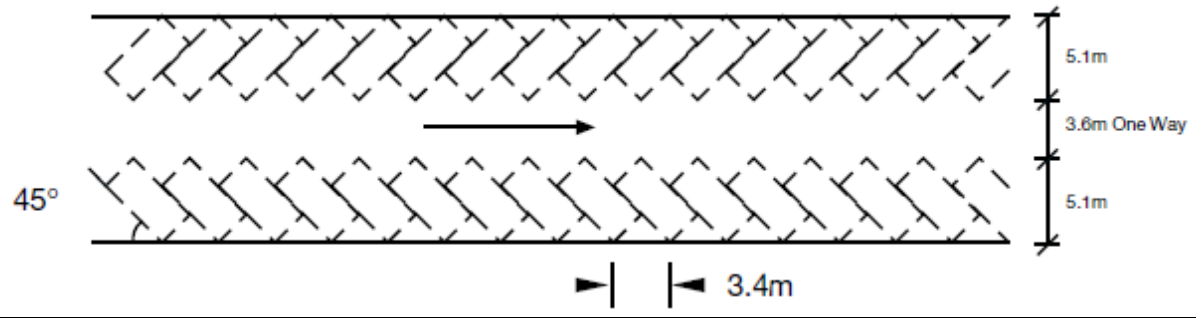


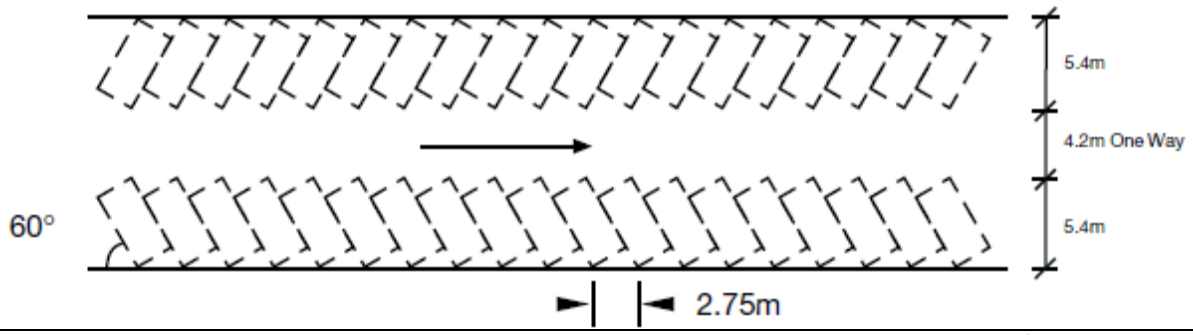
Alternative Parking layouts

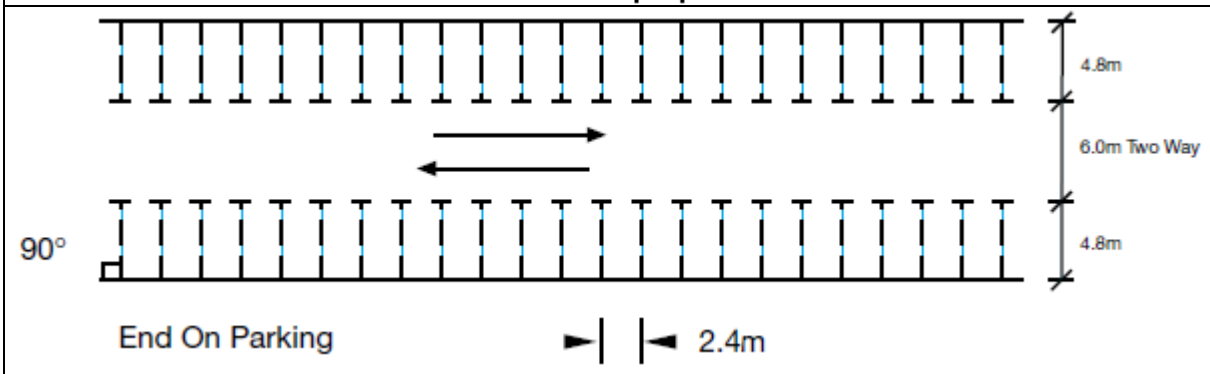
N.B. These arrangements are not normally acceptable adjacent to highways



Alternative Parking layouts continued







Appendix D (2015)

Checklist for a Transport Assessment

A properly prepared TA will help assess the development's compatibility with the relevant policies and allow the transport implications of proposed developments to be properly considered. It will, where appropriate, identify the appropriate developer funded mitigation to facilitate development.

This checklist will assist developers to ensure all the necessary issues are considered in the preparation of their Transport Assessment.

The list should not be viewed as a substitute for a meeting with the local highway authority to scope the content of the Transport Assessment.

ISSUES TO BE CONSIDERED BY DEVELOPER	
Executive Summary	
To be written so the public can understand the conclusions. Also make sure the methodology and build-up of assumptions in the main report itself are clear to read and follow.	
Policy Framework – Please agree with the Highway Authority	
Consideration should be given to relevant national and local policy	
Existing Highway Conditions – Please agree with the Highway Authority	
Consider the existing road infrastructure.	
Highlight existing problems (queues, accidents, complaints etc.)	
Set out the existing traffic flows. Are the surveys current and representative? What are the peak hours? What about the weekend? Holiday periods?	
Have the counts included HGVs? Are PCUs conversions, or %HGVs used in capacity calculations?	
Does the report highlight all the critical junctions and links, or are there more?	
Does the report consider other committed developments (or vacant buildings etc.) which might have a noticeable impact on the base traffic assumptions?	
The Proposed Development	
Does the development description match that shown on the planning application?	
Generation and Assignment – Please agree with the Highway Authority	
What assumptions have been made about modal split, do these relate to the area?	
Is the traffic generation methodology robust?	
Are comparative sites similar in composition and location?	
Is the sample large enough and the sites comparable to the area?	
Are the figures mean or 85th percentile?	
Do the figures correlate to the proposed parking levels and modal split assumptions?	
What are the peak weekday and weekend times, do these relate to the surveyed network peaks or is there a combination of different peak times? Consider tidality for new junctions.	
What about HGV traffic generation, is this material?	
On what basis is the traffic assigned to the road network (comparative counts, gravity model, a range of tested options, a guess?) Is this reasonable, has it been justified? Are sensitivity tests needed?	
What assumptions have been made for traffic already on the network e.g. pass-by/diverted trips?	
What effect will competing sites have on the above?	
Without a further planning consent, what other uses could go on in the site?	
Do the conclusions match those in other reports e.g. Retail Impact Assessment?	

Future Issues – Please agree with the Highway Authority	
Are there any committed or protected highway or transportation schemes which would have a direct or indirect effect on any of the above?	
What traffic growth assumptions have been made, have these been substantiated?	
Vehicular Impact – Please agree with the Highway Authority	
Have the correct road junctions and links been identified?	
How have the critical junctions and links been analysed? Has this been done properly?	
Do the calculations model existing conditions; do these reflect what actually occurs?	
What is the future impact in terms of capacity, delay, queuing etc?	
Consider the implications of the impact (increased accident risk, effect on other road users, pollution, noise, vibration, queuing through junctions, excessive delay, rat-running to avoid problems, impact on schools and other sensitive locations etc.)	
What mitigating measures is the developer proposing; are these deliverable?	
What about HGVs?	
Is secure powered two-wheeled parking provided?	
What are the consequences on other vehicles, pedestrians, cyclists and public transport etc?	
What developer funded improvements are required?	
Pedestrian Impact – Please agree with the Highway Authority	
What is the catchment zone?	
What are the routes on foot to/from the site (access to/from residential areas, public transport connections, local facilities etc.)?	
Are there any accident problems involving pedestrians?	
Is there, or will there be, a need for help in crossing roads?	
What about dropped crossings/tactile facilities etc?	
What about footway/path widths, surfacing, lighting, safety/security?	
Has the site been designed to achieve good access on foot or do you have to negotiate a sea of car parking?	
Are pedestrians disadvantaged in any way by these proposals?	
What developer funded improvements are required?	
Bicycle Accessibility – Please agree with the Highway Authority	
What is the catchment zone?	
What are the routes by bicycle to/from the site (access to/from residential areas, public transport connections, local facilities etc.)?	
Are there any accident problems involving cyclists?	
Is there, or will there be, a need for help in crossing roads?	
What about cycleway/path widths, surfacing, lighting, safety/security, junction arrangements?	
Has the site been designed to achieve good access by bike without negotiating a sea of car parking?	
Is the bicycle parking convenient, safe, secure, covered etc. and in accordance with the highway authority's guidelines?	
Have bicycle changing, showering, locker, clothes drying facilities been provided?	
What developer funded improvements are required?	

Public Transport Access – Please agree with the Highway Authority	
Which bus/train services pass the site, and do they stop?	
How frequent, when do they start and finish, what about at the weekend?	
Where can you get to on the existing services and where can't you get to?	
Are the stops close to the site (consider shelters, lighting, bicycle parking, seating, information etc.)?	
How accessible are the stops on foot (directness, dropped crossings, tactile facilities, crossing facilities)?	
For major sites – do the buses have sufficient capacity at peak times?	
Can public transport penetrate the site? Consider cost, increased journey times for other users etc.	
What developer funded improvements are required?	
Conclusions & Reminders	
What developer funded improvements are required? – Please list including the need for any TROs.	
Has a Road Safety Audit been organised?	
Are legal agreements required? T&CP Act Section 106, Highways Act Section 278 and/or Section 38?	
Is a 'Travel Plan' Required? – Please agree with the Local Highway Authority	
What measures are to be included?	

	Indicative Thresholds for preparing Transport Assessments	TS	TA	TA/TP
	Residential developments where there are more than 50 dwellings.	✔		
	Residential developments where there are more than 80 dwellings.			✔
	Any development that is not in conformity with the adopted development plan.			✔
	Any development generating 30 or more two-way vehicle movements in any hour.		✔	
	Any non-residential development generating 100 or more two-way vehicle movements per day.		✔	
	Any development proposing 100 or more parking spaces.		✔	
	Any development that is likely to increase accidents or conflicts among motorised users and non- motorised users, particularly vulnerable road users such as children, disabled and elderly people.			✔
	Any development generating significant freight or HGV movements per day, or significant abnormal loads per year.		✔	
	Any development proposed in a location where the local transport infrastructure is inadequate. – for example, substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provisions.		✔	
	Any development proposed in a location within or adjacent to an Air Quality Management Area (AQMA)		✔	
	Any development where in the opinion of the local highway authority problems are already being encountered and a lower threshold may be considered a material concern.		✔	

Appendix E

Not used

Appendix F

Checklist for a Travel Plan

A properly prepared Travel Plan will assist in mitigating the impact of development.

This checklist will assist developers to ensure all the necessary issues are considered in the preparation of their Travel Plan. It is not exhaustive and should not be considered as such.

The list should not be viewed as a substitute for a meeting with the local highway authority to discuss the content of a Travel Plan prior to drafting.

Issues to be Considered by Developer	
Executive Summary	
To be written so the public can understand the conclusions.	
Policy Framework	
Consideration should be given to relevant national and local policy.	
Administrative Arrangements	
Is there a nominated person with responsibility for the Travel Plan and its maintenance?	
Is there a survey of staff travel choices for current staff and/or statistics that will inform the likely use of the new development?	
Have you presented a timetable for completion of the travel plan and submission of interim reports to the local highway authority at not less than two-year intervals? Have you made provision for any monitoring fee required through a S106?	
Is there evidence that public transport operators have been consulted?	
The Proposed Development	
Is the site permeable for walkers and cyclists so that all of the desire lines across the site are possible without detour?	
Is there a car park management system that includes parking permits?	
Does the car park layout incorporate spaces for car sharers in an attractive and visible location?	
Is the approach to key locations convenient and convivial for walkers?	
Is the approach to key locations convenient and convivial for cyclists?	
Is there secure (i.e. overlooked) cycle parking in a location that encourages cycling; e.g. near the clocking-in point in a workplace?	
Are there features within suitable buildings that would encourage cycling; e.g. changing rooms, lockers, showers?	
Are there clear, safe, well-lit connections to the nearest public transport routes?	
Are there facilities for waiting for public transport on-site?	
Public Transport Promotions	
Are timetables displayed in a visible location and telephone calls to public transport information lines made available free of charge?	
Are there initiatives planned to encourage a positive attitude to public transport; e.g. free trial weeks, discount on ticket purchase etc?	

Car Sharing Promotion	
Is there a car-share database or other means to encourage car sharing?	
Are there any promotion measures/incentives to encourage car sharing?	
Walking Promotions	
Are there plans to encourage walking, e.g. through promotional campaigns linked to walking and health?	
Will walkers benefit in any way from the Transport Plan?	
Cycling Promotions	
Is there an appropriate mileage allowance for work-related bicycle use?	
Is there a bicycle user group?	
Is there promotion of national events such as Bike to Work Week?	
Is there financial assistance towards the purchase or loan of a bicycle?	
Office Practice	
Is maximum possible use made of flexible working in order to reduce the need to travel?	
Is maximum possible use made of information technology in order to reduce the need to travel?	
Is there a goods inwards/outwards delivery policy that discourages wasteful journeys?	
Is there a company car policy that discourages driving?	
General Promotions	
Are there constant reminders of the need to reduce unnecessary car use?	
Are there two or more positive attempts per year to involve occupants in promotions of alternatives to the car?	
Are small efforts made to avoid all forms of travel, e.g. canteen or shop on site?	
Conclusions & Reminders	
What developer funded improvements are required? – Please list	
Are legal agreements required? T&CP Act Section 106?	
Are the Targets SMART and deliverable?	

Part II: SuDS Design Guidance 2018

North Yorkshire County Council SuDS Design Guidance

2018 Update

1. Introduction

Local planning policies and decisions on planning applications relating to major development must ensure that sustainable drainage systems (SuDS), for the management of surface water runoff, are put in place unless demonstrated to be inappropriate.

Major development is defined as;

- Developments of 10 dwellings or more
- Development residential site is over half a hectare
- Building floorspace exceeds 1000m^2 / 0.1ha
- Equivalent non-residential or mixed development over a hectare or building over 1000m^2

This guidance note details the requirements of North Yorkshire County Council in its capacity as the Lead Local Flood Authority (LLFA). It provides direction to the relevant design guidance for the successful implementation of SuDS and is the basis on which planning consultations from Local Planning Authorities will be assessed. Although developments should seek to fulfil the requirements of this drainage guidance, development sites may still be evaluated individually.

North Yorkshire is a large and varied County which incorporates 7 Council districts and Local Planning Authorities. Three Water Authorities and five Internal Drainage Boards also operate within North Yorkshire and may impose further restrictions in terms of Flood Risk and Drainage which should also be considered as part of any development proposals.

2. SuDS

Sustainable drainage systems (SuDS) mimic natural drainage patterns and provide water quantity (flooding), water quality (pollution), amenity and biodiversity benefits.

The SuDS Manual C753 [Published by CIRIA www.ciria.org] provides guidance on the planning, design, construction and maintenance of SuDS.

See also:

- Rainfall Runoff Management for Developments
- Susdrain the community for sustainable drainage
- UK SuDS Tools Web site - HR Wallingford
- BS8582:2013 Code of Practice for Surface Water Management for Development Sites.
- Building Regulations 2010 Section H3 Rainwater Drainage 2015 edition
- DEFRA Non-Statutory Technical Standards for Sustainable Drainage Systems
- Local Authority SuDS Officer Organisation (LASOO) Non-Statutory Technical Standards for Sustainable Drainage Practice Guidance

3. The Management Train

A concept fundamental to implementing a successful SuDS scheme is the management train. This is a sequence of SuDS components that serve to control runoff rates and volumes and reduce pollution. The hierarchy of techniques to be used is:

Prevention	Prevention of runoff by good site design and reduction of impermeable areas.
Source Control	Dealing with water where and when it falls (e.g. infiltration techniques).
Site Control	Management of water in the local area (e.g. swales, detention basins).
Regional Control	Management of runoff from sites (e.g. balancing ponds, wetlands).

4. Design Principles

The three most important requirements are:

- **Ensure that people, property and critical infrastructure are protected from flooding.**
- **Ensure that the development does not increase flood risk on or off site.**
- **Ensure that SuDS will be economically maintained for the lifetime of the development.**

4.1. Runoff Destinations

Surface water runoff not collected for use must be discharged to one or more of the following in the order of priority shown in accordance with the Building Regulations Part H:

a) Discharge into the ground (infiltration).
b) Discharge to a surface water body.
c) Discharge to a surface water sewer, highway drain or other drain
d) Discharge to combined sewer.

4.1.1. Discharge into the ground

All developments should seek to dispose of surface water via infiltration before the use of connections to local watercourses or sewer can be established, as per the Drainage Hierarchy as set out in the Building Regulations Part H. This will require the Developer to carry out a detailed intrusive site investigation and hydrogeological review to determine the potential for surface water disposal by infiltration.

Where soil conditions appear favourable, then infiltration testing must be completed to determine the viability of soakaways on site. Testing should be undertaken to BRE 365 Digest standards. This requires infiltration tests to be performed successively 3 times in the

same trial pit without using extrapolation. Test pits should ideally be sized and located to represent the proposed soakaway construction. Where infiltration test results differ over the site, the lowest calculated value should be used for design purposes.

For larger sites with multiple soakaways additional consideration should be given to the location and number of trial pits required. To ensure results are representative of the site and to reduce the risk of additional testing being requested, please contact the LLFA as early as possible to discuss the proposals.

Where test pits could be unstable, such as in loose sandy gravelly soils, then they should be lined with a suitable geotextile and filled with gravel or cell crate units and fitted with a filling and dipping tube prior to testing.

Viable infiltration rates for the use of soakaways are typically as low as $x10^{-5}$ m/sec, and values that achieve this rate should generally use infiltration as the means of disposal of surface water drainage. Sites with infiltration rates below $x10^{-5}$ indicate poorly draining soils and the Developer should evaluate the practical aspects of locating adequately sized soakaway storage; available space and suitability of infiltration techniques will vary from development to development. For sites where infiltration rates are low, the Developer should carefully consider risk of failure and the anticipated design life of the soakaways and adjustment of design safety factors may be required in mitigation.

The base of infiltration systems should be at least 1m above maximum anticipated groundwater levels to retain a working infiltration zone for the SuDS scheme as per the BRE 365 Soakaway Design document. Groundwater should not rise to the level of the base of the soakaway during annual variations in the water table. Groundwater levels should be assessed for their variability where fluctuations in groundwater level may cause a problem in the long-term for any proposed depth of excavation. British Geological Society Borehole and Susceptibility to Groundwater Flooding datasets should be reviewed. On high risk sites, where groundwater levels could fluctuate significantly, the Developer should also provide 6 months ground water monitoring that should include monitoring over the winter months.

Soakaways will require a 5m easement from all proposed and existing roads and buildings (see BRE 365 Digest and Building Regulations Part H). Soakaway storage should not be located under boundary features such as fences.

Within the design calculations of the proposed Soakaways, an appropriate Factor of Safety must be applied generally in accordance with Ciria SuDS Manual Table 25.2. For the vertical sides of the structure a minimum Factor of Safety of 2 should be applied to the calculated design infiltration rate. Deterioration of soils should also be considered and further mitigation such as higher safety factors may be required.

In accordance with the Ciria SuDS Manual Section 25.4 a design infiltration rate of no greater than $x10^{-5}$ m/sec should be used for the base of an infiltration structure or basin to

allow for the long-term build-up of silt. This should be adjusted accordingly prior to applying the global Factor of Safety in calculations.

Drain times for soakaways should be assessed in accordance with the Ciria SuDS Manual Section 25.7 and the half drain times for the critical duration 30-yr and 100-yr + 30% climate should be demonstrated to be no more than 24 hours. Where the Developer proposes longer half drain times for the 100-yr + 30% climate event this should be agreed with the LLFA.

Soakaways and other forms of SuDS should be designed to be useable and maintainable for the lifetime of the development, with appropriate access available and management systems in place, be that a management company, water authority or private ownership.

Private owners of SuDS schemes should be made aware of the maintenance requirements of SuDS that they own, and arrangements put in place to ensure that responsibility is clear for future owners (see 6.3).

As noted in Ciria C753 section 25.2.1, infiltration values less than $x10^{-6}$ are to be regarded as unviable for disposal of surface water development runoff and should be discounted as the sole means of surface water disposal.

Summary of acceptable infiltration rates for development surface water drainage (m/sec)		
		Tests to undertake
> $x10^{-6}$	Appropriate for soakaways	Infiltration tests to BRE 365 standards and information of the ground conditions and groundwater levels.
= $x10^{-6}$	Borderline	Infiltration tests to BRE 365 standards, plus a comprehensive ground investigation report, with groundwater levels. Subject to approval
< $x10^{-6}$	Not Viable	Seek alternative means of disposal of surface water

4.1.2. Discharge to a surface water body.

Discharging to a watercourse will require a suitable natural watercourse or ditch in close proximity to the site for development flows to discharge into, subject to agreement with the land owner, LLFA, IDB or EA. Watercourses that are further away from the development site may still be used as a discharge point if access is available via a natural gravity fed outfall and permission gained from the appropriate landowner. Consideration must be given for the wider catchment and drainage network.

Developers must ensure the receiving waterbody is suitable for the disposal of surface water and that a positive connection to the wider surface water drainage network exists; in order to demonstrate that a new connection is not going to increase flood risk elsewhere. A capacity & condition survey should therefore be undertaken on receiving ditches/culverts

and watercourses (on or off site), including the identification of the final outfall location. The survey results should be appropriate to the development and include details to demonstrate how any identified remedial items will be dealt with.
Access to any watercourse within the development will be required for maintenance therefore a no development stand-off zone of 5m from the top of the watercourse bank will be required. Local Planning Authorities may set a no development zone from any watercourse as part of their Local Development Plan and you should contact them directly to discuss this. Internal Drainage Boards and the Environment Agency will specify easement requirements for assets under their jurisdiction.

As part of the drainage proposals, there is a presumption against culverting of watercourses and is preferable to re-naturalise culverted watercourse, in line with the Environment Agency's general policy regarding culverts (see EA Fluvial Design Guide Chapter 8). If a culverted watercourse is to remain on a development site there must be a 3m easement to both sides of the culvert, similar to a sewer easement, to prevent possible damages to the culvert.

New connections to a water body or drainage system must not increase flood risk elsewhere, and development peak flow rates must be restricted to the pre-development QMED/QBAR runoff rate) greenfield runoff rates (see 4.3). Segregation and management of Long Term Storage and use of higher discharge rates is in practice difficult to achieve and at the current time is an approach that is non-preferred by the LLFA, where developments propose these techniques then the application will be assessed on an individual basis.

4.1.3. Discharge to a surface water sewer, highway drain or other drain

Discharging development flows to a separate surface water sewer is preferred over a combined sewer connection. Agreements will be required by the regional water authority for connection to the public sewer system, this may involve additional restrictions by the receiving water authority.

NYCC Highways only accept surface water flow from the development highway into a NYCC maintained highway drain and surface water from open land and watercourses are not accepted. NYCC also adopt SuDS for the sole purpose of highway drainage flows, discussions and agreements with NYCC highways should be sought as early as possible in the development stage.

4.1.4. Discharge to combined sewer.

Connection to a public combined sewer can only be used as a last resort for the development surface water runoff and all other options should be thoroughly explored before connection to a combined sewer can be considered.

4.2. Greenfield or Brownfield Development

A site can only be considered as Brownfield for drainage purposes if the pre-development site has an existing connection to a sewer or watercourse and can be demonstrated as featuring positive drainage from an existing impermeable surface or roof area.

New developments on Greenfield sites should always restrict the development peak flow rate and volume of runoff to the predevelopment greenfield scenario, see section 4.4.1.

Brownfield redevelopments should ideally seek to restrict development flows to the greenfield runoff rate or as close as possible. If this is not achievable on site, then the minimum restrictions noted in section 4.4.2 will apply.

A proposed development site that has had historic development but which has been demolished, with the drainage system unused for 5 years or more should be treated as a greenfield site. If a CCTV survey of the drainage system on such a previously demolished historic brownfield site proves the existing drainage system is functional and in adequate condition, that system can be reused for the new development and the site considered as brownfield subject to approval by the LLFA.

Where a development is proposed on an operating brownfield site, or a site which has ceased operating but is not yet derelict, a drainage investigation must be undertaken. This should include a CCTV survey of the existing main drainage runs to prove the condition and connectivity of the existing system. The existing drainage layout should be used to produce surface water run-off rate calculations to determine existing run-off rates.

Proposed developments that have a mixed land use of previously developed land and undeveloped, undrained land prior to development can benefit from partial brownfield drainage principles. The equivalent area of land that has an existing drainage connection prior to development should be restricted to brownfield peak run off rates however new areas of undrained, greenfield land must be restricted to greenfield runoff rates before discharging off site.

4.3. Flood Risk

A site-specific Flood Risk Assessment should be submitted for all major developments. This should evaluate flood risk from **all** sources of flooding and assess the impacts that the development proposals may have on the existing area, on and off the site. The Flood Risk Assessment must also propose appropriate mitigations and provide evidence to meet the sequential test and the exception test (if required).

Only sites that are in flood zone 1 and where the total development area is less than 1 ha do not require a Flood Risk Assessment submitted, however the flood risk from **all** sources should still be assessed and mitigated appropriately. Be aware that although the indicative

flood maps and available information may not indicate that the site is at risk from flooding, local flood risk issues may still occur and should be investigated.

The Flood Risk Assessment should be designed to the scale and nature of the development site in accordance with the NPPF Technical Guidance (July 2018) and Planning Practice Guidance, (PPG).

Sequentially development should be directed towards and placed in Flood Zone 1 however for sites that are to be developed in Flood Zones 2 and 3, appropriate mitigation measures should be proposed, this may include flood resilient and resistant house building practises, Property Level Resilience, flood defences and SuDS Site Control measures.

The drainage system must be designed so that, unless an area is designed to hold and/or convey water;

- Surface water flows are contained within the proposed drainage pipes without surcharge for up to the 1 in 2 year flood event.
- Flooding does not occur on any part of the site for a 1 in 30 year rainfall event, with all development surface water flows remaining within the proposed drainage system.
- Flooding does not occur during a 1 in 100 year rainfall event in any part of a building (including a basement) or in any utility plant susceptible to water (e.g. pumping station or electricity substation) within the development.

Unless Long-Term Storage principles (see section 4.5.1) have been utilised, hydraulic calculations for the proposed surface water drainage scheme must be shown for all storm events up to the 1 in 100 year flood event. Design storm event must include an allowance for urban creep (10% increase on the total impermeable area of the site) where required and a further addition for climate change (30% additional rainfall onto the development site).

Any flooding on site due to rainfall in excess of the 1 in 100 + climate change allowance event, or from blockages in the system should be carefully managed on site. Exceedance flood flow routes designed to convey water to safe areas, away from private land and buildings should be provided.

The design of the site must ensure that flows resulting from rainfall in excess of a 1 in 100 year rainfall event or from the SuDS system failure are managed in exceedance routes that avoid risk to people and property both on and off site. A design Exceedance Flow plan must be submitted as part of the planning application, see section 4.7.

4.4. Peak Flow Control

4.4.1. Greenfield Peak Flow Control

The peak runoff rate from the developed site for the 1 in 1, 1 in 30 and 1 in 100 year rainfall events, including a factor for urban creep (10%) where required and an additional factor for climate change (30%), must not exceed the peak greenfield runoff rate for the 1 in 2/2.33 year event (QMED/QBAR) for the development site for up to the 1 in 100 year climate change flood event.

Greenfield runoff rate is to be determined using the Institute of Hydrology (IH) Report 124 or Flood Estimation Handbook (FEH) methods. The same method should be used for all calculations within the development. This is detailed in the publication Rainfall Runoff Management for Developments Report SC030219.

If calculation of the greenfield runoff rate is not possible, a nominal 1.4 l/s/ha peak flow rate for surface water can be used as a substitute for the calculated greenfield runoff rate.

To prevent the issue of blockage using restricted peak flow rates for sites smaller than 1 ha, a minimum **75mm orifice plate opening size or 75mm flow control diameter** can be used subject to agreement with the adopting water authority of the drainage system. Where the proposed discharge rate cannot be reduced to greenfield rates due to orifice size restrictions then the designer must be mindful to control upstream top water level/head conditions. Orifice sizes can be smaller from filtered outlets such as permeable paving or filter drained swales or basins.

Developments that require the use of the minimum adoptable orifice size or flow control device should always seek to reduce the peak flow rate to as close as the greenfield runoff rate as possible, this can be achieved by carefully designing a lower design water level head of the drainage scheme to achieve lower design flow rates through the control device.

To summarise, the peak flow rate for a greenfield development site should seek to (in order of preference):

1. Discharge at the calculated greenfield runoff rate, or;
2. Discharge at the nominal 1.4 l/s/ha runoff rate, or if this is not achievable for sites less than 1 ha;
3. Discharge using a 75mm orifice size / flow control whilst reducing flow rates to as close as the greenfield runoff rate as possible.

4.4.2. Brownfield Peak Flow Control

For development sites that are considered to be a Brownfield development (see section 4.2) the peak flow rate coming from the proposed development should be restricted to the calculated greenfield runoff or as close as reasonably practicable.

The existing pre-development drainage network peak flow rate should be calculated using a hydraulic model, so that the post-development flow rate represents a minimum 30 % reduction to pre-development runoff rates.

Where there is an existing operational drainage system the principle drainage runs should be modelled to determine peak flow rates for a 1 in 2 year 60min duration event. The cover level of the lowest site drainage feature should be represented in the model. The predevelopment simulated 1 in 2 year 60min duration rainfall event shall be used to determine the post development peak runoff rate and no flooding should occur during the simulation.

A layout plan of the existing drainage system should be provided showing manholes, cover levels and invert levels, pipe sizes, rainwater pipes, gullies, contributing areas and other relevant drainage features. A maximum area of 200m^2 should be assigned to road gullies and no more than 100m^2 assigned to smaller yard or drive gullies and that these are shown to be connected to the drainage system. It should also be demonstrated that existing buildings feature sufficient rainwater downpipes and that these are connected to the below ground drainage system.

If it is not possible to produce a hydraulic model, other methods for the Brownfield QBAR estimation calculation of the existing site drainage flow rate can be used subject to agreement with the LLFA.

If the existing Brownfield peak flow rate for the site cannot be calculated, then a maximum Brownfield QBAR flow rate can be derived from the nominal 140 l/s/ha.

For further examples, see section 9.

4.5. Volume Control

The runoff volume from the developed site for the 1 in 100 year 6 hour rainfall event must not exceed the greenfield runoff volume for the same event.

This is an additional measure to the peak flow control, as the additional volume of surface water generated by the development needs to be controlled so that the volume of surface water runoff post development does not adversely affect the receiving system. As can be seen by the Figure 4.5 below, by only reducing the peak flow rate, the volume of runoff is extended over a greater length of time, resulting in higher discharges of surface water volume post-development compared to pre-development. Measures should be proposed to reduce or remove the volume from the site via infiltration, long term storage, receiving proposed SuDS features or harvested for use within the development site.

Reducing to the pre-development QBAR greenfield runoff peak flow rates is usually sufficient to achieve Volume control for the 1 in 100 year 6 hour storm event, which is regarded as the design rainfall event for Volume Control, on sites with the necessary attenuation storage provided.

For Brownfield sites it must also be demonstrated that the designed surface water attenuation also controls the volume of runoff from the post-development site to the pre-development QMED/QBAR greenfield runoff volume for a 1 in 100 year 6 hour storm event.

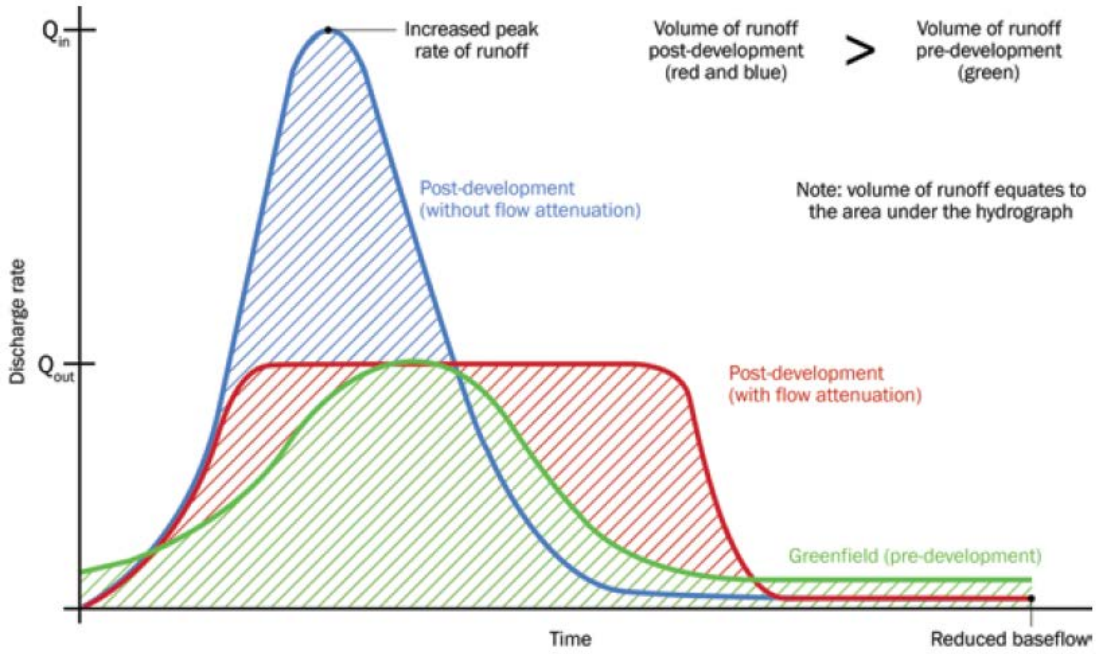


Figure 4.5 Hydrograph comparison of surface water runoff pre and post development, CIRIA (CIRCA SuDS Manual Version 6, C753)

4.6. Pollution Control

SuDS design must ensure that the quality of any receiving water body is not adversely affected and preferably enhanced before it leaves site.

Drainage from the proposed surface water scheme must undergo some layers of treatment before discharging off site, this can be in the form of roadside gulleys, petrol interceptors, reed beds, silt traps, etc.

The use of SuDS within development sites is beneficial due to the pollution control that SuDS can offer compared to conventional drainage measures.

The use of petrol interceptors will only need to be used for sites that require 30 or more car park spaces or equivalent area of hardstanding, otherwise, road side gulleys are a sufficient measure for smaller sites for pollution control from highways.

4.7. Designing for Exceedance

Site design must be such that when SuDS features are exceeded due to failure caused by blockages or collapsed pipes or when the system is overwhelmed by excessive flood flows, the exceedance flows do not cause flooding of properties on or off site. This is achieved by designing suitable ground exceedance or flood pathways.

Runoff must be completely contained within the drainage system (including areas designed to hold or convey water) for all events up to a 1 in 30 year event, with no flooding anywhere on site.

Rainfall in excess of a 1 in 100 year rainfall that exceeds the designed SuDS scheme must not flood any properties or essential infrastructure (pumping station, junction boxes, etc.) and any exceedance flows are managed within the site that avoid risk to people and property both on and off site, with the design of the site mindful of the topographic levels and highway requirements (cross fall, dropped kerbs) as to not cause flooding to properties from exceedance flood flows.

4.8. Highway Drainage

SuDS features within highways and that schemes that wholly manage the drainage from the proposed highways can be adopted by North Yorkshire County Council Highway Authority and maintained as part of the wider highways maintenance subject to agreement of the Highway Authority. The incorporation of SuDS that involves highway drainage requires the developer either to enter into an agreement under Section 38 of the Highways Act, if involving new development, or an agreement under Section 278 of the Act, if existing highway arrangements are to be modified. It is recommended that discussions are undertaken with the highway authority as early as possible.

4.9. Climate Change

Due to changing climate, winters are likely to get wetter and we are likely to experience more extreme weather conditions such as intense rainfall events. As such, a **minimum** allowance of **30%** must be made in SuDS design for increased rainfall.

4.10. Urban Creep

Urban Creep describes future expansion within a development and activities such as building extensions and paving gardens. These activities increase the impermeable area of a site and often sit outside of the development control process.

As such all proposed residential developments must have an allowance for this increase in impermeable area of **10%** on top of the proposed impermeable area of the development site. The 10% increase should be included as part of the design development area of the submitted calculations.

Alternatively, a 40% increase of the site design rainfall can be used to account for both the climate change and urban creep allowances.

5. Construction

Damage caused during the construction phase has the potential to prevent SuDS functioning as required, for example contamination by sediments generated during construction. As such appropriate planning must be applied to surface water management during the construction phase. Temporary mitigation measures should be proposed to control surface water flows from the development during the construction phase. A construction phase management plan should be provided.

6. Maintenance Requirements

All drainage systems, including SuDS components require regular inspection and maintenance to reduce the risk of failure and ensure effective operation over the lifetime of the development.

Legislation requires that planning authorities ensure, through the use of planning conditions or planning obligations, that there are clear arrangements in place for ongoing maintenance of SuDS over the lifetime of the development. Maintenance requirements for proposed SuDS are to be agreed with the Local Planning Authority (LPA).

There are a range of SuDS maintenance schemes available, which must be evaluated on a case by case basis, to ensure that it is applicable, proportionate and practicable for users to operate and maintain for the lifetime of the development. The list below is not exclusive and developers should discuss maintenance proposals as soon as possible with the LPA, LLFA and Water and Sewerage Company.

6.1. Adoption and maintenance of SuDS by the local Water and Sewerage Company (WaSC) via a section 104 Water Industry Act agreement with that company. **T**he Developer should discuss the proposals as early as possible with the local WaSC. Confirmation from the WaSC should be submitted to the LPA as part of any planning application.

6.2. Adoption and maintenance of SuDS by a local authority. With the exception of the Highway Authority that can adopt SuDS serving highway drainage, North Yorkshire County Council does not adopt SuDS. Adoption of highway SuDS must be agreed with the Highway Authority and confirmation provided to the LPA as part of any planning application.

6.3. Adoption and maintenance of SuDS by the Internal Drainage Board (IDB). Five (5) IDB's operate within North Yorkshire, these are;

- Vale of Pickering Internal Drainage Board
- Kyle and Upper Ouse Internal Drainage Board
- Swale and Ure Drainage Board
- York Consortium of Drainage Boards
- Shire Group of Internal Drainage Boards

In local drainage board areas, subject to IDB consent, a maintenance agreement can be entered into, following either payment of a commuted sum or ongoing infrastructure charge. A developer may build (or contribute to) SuDS that the IDB subsequently maintain. Often IDB's will only approve a limited number of SuDS types and each IDB operates independently, so early conversations with the relevant IDB are essential.

6.4. Maintenance of drainage systems within property curtilages by the homeowner. It must be demonstrated to the satisfaction of the LPA that maintenance will be assured for the lifetime of the development. It is not satisfactory to assume that homeowners and subsequent homeowners will be aware of the maintenance requirement and their responsibilities; Those measures must be proposed by the applicant and may include, for example, information provided to the first purchaser of the property and also designation/registration of the SuDS so that it appears as a Land Charge for the property and as such is identified to subsequent purchasers of the property. Any methods involving designation or registering a Land Charge are to be agreed with the LPA.

SuDS Schemes for individual properties should be wholly located within the boundaries of the receiving property so that maintenance and ownership is understood to be with the receiving property; shared SuDS schemes should be located in POS / shared spaces under the management of a designated management company.

6.5. Maintenance of SuDS within the curtilages of land by the commercial body or organisation that owns or occupies that land. It must be demonstrated to the satisfaction of the LPA that the maintenance arrangements and their funding will be in place for the lifetime of the development.

6.6. Inspection and maintenance of SuDS via a private maintenance agreement (i.e. Private Management Company). It must be demonstrated to the satisfaction of the LPA that the maintenance arrangements and their funding will be in place for the lifetime of the development.

Maintenance under a private arrangement may be subject to a higher degree of scrutiny by the LLFA due to the number of risks involved. The Developer should explore the potential risks and costs associated with private management arrangements and should submit the following to the LPA:

6.6.1. Details of the organisation responsible for the ongoing maintenance of the SuDS for the lifetime of the development

6.6.2. Details of the funding arrangements in place for the inspection and maintenance of SuDS. It must be demonstrated how the ongoing maintenance of the SuDS for the lifetime of the development will be funded. Information should be submitted which demonstrates where the responsibility will fall

should the management company arrangement fails and/or the company ceases to exist.

6.6.3. As built drawings and a maintenance and operation manual for all SuDS, including for single property SuDS. This must include physical access arrangements for maintenance (ensure an easement of min. 3m to both sides) and establishment of legal rights of access in perpetuity prior to the commencement of any phase of the development. A copy of a maintenance and operation manual for single property SuDS must be supplied to the relevant residents.

6.6.4. A plan clearly showing the extent of the adopted area along with easements and rights of way for access to carry out maintenance. If other parties are responsible for different parts of a scheme, this should be clearly shown on the plan.

6.6.5. The maintenance schedule of work - itemizing the tasks to be undertaken and the frequency at which they should be performed so that an acceptable long-term performance standard is secured. The schedule should be a living document as it may change, where inspections advise changes to the scheme maintenance requirements

6.6.6. A whole life cost analysis for maintenance over the lifetime of the development and details of financial security to ensure long term maintenance.

6.6.7. Details that ensure soakaways incorporate a no development easement of 5m to all sides of the soakaway to reduce the risk to properties and buildings from seepage and instability.

6.6.8. Details that ensure all attenuation features have a 2m easement to all sides of the asset for access.

Reasons for the required information:

- To confirm that appropriate routine maintenance of the system is being undertaken
- To confirm that the system is continuing to operate effectively
- To identify any remedial works required
- To provide a consistent record of the condition and performance of the system.
- To prevent the increased risk of flooding and to ensure the future maintenance of the sustainable drainage system

See Susdrain – SuDS maintenance and adoption options (England).

7. SuDS Components

There are several options for the use of SuDS within development sites including Rainwater Harvesting, Water Butts, Green Roofs, Permeable Surfacing, Infiltration, Filter Drain, Filter Strips, Swales, Controlled Inlets and Outlets, Detention Basins, Infiltration Basins, Ponds, Wetlands, Geocellular / Modular systems, Pipes / Subsurface Drainage and Storage, Bioretention Systems, Silt Traps and Interceptors. Guidance for the construction of these SuDS can be found in the Ciria SuDS Manual C753, additional information for development proposals is highlighted below.

7.1. Permeable Surfacing

Permeable surfacing can provide a suitable pavement for pedestrians and vehicular traffic while allowing surface water storage, conveyance and infiltration. There are three main types of permeable paving design used for varying infiltration rates for the site. Easements are not required for permeable paving.

- Type A - Full infiltration – Development sites that have shown good viable infiltration rates for the soils can be built with no formal outlet of drainage, allowing surface water runoff from the incoming property down pipe or directly throw the paving to infiltrate to the soil via the sub base of the permeable paving, thereby acting as a large soakaway. The sub-base should be designed to contain the 1 in 100 year rainfall event plus 30% climate change without flooding.

- Type B - Partial infiltration – for sites with a poor yet viable infiltration rate, it may be necessary to add an additional piped outfall to aid drainage whilst still allowing for infiltration through the sub-base. This method should be utilised when the sub-base of the permeable paving would become too large to contain the 1 in 100 year plus climate change rainfall event.

- Type C - No infiltration – Permeable paving can still be used for sites with very poor, unviable infiltration rates below the threshold, provided that the sub-base material of the permeable paving is lined with an impermeable geo-textile layer and a formal outlet pipe is provided in the design. As the permeable paving sub base has a formal drainage connection, the sub base will not provide adequate storage and should not be included in the attenuation calculations unless the outlet flow is controlled and designed to attenuate flows. As the surface water is filtered through the permeable paving sub base, the proposed outlet flow control can be smaller than the minimum adoptable flow control size.

7.2. Infiltration

Soakaways can store surface water run-off and allow for its efficient infiltration into the adjacent soil. It must be demonstrated that the groundwater level at the site always remains a minimum of 1m below the base of any soakaway. SuDS features that utilise

infiltration should only be used where infiltration is a viable method for disposal of surface water as per the guidance in section 4.11 above.

Soakaways in private garden spaces should not cross land boundaries and ownership and maintenance of the soakaway / infiltration feature should be made known to the future/existing land owner.

Soakaways will require a 5m easement to all sides of the soakaway from all buildings and highways (BRE 365 Digest). Attenuation features will require a 2m easement for access to all sides of the SuDS feature.

7.3. Pumping Stations

Surface water pumping stations should only be used by exception. It is recommended to discuss the proposals as early as possible with the LLFA and WaSC. A suitable exceedance flow path must be demonstrated in the event of failure or exceedance of the pumping system.

8. Planning Application Requirements

8.1. Outline Planning Applications

Flood Risk and Drainage are not a reserved matter and sufficient detail should be submitted with an Outline or Full application to determine if the development is suitable in terms of the level of flood risk present and which drainage options and outfalls are available.

It must not be assumed that SuDS can be dealt with as a reserved matter and at outline application stage it must be demonstrated that surface water can be successfully managed for the proposed development and not cause or increase flood risk both on and off site.

The following requirements are advised by NYCC and should be met as a minimum for ALL development sites, not just for Outline applications:

Runoff Destinations

- All development sites must apply the Drainage Hierarchy as set by Building Regulations Part H and adequate percolation tests to BRE 365 Digest must be submitted to determine the viability of infiltration for the development site.

- Provide a Site Location / Indicative Drainage Layout drawing with the outfall identified, including any existing sewers and watercourses on site. Topographical survey of the existing site's catchment to include contours at 1m interval and existing surface water flow routes, drains, sewers and watercourses.

- Determination of the greenfield or brownfield status (with adequate evidence to prove the site has existing, positively drained sewer systems for brownfield sites).

- For Brownfield Sites, A pre-existing drainage survey must be submitted and connection of the new development drainage highlighted.

Flood Risk

- A NPPF compliant Flood Risk Assessment for all developments should be submitted to the LPA. Only sites within flood zone 1 and are less than 1 ha in size do not require an FRA. Mitigation measures should be proposed for sites within Flood Risk Zones 2 and 3 or at risk from Surface Water Flood Risk.

Peak Flow Control

- Indicative Greenfield runoff rate calculations using IH124, ICP SUDS or FEH techniques of estimation. Quick Storage Estimates of the necessary attenuation are required as a minimum using greenfield runoff rates.

- For Brownfield sites, the resultant peak flows rates should be reduced to greenfield runoff rates or as near as possible, if this cannot be achieved then indicative calculations of the existing pre-development flow rates are required via a hydraulic model of the existing drainage system or the Rational Method of calculation. This should limit the post development flow rate to the QBAR pre development flow rate with a 30% reduction in flow. The post development flow rate should be restricted to all flood events up to the 1 in 100 year flow rate with a 30% climate change allowance applied to the design rainfall event.

- Hydraulic calculations of the finalised design can be dealt with by a planning condition.

Highway Drainage

- To be agreed with NYCC Highways, drainage from the proposed highways should be identified within the Drainage Layout for the development site.

Climate Change

- A minimum 30% allowance applies to all development sites. This should be applied as a 30% increase in the design rainfall for the site within the finalised calculations (by planning condition).

Urban Creep

- A 10% increase in impermeable area should be applied to the design area within the submitted finalised calculations (by planning condition).

8.2. Full Planning Applications, Reserved Matters, Discharge of Conditions

In addition to ALL of the information required for Outline approval (see 8.1), it is required for Full, Reserved and Discharge of Conditions applications that the following additional information will be submitted:

Drainage Layout

- Finalised drainage layout drawings with agreed drainage outfalls, peak flow rates, required attenuation storage and finished floor levels. Any updated/finalised calculations must be submitted for approval. Hydraulic calculations of the designed drainage system using the calculated peak flow rate and necessary attenuation.

Volume Control

- Calculations are required to prove that the site does not increase the amount of runoff volume from the development in a 1 in 100 year 6 hour design event.

Pollution Control

- A site Drainage Layout should be submitted that highlights any SuDS features or pollution control measures that will manage the risk of pollution originating from the development site.

Designing for Exceedance

- An Exceedance flowing routing map of the site which shows where flooding is likely to occur in the event that the designed drainage system is exceeded or fails. The routing map should indicate direction of flood flows, highlighting areas that will flood and to what depth.

Construction

- Finalised drainage details of the construction of the drainage layout, cross sections of the proposed SuDS schemes, location of the proposed flow control and appropriate measures for access and easements applied to the Drainage Layout.

Maintenance

- Information that supports the long term maintenance for the lifetime of the development, confirming which authority, management company or private owners will be responsible for the proposed drainage scheme.

Note that, dependent upon the complexity of the site and development proposals, additional information may be requested for Full and Reserved Matters applications as part of a planning condition and are required for later discharge of conditions. However, it is preferable that all information is submitted as early as possible for consideration as to reduce the risk of being unable to discharge the relevant planning conditions.

8.3. Planning Applications Checklist

Below is a typical list of required documents to aid the LLFA's consultation for each stage of the planning process. The list of documents is not exhaustive and further documents / submissions may be required by the LLFA.

Pre-App	Outline	Full	Reserved Matters	Discharge of Conditions	Minimum Documents Submitted
☑	☑	☑			Flood Risk Assessment or Statement, appropriate to site and associated risk
☑	☑	☑			Drainage Strategy or Statement & sketch layout plan (with discharge point)
	☑				Preliminary Layout Drawings (existing drainage for brownfield sites)
	☑				Preliminary Hydraulic calculations (quick estimates of green/brownfield runoff rates and attenuation)
	☑				Preliminary Landscape Proposals (for Exceedance routes)
	☑	☑			Ground Investigation report (of sufficient detail to determine if infiltration is viable at the site)
		☑		☑	Condition and Capacity survey of receiving watercourse to confirm suitability for surface water disposal
	☑	☑		☑	Evidence of third party agreement to access a third party system (in principle)
		☑		☑	Maintenance program and on-going maintenance responsibilities
		☑	☑		Detailed Development Layout
		☑	☑	☑	Detailed Flood & Drainage Design Drawings, including discharge point, flow restriction and attenuation size
		☑	☑	☑	Full Hydraulic Model of proposed drainage
		☑	☑	☑	Full Ground Investigation Reports, including Infiltration Results
		☑	☑	☑	Detailed Exceedance flow routes map, with necessary mitigation measures and Landscaping Details
		☑	☑	☑	Development Management & Construction Phasing Plan

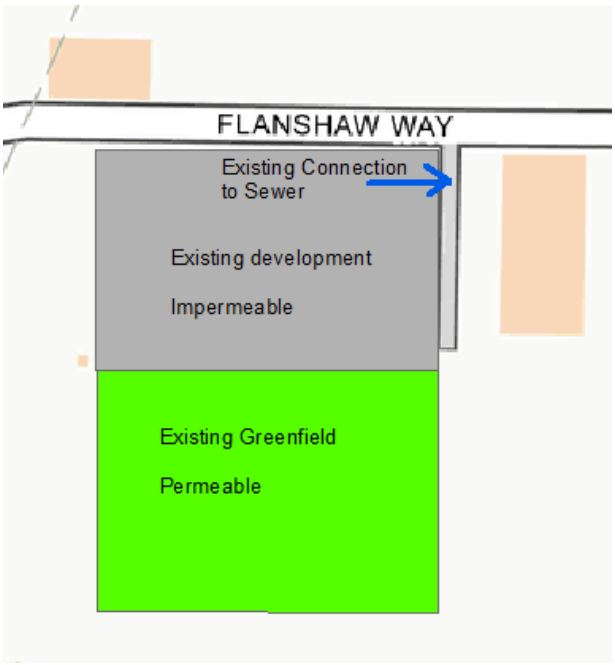
9. Example Drainage Calculation Scenarios

9.1. New Greenfield Site

- As a new development site, peak flow rates will be restricted to the Greenfield QBAR rate for all flood events up to the 1 in 100 year plus climate change plus urban creep event,
- Calculate the greenfield runoff rate using IH124 or FEH methods,
- Restrict the proposed drainage peak flow rate to the calculated greenfield runoff rate and calculate required attenuation.

9.2. Brownfield Site (no increase in impermeable area)

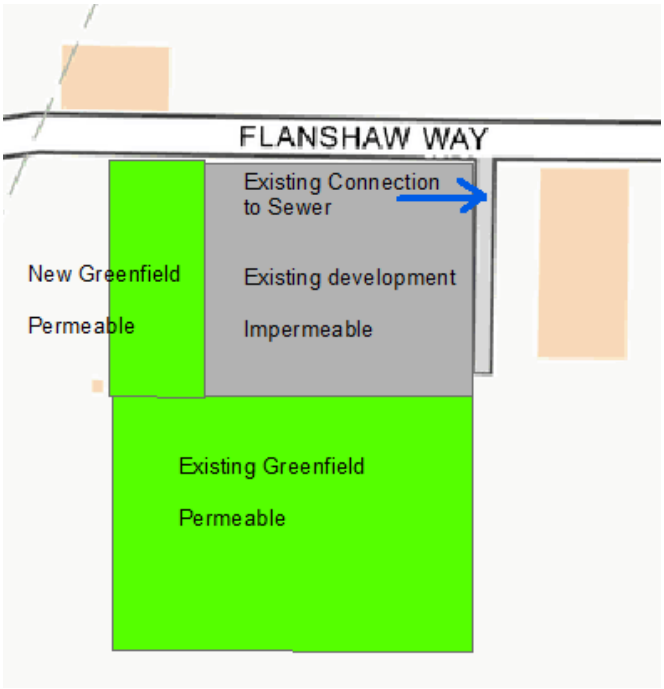
The proposal is for a redevelopment of an existing site, with an active, positively connected drainage system. The proposal will not change the impermeable area of the site. The greenfield area can be discounted as naturally draining into the ground as per pre-development.



- Calculate the existing Brownfield runoff rate using a hydraulic model of the existing drainage system, determine the QBAR Brownfield rate of the existing site,
- Utilise existing connection to sewer,
- Restrict the proposed drainage peak flow rate to the calculated existing Brownfield QBAR runoff rate for all flood events up to the 1 in 100 year plus climate change plus urban creep (if appropriate) event,
- The proposed peak flow rate must also be reduced by a minimum of 30% from the existing flow rate,
- Calculate required attenuation.

9.3. Brownfield Site (decrease in impermeable area)

The proposals are for a redevelopment of an existing brownfield site, which will reduce the overall impermeable area of the development site. The same drainage principles apply as in section 9.2 above, which should be easier for developers to provide the necessary attenuation.

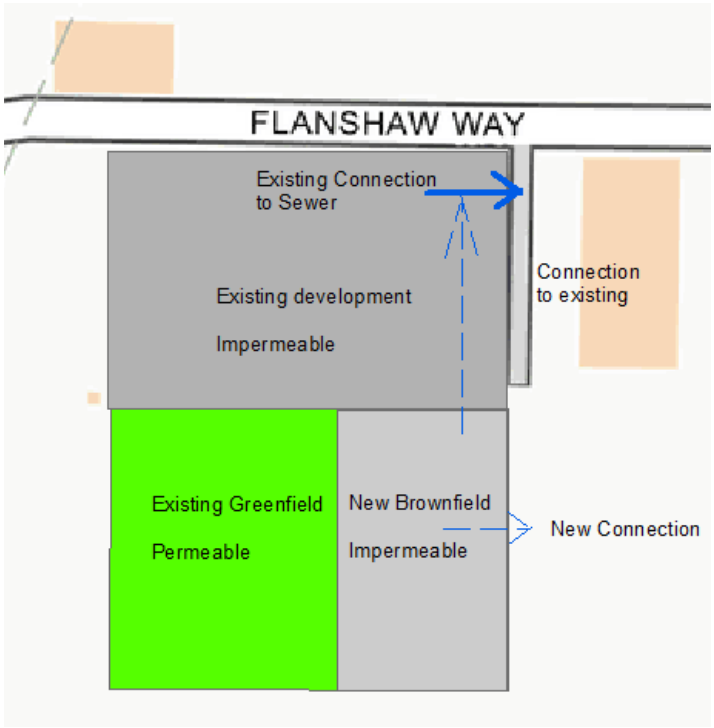


9.4. Brownfield Site (increase in impermeable area / mixed previous land use)

The proposals are for a redevelopment of an existing brownfield site, which will increase the overall impermeable area of the development site by incorporating an existing Greenfield area.

<u>Restrict the existing impermeable area to the calculated brownfield QBAR runoff rate and the new area of development to greenfield runoff rates</u>

The existing area would be regarded as brownfield, as per section 9.2, the new additional impermeable area should be treated as a new development and restricted to a calculated QBAR greenfield runoff rates, as per section 9.1. The developer may seek to connect the new impermeable area to the existing sewer connection at the greenfield QBAR peak flow rate (as an addition to the existing peak flow rate -30% from the existing brownfield part of the site) or to a new connection at the greenfield QBAR peak flow rate.



9.5. Brownfield Site with a New connection

Some brownfield sites may require a new connection to a different receiving water system than the connection that the site currently utilises; these sites are to be considered as a new impact on the receiving drainage system / watercourse and should be considered as a Greenfield Development.

10. Contact

For all enquiries please contact Flood Risk Management;

Email: floodriskmanagement@northyorks.gov.uk or Tel: 01609 780780

Part III: Craven District Council Parking Strategy 2014

Craven District Council Parking Strategy 2014 – 2019

www.cravendc.gov.uk

Introduction

Craven District Councils previous parking strategic objectives were produced in 2009. The Council's Corporate Leadership Team has commissioned a new parking strategy to cover the period 2014 – 2019 to reflect both recent changes to the economic climate and recent changes to service delivery. The strategy will help the Council to plan its current and future parking provision and service management requirements.

The economic downturn has affected town centres and demand for parking generally. However, this strategy will aim to provide a platform for determining future demand and potential supply of car parking provision within the District with reference to a range of users and to look at how this can be met without detriment to the environment or economic vitality and viability of Craven District.

Research undertaken to help inform this parking strategy provide strong indications that private car use is continuing to increase and will do so for the foreseeable future, especially with regard to the demand for access to town centres and visitor attractions. Parking availability of any type of vehicle is an important factor in determining how people travel. It also influences the vitality and viability of town centres. However, the capacity of the roads and the provision of car parking space to meet this demand are neither practical nor sustainable. Notwithstanding that, accessibility to town centres must be maintained to assist in maintaining economic prosperity. Only towns with high inner-city quality and good quality alternative forms of accessibility can afford to restrict access by private car. That said, cars should not be seen as the only means of transport and there is a balance to be struck between providing and restricting car parking, in turn balancing environmental protection, economic growth, accessibility, health improvement and social inclusion.

In more rural areas, such as Craven, recognition needs to made that effective alternative transport methods may never be possible e.g. bus services, which face constant threat in rural areas. Private cars will, therefore, remain the only travel option for many people.

The development of a parking strategy needs to take into account a number of factors:

- consideration of all users e.g. residents, shoppers, visitors, local businesses, and workers
- Contribute to the vitality and viability of the town centre by providing more short stay than long stay parking
- Regulations to be implemented and enforced effectively
- A revenue surplus required to allow for re-investment

- Appropriate charging that meets with the Council's overall aims for finance, and quality of provision
- Consideration of the Council's sustainability objectives (as defined through the Climate Change Business Plan) balancing the need for car usage with public transport where feasible

This strategy will consider each of the following facets:

- Designated off-street car parks
- Disabled parking provision
- Coach parking provision
- Taxi waiting areas
- HGV overnight parking provision

In considering the above, the effects and impacts of a number of variables will be considered, in both the short and longer-term, as follows:

- Capacity, location and need of off-street parking provision
- Car parking tariffs
- Public transport availability, cost and proximity
- Demand for car parking, both current and future
- Environmental impacts

Settlement Hierarchy

It is generally recognised that different policy levers are relevant and effective in different circumstances. In particular, size of settlement and the nature and role of its commercial centre significantly affect the nature of parking demands and options for its supply and management. A settlement hierarchy can assist in applying different policy levers. The hierarchy for settlements in Craven consists of:

Large Market Town - Skipton
Market Town – Settle, Bentham
Rural Centre – Ingleton, Crosshills, Gargrave,
Rural villages - Hellifield, Embsay, Cononley, Farnhill

It is through this hierarchy that the car parking strategy will be developed for each area of the District.

Developing a Parking Strategy

The key question for developing a car parking strategy is “how can parking in service centres be managed to best support the local economy and the needs of the residents?”

1. Parking is a service, and the service has to be managed properly. A “free for all” i.e. no restrictions, no charge and no enforcement approach is not an option in good management

2. A good quality service will meet the needs of its customers, e.g. shoppers, visitors, workers and residents. The parking stock needs to be allocated to meet the differing needs of customers. Correct allocation will ensure the stock is used efficiently, both reducing underused locations and reducing the pressure on the most popular sites. Effective enforcement will be a key element.

3. It is important to acknowledge the role parking plays in the economic vitality of a centre. However, of equal importance, parking must be acknowledged as only one element affecting whether people visit a centre or not. The town’s competitiveness will depend on many factors including quality of shopping experience, the proximity of competing centres and the quality of other attractions within/close to the centre.

4. Where possible the parking strategy should aim to integrate with wider transportation strategies. By doing this other appropriate measures can be considered to improve access to centres through other modes of transport. This will encourage those that are able to use alternatives to do so, freeing up parking spaces for the many that do not, and may never, have alternative modes of travel available to them.

5. The operational objectives of a parking service should include:
   - To provide a high quality service for all its customers
   - For key users to have good access to the service centre
   - A high quality enforcement regime controlling illegal parking
   - A revenue income for the council to re-invest into parking projects and maintenance

6. A clear appreciation of the broad customer expectations needs to be understood i.e:
   - A car park available in a convenient location, good quality and well signposted
   - A parking space available to park for as long as required
   - A well laid out car park that feels safe e.g. well lit
   - Cost is fair, reflecting the quality of the facility, although it is important to note that for many cost is the least important consideration. This is particularly the

case for visitors and to a lesser extent for shoppers. However, workers will usually seek cheaper locations, although these are likely to be more remote.

Meeting the requirements of customers can be broken down as follows:

Residents who live within the service centre

- Close to home as possible parking mainly late afternoon, evening / weekends
- Will not want their street full of other peoples vehicles

Shoppers

- Needs will vary depending on shopping experience available within the centre
- The larger the centre the longer the stay
- The shorter the stay, the closer the shopper will want to park

Visitors

- Day visitors to a tourist destination may require 3-5 hours parking
- Will require clear directional signage to the car parks and then from there to the visitor attractions

Local businesses

- As well as servicing and deliveries, local businesses will often look for parking schemes available for their staff.

Workers

- Full or half day parking provision at as little cost as possible
- Low paid workers may try and find “free” parking away from car parks

To meet all of the aforementioned requirements the parking service should, where possible and practicable, implement a:

- Integrated management of all parking provision including on-street parking
- Well-structured charging regime
- Charging structure that reflects the needs of the individual towns
- Charging structure that reflects the needs of the parking user

Ideally, to achieve the above to its fullest extent, parking services needs to provide:

- Some on-street short stay parking spaces that are charged
- Short stay, higher cost off-street parking closest to the central shopping areas, ideally with maximum stay of, say, 2 hours
- Short and medium stay parking further from the centre for longer trips and in tourist centres conveniently located for the attractions
- Long stay parking at a greater distance with tariffs set to suit both full and part time workers, including parking schemes for local businesses
- Where circumstances demand, residential permit parking arrangements
- Clear directional signage

In all cases the charges would need to be set at a level that reflects the nature of the town; at a level which will ensure proper management of the parking service whilst not having an adverse effect on the local economy.

Policy Context

There is a range of national, regional and local policy that is relevant to parking, promoting the vitality and viability of town centres, assisting residents and businesses and seeking to minimise the impact on Climate Change.

In 2012 the Government published its new National Planning Policy Framework. Section 3 of the Framework entitled Supporting a Prosperous Rural Economy which refers to parking provision for both new building developments and town centre parking as follows:

"39. If setting local parking standards for residential and non-residential development, local planning authorities should take into account:

- *the accessibility of the development;*
- *the type, mix and use of development;*
- *the availability of and opportunities for public transport;*
- *local car ownership levels; and*
- *an overall need to reduce the use of high-emission vehicles.*

40. Local authorities should seek to improve the quality of parking in town centres so that it is convenient, safe and secure, including appropriate provision for motorcycles. They should set appropriate parking charges that do not undermine the vitality of town centres. Parking enforcement should be proportionate."

National Planning Policy Framework 2012

Further to the National Planning Policy Framework new planning guidance was published in August 2013 which provides further detail in terms of town centre parking provision stating that councils should understand the important role appropriate parking facilities can play in rejuvenating shops, high streets and town centres:

"The quality of parking in town centres is important; it should be convenient, safe and secure. Parking charges should be appropriate and not undermine the vitality of town centres and local shops, and parking enforcement should be proportionate."

"This positive approach should include seeking to improve the quality of parking in town centres (in line with the National Planning Policy Framework) and, where it is necessary to ensure the vitality of town centres, the quantity too. Local authorities should set appropriate parking charges that do not undermine the vitality of town

centres and parking enforcement should be proportionate, avoiding unfairly penalising drivers."

National Planning Guidance 2013

The North Yorkshire County Council (NYCC) Parking Strategy (October 2011) states that:

"Successfully managing on-street parking provision has a major impact on the transport network. The benefits include:

- *Reducing congestion*
- *Improving localised air quality*
- *Improving road safety*
- *Maintaining access to and encouraging use of public transport*
- *Balancing on and off street parking supply and demand*
- *Helping businesses with collections and deliveries*
- *Enabling residents to park near to their properties"*

NYCC Parking Strategy, October 2013

The NYCC Parking Strategy, in its key principles, goes on to describe the importance of the relationship between on and off street parking:

"As previously stated the County Council has no direct control over the provision of off-street parking. Nevertheless there is a commitment to joint working with district councils and other partners to ensure that on and off street parking provision complement each other.

Effective on-street parking management measures help to balance on and off street parking supply and demand. The inter-relationship should encourage drivers to park in designated on-street spaces for short visits and deter those wanting to park on-street for longer periods. This creates more available designated on-street spaces and helps to ensure that the provision is used by the intended categories of user namely short stay visitors, shoppers and disabled drivers."

NYCC Parking Strategy, October 2013

On parking space numbers and impact on the local economy of parking charges the NYCC strategy comments:

"7.4 A study by the Transport Research Laboratory identified a common misconception that providing as many parking spaces as possible is the best way to manage parking so as to maximise access. Rather, the key is to ensure that the parking stock is used efficiently so that the availability of spaces matches demand wherever possible. The effective management of parking provision is therefore as important as the absolute number of parking spaces provided.

7.5 There is a potential conflict between using parking as a means of facilitating car use, and as a means of selectively controlling car accessibility (and thereby car use). In North Yorkshire a balanced approach is required to meet the needs of different communities. The rural nature of the county means many people rely on the car to

access key services and sufficient parking provision at certain locations is therefore required. However, where viable alternatives to the car exist, on-street parking provision will be managed to encourage use of these alternatives.

7.7 Many people fear that making changes to the way that parking is managed, including new parking charges, will adversely affect an area's economy. However, the limited evidence which does exist suggests it is the broader retail, commercial leisure or tourism offer which is the primary factor affecting a town's competitiveness, not the provision of parking. There is no evidence that visitors use alternative destinations more."

NYCC Parking Strategy, October 2013

Craven District Council has produced an Economic Development Strategy, this strategy sets out four key themes, Enabling Business Growth, Developing the Rural Economy**,** Revitalising our Towns and Villages and Capitalising on Education and Skills. The Strategy comments specifically on parking in Skipton:

"As the District's principal service centre, welcoming hundreds of commuters, shoppers and visitors every day, the management and impact of traffic on the town centre is an important issue; in particular, the provision of car parking. The Council fully acknowledges the negative environmental impacts of car usage and will do all within its power to encourage alternative provision; however, it recognises that the provision of quality car parking will continue to be a key requirement for the majority of people coming into, and making use of the services in the town centre."

The Council's own Corporate Priorities, appropriate to the car parking strategy are focussed on an Enterprising Craven and a Green Craven.

Key features of the strategy that support the above priorities are as follows:

Enterprising Craven – provision of a balance of on and off street, short and long stay parking with appropriate tariffs supports the retail and business functions of town centres. The strategy does not seek to provide an excessive amount of car parking but, at its heart, provides for the need to promote the economic vitality and viability of town and village centres. Further, the strategy will support the use of town centre car parking to help ensure that towns in the district remain important retail and service destinations in their own right.

Greener Craven – The need to reduce Carbon Dioxide emissions is a key consideration of the green agenda. Whilst it is acknowledged that car usage is essential in a sparsely rural area, the Car Parking Strategy will contribute by encouraging use of and acknowledge the existing use of alternative modes of travel being used where possible. In addition, in town centres the strategy supports the need to minimise circulating traffic by way of balancing on and off street parking provision.

Car Park Strategy Aims

1. Provide good quality public car parking facilities appropriate to service the needs of the main service centres across the District.

2. Recognise the different characteristics of the main service centres of Craven District and liaise with key partners (business, Parish Councils, Chamber of Trade etc) in providing car-parking services appropriate to local circumstances.

3. Seek to support the vitality of service centres and local businesses through the provision and management of appropriate car parking, while recognising that car parking provision can be an important tool to help manage traffic.

4. Reduce the burden on the taxpayer and shift the cost of car parking provision towards the service users and manage the Council's car parking assets in a cost effective manner.

5. Develop effective communication with customers in order to promote the service and to gather information to inform the development of the service.

Car Park Strategy Objectives

Objective 1 – Ensure that the car park service is developed and delivered on the basis of good information on car park usage and customer needs.

Objective 2 - Ensure that car park services are being carried out to a high standard in terms of economy, efficiency, safety and effectiveness.

Objective 3 – Maintain a charging structure that maximises the use of existing car parks, whilst managing a balance between economic, environmental and traffic management objectives.

Objective 4 – Ensure adequate provision for those with particular requirements.

Objective 5 – Improve information for customers.

Objective 6 – Provide a cost effective enforcement service

Objective 7 – Continue to audit and review the level of parking availability in Craven District and plan accordingly.

Objective 8 – Ensure a cost effective and efficient car park management regime

Background

According to the 2011 census the population of the district was 55,409, an increase of 1,789 since 2001. The District has a population density of 47 people per square kilometre, placing it within the top ten most sparsely populated areas in England (the average for the country as a whole is 245 people per sq km).

The District is served by transport links, as well as by roads, the District is linked to the rail network via the Leeds-Skipton-Carlisle route (incorporating the Settle-Carlisle railway), and the Leeds-Skipton-Lancaster-Morecambe route. These routes offer services within and beyond the District. Skipton is the terminus for the Airedale line from West Yorkshire. A direct return train service to London Kings Cross operates from Skipton.

The local bus services within the District are delivered by a number of bus operators. A map at Appendix A shows the bus route coverage in Craven. As demand would expect the service in the south of the district and main service centres provides the greatest coverage, due to larger populations, with the higher, more sparsely populated areas becoming patchy in terms of bus service.

Modal Shift

A shift to increased bus use could be difficult in a District like Craven due in places to the coverage but also the timing of many of the local bus services from the rural areas makes it impossible for many to use the bus to travel to work. This is a similar situation with train travel especially in the north east of the district where no train service exists.

A shift towards walking and cycling can also be extremely difficult to achieve within a rural setting. The most likely achievement for this will come from residents located close to the service centre where accessibility is within easy reach. Whilst these people make a valuable contribution to modal shift and indeed to the sustainability objective, the level of car ownership is expected to continue to grow especially in the most rural parts of the District.

Car Parking Provision throughout the Craven District

The table below shows the car park, town/village location and number of spaces per car park for Council owned parking provision.

Number (to be cross referenced with plans attached)	**Location**	**Standard Car Space Numbers**	**Disabled Car Space Numbers**	**Coach Space Numbers**	**Motor Cycle Space Numbers**	**Pedal Cycle Space Numbers**	**Comments**
1	Ingleton (Community Centre)	110	8	10	0	0	2 marked motorhome bays
2	Ingleton (Backgate)	43					Also used as a HGV park overnight
	Ingleton Total	**153**	**8**	**12**	**0**	**0**	
3	Skipton (High Street)	303	30	12	8		HGV parking on an evening
4	Skipton (Coach Street)	380	25	0	0	0	3 marked motorhome bays
5	Skipton (Waller Hill)	52	3	0	4	0	Shape & layout inappropriate for coach parking
6	Skipton (Cavendish Street)	176	6	0	0	0	
7	Skipton (Bunkers Hill)	8	1	0	0	0	

8	Skipton (Craven Pool)	133	8				
	Skipton Total	**1052**	**67**	**12**	**12**	**0**	
9	Settle (Ashfield)	127	6	2	0	0	Access/egress inappropriate for coaches
10	Settle (Greenfoot)	100	6	0	0	0	3 marked motorhome bays
11	Settle (Whitefriars)	56	4	5	0	0	
	Settle Total	**287**	**16**	**7**	**0**	**0**	
12	Bentham (Grasmere)	50					unmarked surface
13	Bentham (Harley Bank) – leased by CDC	30					unmarked surface
14	Bentham (Lairsgill)	35					unmarked surface
	Bentham Total	**115**	**0**	**0**	**0**	**0**	
15	Cononley (Moorfoot Lane)	9	0	0	0	0	Unmarked surface, and not large enough for coach parking
	Cononley Total	**9**	**0**	**0**	**0**	**0**	
16	Crosshills (Hall Street)	24	1				
17	Crosshills (Milligans	42	0	0	0	0	

	Field)						
	Crosshills Total	**67**	**0**	**0**	**0**	**0**	
18	Embsay (Main Street)	27	1	0	0	0	
	Embsay Total	**27**	**1**	**0**	**0**	**0**	
19	Farnhill	10					Unmarked surface, not large enough for coach parking
	Farnhill Total	**10**	**0**	**0**	**0**	**0**	
20	Gargrave (North Street)	28	2	0	3	4	No demand for coach parking
21	Gargrave (West Street)	20					Unmarked surface
22	Gargrave (Water Street)	7					Unmarked surface, not large enough for coach parking. Scheme drawn for 18 standard & 2 disabled spaces
	Gargrave Total	**55**	**2**	**0**	**30**	**4**	
23	Hellifield (The Green)	28	2	0	3	4	No demand for coach parking
	Hellifield Total	**28**	**2**	**0**	**3**	**4**	

The above table shows …

Main components to car parking stock

Craven District, particularly Skipton, includes a range of car parking provision, not just those provided by the District Council. As well as those owned by Craven District Council, there are publicly available car parks owned and operated by others, for example in Skipton there is a car park to the rear of House of Fraser, which operates on a pay to park basis. In addition, on busy weekends and bank holidays the local Rotary club operates a pay to park car park from the Skipton Building Society car park at their office premises on the Bailey. During the week this car park is private for the sole use of the Skipton Building Society employees.

As well as publicly available car parks there are a number of private car parks that make a significant contribution to the overall parking provision for the area. Again examples of these are most prominent in Skipton with the car park provided at the HML premises on Gargrave Road for the use of HML staff during work hours and Skipton Auction Mart, providing a valuable level of parking for auction days. Both of these car parks have, however, also been used for parking when there are large scale events taking place in the town centre. On these occasions park and ride schemes are often operational.

It should be noted that Skipton Castle has planning permission for the provision of a 200 vehicle car park and it is understood that work is progressing on the completion of this facility.

A study to show the full extent of parking provided by private organisations should be undertaken to help inform the future demand of parking provision within Craven District.

Rationalisation of car parks

As well as its car parks Craven District Council owns a large number of other land holdings comparative to the size of organisation of varying sizes and uses. As part of its land holding review process it is vital that the authority includes its car park stock in that process.

Skipton

It is considered that the car parks in Skipton are, at present, appropriate for the size of town they service and considered an asset due to their purpose, functionality and value for money in operating. However, Skipton does present challenges in both coach and taxi traffic parking. This coupled with the potential increase in demand for car parking once the economy improves should be considered as a holistic project by the authority. It is likely that in the future investment into increased/improved provision for coaches, taxi's and cars will be required.

Settle

Settle is the Districts second largest town centre and as such it is felt vital to include car parking provision within the town centre. Whilst all three of the Council's car parks are located within or directly adjacent to the town centre, the Greenfoot car park is perceived to be some way out of the centre due to the location of the access route. It is considered that the Greenfoot car park is underutilised and on the face of it, does not add a significant amount of value to the car parking offer for Settle. An in-depth assessment of the parking provision requirements for Settle should be undertaken to ascertain whether the car parks should be rationalised.

Ingleton

The Council's main car park in Ingleton is the Community Centre car park. This is a well used car park, although the Community Centre free use of the facility contributes significantly to the utilisation of this car park. It is considered that the Community Centre car park should be retained and presents a support mechanism to the local economy.

Conversely, the Backgate site is underutilised and does not represent good value for money. This car park is currently used predominantly by lorry drivers/operators to park overnight. Whilst this is a pay and display car park very little revenue is generated. In addition areas subject to continuous HGV usage are known to degenerate the surfaces more quickly than cars and this car park is therefore prone to higher maintenance costs. It is acknowledged that the local community use this site to access the field beyond on its gala days. The Council should consider the use/value of holding this site and work with the local community to agree a solution for the gala parade.

Bentham

There are essentially three car parks in Bentham. All of which have been provided free of charge. This has not only posed a maintenance capability issue for the Council, the main town centre car park has also been strangled by long stay/commuter traffic, which in turn has a detrimental impact on the town centre economy. The introduction of pay and display on the main town centre car park would ensure a higher turnover of parking spaces providing the ability for shoppers and visitors to the town to find somewhere to park. This has proven successful elsewhere and can only have a positive impact on the vitality of the town and assist the local economy in an already difficult climate. To counter the loss of parking for commuters and long stay parkers it is considered that the car park situated on the edge of the town (Lairsgill) could continue to be provided free of charge.

In addition to owning its own car parking sites, the Council is in a very unusual position of leasing a site in High Bentham, away from the town centre to provide an additional car park, which is primarily used by local residents who lack parking outside their homes, and village hall users. The Council pays for the running and maintenance costs of providing this car park as well as incurring an annual lease fee. The car park would generate little by way of income to cover the costs of operating the car park and it is therefore uneconomic for the Council to provide such a facility, which also does not support the vitality of the town centre given its location. The Council should review its provision of this car park, study the lease terms and undertake an assessment on whether to end its agreement with the landlord when the lease/break clause will allow.

Gargrave

Gargrave is a small service centre and the Council currently holds 3 sites as car parks within the village, which have traditionally been free of charge. The North Street car park is well used by visitors of the village, however, it is understood that many of these visitors are long stay parkers who use Gargrave as a base to park and walk. This car park underwent major resurfacing investment by the Council a few years ago. It is recommended that due to its proximity to the village centre, together with its size, the introduction of pay and display should be considered.

The West Street car park on the other hand is mainly utilised by local residents and users of the village hall opposite. Consideration to the introduction of a residents pay for parking permit scheme should be given on this car park, which would contribute significantly towards the running costs.

The car park on Water Street is very small and generally, its use is limited. It is considered that this site does not contribute significantly to the local economy and therefore its future use and holding by the Council should be considered in accordance with the Council's Asset Management Plan criteria.

Hellifield

The car park at Hellifield, which is free, is adjacent to the pub car park. It is recommended that the Council carry out a review of this site in accordance with the Council's Asset Management Plan criteria.

Embsay

Situated opposite the village hall in the centre of Embsay, the car park operates free of charge at present. Over the years the car park has been subject to vehicles and trailers being left on the site for long periods of time. The car parks main value to the village of Embsay is to the village hall, which, does not have a car park of its own. However, the Council should carry out an assessment on the value of retaining this site in accordance with the Council's Asset Management Plan criteria.

Crosshills

One of the car parks in Crosshills (Milligans Field) is part owned by the Co-op and therefore well utilised, as is the second car park (Hall Street) on the opposite side of the road. Being currently free these car parks are open to abuse by neighbouring businesses, that tend to use the car parks to lay over vehicles, which in turn impedes the ability of shoppers to the centre to be able to park. As Crosshills is a busy service centre these car parks should be managed to encourage turnover of space for visitors and to support the local economy.

Cononley

Situated on Moorfoot Lane, the Council owns a small, linier piece of land that is used by local residents as a parking area sufficient for approximately 9 cars. Sandwiched between a narrow lane and residential properties the land has little potential for alternative uses. It is also not cost effective to introduce charges.

Farnhill

Similar to Moorfoot Lane above, the Council owns a small piece of land in Farnhill that is used by local residents as a parking area sufficient for no more than 10 vehicles.

Supply and Demand

The economic downturn clearly affects town centres and demand for parking. However, there is an opportunity to plan for returning high levels of demand and the Council should use the Car Park Strategy as a catalyst to appraise and plan for the future accordingly. Once the study to ascertain the current private parking provision is complete the Council will be able to more accurately forecast what the future parking demands for the district are likely to be. A study to determine future demand will need to include the economic trend for each settlement according to it hierarchical status, public transport alternatives and their trends, the changing consumer demographics, the changing offer of neighbouring and competing destinations etc.

In the short term, capacity will not be an issue in any of the Council owned car parks. In fact, as set out elsewhere in this strategy, there is a case for rationalisation of some car parks in certain areas. In the medium term, subject to the economic climate and town centre vitality, there is a high probability that the capacity for Skipton may need to increase if investment into the towns offer continues to take place. In reviewing Skipton it would be useful to include the taxi rank issues that are encountered on Waller Hill car park/taxi rank and the coach parking, which is currently accommodated on the High Street car park through the provision of 12 coach parking bays.

At present the Council does not collect regular parking usage statistics and has in the past relied on manual parking counts and some basic information collected from the pay & display machines. It is recommended that a usage data collection and analysis process be put in place, at the very least for Skipton, in order to begin a trends and capacity appraisal to inform the long term parking requirements for the town. A similar approach should also be adopted for each of the P&D areas if viable to do so.

The car parking strategy needs to keep abreast of actual movements for an accurate picture of future demands to be captured in light of evolving trends. It is essential that actual changes are monitored regularly and carefully to ensure that decisions flowing from the strategy are taken using the most up to date data. At the time of developing this Parking Strategy the Council were in the process of purchasing a number of new Pay & Display machines. The inclusion of an intelligent software system through the machine management system was an integral part of the machine purchase. It is also understood that the Council is putting in place a Pay & Display machine rolling replacement programme. This will allow, eventually for all machines to be linked to the management system. This will answer the requirement for data capture and analysis.

Management and Resources

The management of off street parking in the district falls into two broad categories. Firstly the enforcement of parking (i.e. the public face of the service) and secondly, the back office management which assists the enforcement function as well as the day to day management, of issues such as permit applications and customer queries. Managing the Pay and Display machines, in terms of cash collection, planned and reactive maintenance, as well as monitoring the status of machines also falls within the day to day management function. In addition the Council allocates resources to physical maintenance of car parks, again on a planned and reactive basis.

The Council has a finite amount of resource available and the Car Parking Service is included in limitations on resources. The Council should, therefore, be seeking to operate the car park service as efficiently and effectively as possible, including taking advantage of back office software management systems which in essence can provide a system to:

- Monitor Pay & Display terminals to:
    - Immediately identify when a machine develops a fault, the nature of the fault and generates alerts accordingly
    - Generates alerts if batteries are running low
    - Generates alerts if ticket stock in the machine is running low
- Provide instant financial information
- Provide statistical report on, for example, usage
- Provide periodic income reports
- Improves and speeds up Pay & Display machine programme alterations
- Enhances cash collection process with electronic audit tickets

Such systems will ultimately save on staff resource by allowing for the limited resources available to react to specifics rather than having to undertake regular

physical checks across the P&D machine stock (almost spanning the entire length of the district) to ensure machines are working correctly and stocked with tickets. Additionally, the manual data input to produce reports and income spreadsheets is no longer required allowing the limited resources to be proactive on developing project to maximise usage of the car parks.

Parking Enforcement

In May 2013 the Council transferred it parking enforcement over to Civil Parking Enforcement (CPE) to dovetail with the introduction of CPE on-street by North Yorkshire County Council. Working with North Yorkshire County Council, the Council agreed that with the introduction of CPE the most cost effective method of delivery was through an authority that already operates the scheme. As a consequence the enforcement operation has been contracted to Harrogate Borough Council with the introduction of CPE.

CPE is now consistently applied across both on-street and off-street parking throughout the District, which is the best scenario from a user perspective. However, this has provided challenges for the Council's car parking operation, as the service has effectively been split up and therefore has had an impact on the staffing of the service with some posts transferring to Harrogate Council for the enforcement. In addition, these changes have impacted on the Parking Managers post as they are no longer responsible for the enforcement operation. As a consequence the Parking Service is currently going through a period of transition to reshape and redefine the service delivery and staffing structure.

It is important for the Council to consider and investigate the best and most cost effective way of delivering the service whilst acknowledging that this important, customer facing service does still require dedicated resource.

Stock Condition

Car Park surfaces, boundaries and peripheral infrastructure

The condition of the Council's car parks varies depending on usage and whether they are pay & display or free car parks. In order for the Council to provide a good quality parking provision across its entire stock, investment should be considered for all car parks on the same merit. However, by the same token, all parking stock should generate an income to cover the costs of their repair and maintenance. It would be too simplistic to consider past costs in isolation as the true amount of investment required has not been spent and therefore not reflective of true cost for

the Council to operate. A charge for car parking is not only the best way to manage parking turnover, but also the best way to maintain good quality parking stock.

P&D machines

Many of the Council's pay and display machines are extremely aged and many of these beyond their economic life. The Council should, following an initial replacement project, develop a rolling programme for machine replacement. In addition much benefit is gained by having a robust servicing and maintenance programme in place to minimise the amount of time and cost incurred through ad-hoc repairs from faults.

Tariff Boards

A comprehensive tariff board replacement programme should be undertaken on charged for Council car parks as soon as feasibly possible following the introduction of CPE where the rules governing enforcement differ from previous arrangements. The boards have been amended on transfer to CPE; however, these were done with cover plates and should now be properly replaced.

It is vital that any changes to car parking orders include the replacement of tariff boards and this action should be included in an amendments checklist.

Signage

The location and wording of signage in car parks is essential to ensuring effective car parking management and enforcement. It is recommended that a comprehensive review of all car parking signage is undertaken as an early action followed by period programmed signage reviews.

Good directional signage from the outskirts of the town through the centre to the car parks is essential for visitors to the town. Good directional signage may help in reducing the number of vehicles parking on street, in residential areas, which can become a source of frustration to local residents. It is noted that the Council has recently reviewed its directional signage in and around Skipton, together with North Yorkshire County Council and it was agreed that the directional signage on the approaches to the town centre were adequate, whilst some additional signage has been added to the town centre. Similar exercises should be undertaken for all locations where the Council operates car parks.

Tariff Review

Local Authorities are able to provide and charge for the provision of car parking spaces. There are however, conflicting views over the charging element. A common topic of conflicting viewpoints is whether parking should generate the maximum income possible or be subsidised to the perceived benefit of local traders and users, in many cases not local tax payers. That said there is a strong demand for public car parking, with local authorities well placed to deliver the provision and should make best use of their assets by charging a fair market rate for their use, in accordance with audit advice.

Tariff structures and their appropriateness are extremely important in managing parking provision. They can be instrumental in matching supply to demand by controlling durations and turnover, deterring or preventing certain user groups, eg. Commuters or making specific provisions for categories e.g. local workers

It is generally acknowledged that charging for car parking is accepted by motorists and the charge, to a greater degree, unlikely to affect where users will park. The choice of site is usually determined by convenience rather than cost. In setting charges the Council should consider how they will:

- support the economic vitality of the centre
- Make best use of the Council's assets
- Recover costs and thus maintain and improve the asset

It is considered necessary for Craven District Council charges to be comparable on the basis of similar settlements in order not to encourage excessive out migration to neighbouring authorities. A review of charges, summarised at Appendix B shows that Craven is currently comparable with towns of a similar size and visitor offer. Notwithstanding that, Skipton's closest neighbours, Ilkley and Keighley both offer cheaper parking tariffs, but the size and/or offer of both these towns are not comparable. Future charging reviews should follow a similar process of comparison to measure Craven against its neighbours to ensure car parking prices are not a motivation for visitors to go elsewhere.

Skipton has a pop and shop scheme on its High Street car park to encourage shop stays by local residents for local shopping. The Council should undertake a periodic programmed review of the scheme to help inform the performance, charging regime, and where possible, the economic benefit of the car parks. Consideration could also be given to putting the pop and shop in an alternative car park which is convenient for the town centre e.g. Coach Street or Waller Hill car parks and in other locations

across the district. A review of tariffs in terms of managing turnover i.e. between short and long stay should be undertaken as soon as possible by the Council to provide assurances that the charging structure is helping to manage the traffic through appropriate parking regimes and helping to achieve the objectives of this strategy.

Layout Review

The Council has previously undertaken some ad-hoc and limited layout reviews on some of its car parks, however, this should be a regularly programmed activity seeking to review each car park to determine if there are any opportunities to revise access, circulation or bay layout to increase capacity and/or improve movement around the car parks thus contributing a minimisation of traffic issues on the highways. This can be particularly useful where demand profiles show that an imbalance between demand and supply is small and therefore such a review could meet the increased demand through this action alone.

Coaches

Within Craven District coach parties are a very distinct element of car park user on Skipton High Street car park. The Council currently provides parking spaces for:

- 12 coaches in Skipton's High Street car park
- 5 coaches in Settle, whitefiars car park
- 12 coaches in Ingleton's Community Centre car park

For both Settle and Ingleton it is considered that there is an over provision of coach parking spaces as they are rarely full in Settle and coaches not often seen on the Community Centre car park in Ingleton. However, the opposite could be said for Skipton, with the height of the summer season estimating upwards of 80 coaches visiting in one day.

Coach overflow in Skipton currently drops passengers off in the High Street car park, leaving the car park, laying over either at Skipton Auction Mart, under an arrangement the Council has with the Auction Mart, or in laybys on the periphery of the town centre, returning to the High Street car park to pick up passengers before moving on to their next destination.

Due to the limited number of coach parking spaces, no designated drop off points and limited staff resource to manage the coach movements, the Council should undertake a holistic assessment of all its parking provision in Skipton to assess whether improvements could be made to coach parking and management.

In addition, assessments of the Coach Parking provision in both Settle and Ingleton should be carried out to ascertain the potential positive results of reducing the number of coach parking spaces.

In the meantime the Council's Select Committee has recommended that the use of Skipton Town Council's Town Centre ambassadors be considered to assist in managing the coach traffic on the High Street Car Park, subject to cost.

Taxi's

Taxi's provide a valuable service in rural areas, especially for those who do not have access to a private car. This is particularly prevalent in Skipton where the main taxi rank is situated in Waller Hill car park, adjacent to the bus station and centrally located for the town centre.

Whilst the location of the taxi rank is ideal, the area of the rank is, in itself, too small for the number of taxi's waiting. This leads to taxi's parking around the perimeter of the car parking spaces on Waller Hill car park which are laid out in a semi-circle. Such a situation leads to conflict between taxi drivers and private car users looking to park in Waller Hill car park. The council should include the provision of the taxi rank in its holistic assessment of car parking provision in Skipton to ascertain whether a larger area can be designated for the taxi rank, without compromising the number of car parking spaces that service the town centre.

Permits

The Council operates a permit scheme for residents, non-residents and businesses. Business permits are available as long stay permits that can be purchased by a business for use by its staff and/or visitors of Skipton, Settle and Ingleton.

Craven residents can purchase a residents permit, which provides them with a preferential rate and a range of maximum stay options from up to 2 hours to unlimited. The non-residents permit is provided for people who may be regular visitors to the area and provides for unlimited parking throughout the day.

The Council should regularly review the prices together with the aims and objectives of the parking strategy for the permit scheme. It is understood that charge reviews are carried out as part of the Council's fees and charges setting annual process. It would also be beneficial to undertake an up to date study to compare Craven's permit scheme charges with those of other similar towns e.g. market towns.

To encourage further take up the Council should consider investing in a periodic marketing campaign to promote the permit scheme.

Disabled Parking

Wider spaces for disabled motorists are provided in the vast majority of the Council's pay and display car parks, where appropriate to do so, with provision being consistent with the Equalities Act requirements.

It is of vital importance that disabled spaces are located with as much convenience as possible to the users destination, payment mechanisms should be accessible and consideration should be given to user friendly methods of payment as well as pay and display machines e.g. pay by phone, wave and pay, pre-paid scratch cards etc.. Pay & display machines will need to be located in disabled friendly locations and be disability compliant meeting the British Standard to do so. However, pre-paid scratch cards are a good way of easing the time and possible physical aspects of obtaining a ticket from a machine that could remain a barrier for certain categories of disability. In addition, it must be acknowledged that for many disabled users it can often take a longer period of time to get to and from their activity within the town centre and this should be acknowledged in the pricing structure for disabled users.

In 2012 the Council introduced pay & display parking charges for disabled users. The charges applied to blue badge holders that parked in a standard space according to the standard charges. Users parked in a disabled bay were entitled to three hours free parking. Following a review of these charges the Council approved changes to the fees to bring them all in line with standard space charges. Whether charges apply in other local authority areas and at what level varies across the Country. Appendix B also includes a snapshot of disabled charges in those areas where information was collected.

The Council should ensure that it undertakes regular reviews of its disabled spaces (location and number), payment methods including access to and allowance of additional time to accommodate a disabled persons time to get to their destination and back to their vehicle again e.g. 1 hours additional free parking.

Maximising usage

Parking Permits

The car parks owned and operated by the Council are valuable assets and it is of vital importance that the Council continue to develop and improve the services and facilities available from the car parks, maximising usage as far as possible, to help support the maintenance of them into the long term future. For example the Council already facilitates business, residents and non-residents parking permit schemes and this provision should be enhanced and promoted as far as possible.

Additional Complimentary usage

The Council should further investigate the merits of providing paid for pitches in the car park for vendors to trade from. Car parks invariably include areas that cannot be marked out as parking bays and would otherwise be dead space. Utilising these areas that would be attractive to vendors due to the high footfall in car parks would make a significant contribution to the maximisation of space use within the car park and also contribute to the income derived from the asset.

Generally, the Council's car parks are not maximised to their full potential on an evening, after 6pm becoming large expanses of empty tarmac. The Council should undertake feasibility studies into the provision of "add on" facilities and/or evening/overnight charging in the car parks. For example, as a tourist area it may be appropriate for investment to be made into overnight parking of motorhomes and/or the provision of pay to use electric charging points.

HGV Parking

The Council has recently undergone a Select Committee review of HVG overnight parking in its car parks with a recommendation to progress the charging of HVG's for parking overnight in its car parks. Through this parking strategy it is recommended therefore that further feasibility works be undertaken to fully quantify the viability of introducing such charges. It may be possible for example to implement a more cost effective scheme if the evening charges for cars was extended, however, this would all need to be measured against the additional enforcement costs that would be incurred.

Pricing Policy

As a management tool a charging regime is instrumental in procuring turnover of parking bays, which in turn can have a positive effect on a town or centres vitality. Tariff structures are extremely important in managing parking provision, being instrumental in matching supply to demand by controlling durations and turnover, deterring or preventing certain users groups such as commuters or making specific provision for categories such as local workers. Alternatively or in addition, they can be used to re-direct users so that demand on capacity is more evenly distributed.

Payment systems

To date the payment system has only been by coin only pay and display machines on arrival. There are many other payment options that can be considered particularly with the assistance of advancing technology.

Chip and pin has been an option to include on pay & display machines for a number of years. However, more recently there has been the addition of wave & pay, a method of payment made by card but without the need to insert it into the machine and key in a pin. Other methods that are becoming more widespread are 'pay by

phone', which can also be used as a top up payment method and useful for visitors who find they need/wish to stay longer than originally paid parking for and can therefore top up their parking without having to return to the car park. This can also work with payment schemes through participating retailers. Scratch cards can also be another form of payment and often found in areas where disabled drivers are subject to pay and display charges.

As stated elsewhere in this strategy, at the time of writing this document the Council were in the process of procuring a number of new Pay & Display machines, where it is understood will include both chip & pin and wave pay payment options as well as the coin payment method. It is recommended that as part of the Council's rolling programme of machine replacement all new machines include, as a minimum, coin and cashless payment options.

On-Street Parking

North Yorkshire County Council is responsible for on-street parking in North Yorkshire.

North Yorkshire County Council state:

"Successfully managing on-street parking provision has major benefits for the road network, including:
•Enabling residents to park near to their properties;
•Helping businesses with deliveries;
•Improving access to public transport;
•Improving air quality;
•Improving road safety;
•Making it easier to park in town centres which benefits the local economy; and
•Reducing congestion.

We have a legal obligation to keep the roads free moving, safe and available to all users and we use parking, waiting and loading restrictions to achieve this".

CDC will support North Yorkshire County Council in its endeavours encouraging Residential Parking Zones, controlled Parking Zones and waiting and loading restrictions as appropriate.

Car Park Strategy Action Plan

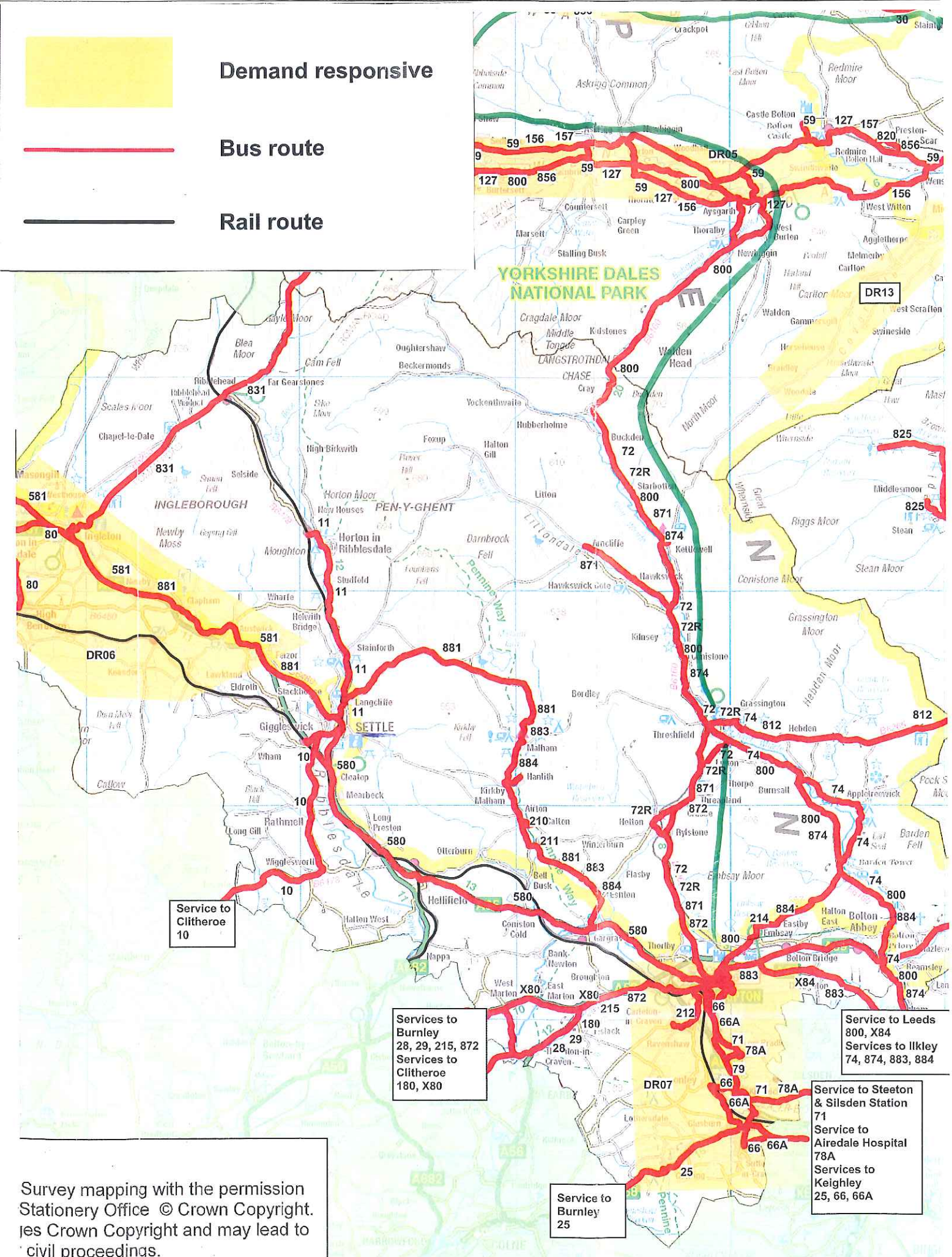
Objective	Action	Timescales					Milestones (by when)	Responsible Officer
		14/15	15/16	16/17	17/18	18/19		
Objective 1 – Ensure that the car park service is developed and delivered on the basis of good information on car park usage and customer needs.	a) Review the adequacy of data collated on customer satisfaction and car park use. b) Undertake regular surveys to establish user patterns, needs and expectations. c) collect and analyse usage data (either through appropriate software or manual methods) . d) collect data on car park occupancy using the information to refine car parking provision to moderate demand and patterns of use e.g. time of day parking	✓ ✓ ✓					**Oct 14** – review data held on customer satisfaction & car park use to establish baseline **Nov 14** – establish survey procedure & frequency plan to include survey template, survey/data collection mediums & analysis method **Mar 15** – begun process of data collection & analysis in accordance with procedure & programme	Car Parking Officer

Objective 2 - Ensure that car park services are being carried out to a high standard in terms of economy, efficiency, safety and effectiveness.	a) Review and determine appropriate standards for the maintenance, design, provision of ancillary facilities and equipment. b) Establish satisfactory safety standards for CDC car parks and implement a phased programme to reach those standards. c) Implement a fully funded regular maintenance and inspection programme to ensure agreed standards are achieved. d) explore the possibility of and implement where feasible partnering or other parking management options e) explore and take up where possible management of other third party car parking facilities f) Establish an amendments checklist for changes to be made as a result of parking order amendments	√ √ √ √ √					**July 14** – Review current maintenance arrangements for ancillary facilities & equipment **Aug 14** – Establish new maintenance arrangements for above **Oct 14** – Review & update inspection programme **Mar 15** – Establish process for reviewing parking management arrangements/exploring partnering opportunities **Sept 14** – checklist established	Car Parking Officer
Objective 3 – Maintain a charging structure that maximises the use of existing car parks, whilst managing a balance between economic, environmental and traffic management objectives.	a) Agree and keep under review a structured charging policy for Council public car parks. b) Make provision for loyalty schemes linked with local retailers c) Make provision for residents' and other parking permits d) Feasibility study to ascertain viability of overnight charging for HGV's	√		√ √ √			**Nov 14** – Review process for car park charges developed **Sept 16** – review with recommendations for improvements on parking permit scheme complete **Mar 17** – Feasibility study for retailer/car park fees loyalty scheme complete **Sept 16** – Feasibility study complete for overnight charging of HVG parking	

Objective 4 – Ensure adequate provision for those with particular requirements.	a) To make adequate provision of parking for the disabled. b) Review the management of lorry and coach provision within car parks. c) Extend the provision of well-designed, secure cycle parks in council car parks. d) Establish a policy concerning the use of car parks for purposes other than public car parking for example public or community events. e) investigate and implement where viable "add on" provision within car parks e.g. electric charging points, vending, overnight campervan parking f) commission study & implement feasible actions for improving taxi waiting & coach drop off/parking arrangements	√ √ √	 √ √	√ √ √ √	 √	√	**July 14, Mar 17 & Mar 19** – Complete review of disabled parking provision **Dec 14** – Policy for car park use for events etc developed and agreed **Feb 15** – vending opportunities on car parks explored, & where approved ready to advertise pitches **Sept 15** – review of HGV & coach parking provision complete **Mar 16** – electric charging points explored & where approved implemented **May 16** – cycle park provision extended where appropriate **Mar 17** – Overnight campervan parking provision explored and where approved implemented **Mar 19** – Improvements to taxi waiting and coach drop off/parking implemented.	
Objective 5 – Improve information for customers.	a) Update and improve the provision of car park signage. b) Make available comprehensive and up to date information on the car park service through the Council's website and other IT and more traditional means of literature. c) Explore provision of visitor information at key car parks in association with parish and town councils. d) review and improve as necessary car parking directional signage throughout district	√	 √ √ √				**Aug 14** – car park signage reviewed and new/alterations implemented **Sept 15** – car park information produced/updated & published **Mar 16** – provision of visitor information from car parks explored with Parish/Town Council & implemented where agreed **April 15** – Review and improvements made to car parking directional signage as necessary	

Objective 6 – Provide a cost effective enforcement service	a) Consider ways of optimising car park and on-street parking management to minimise cost and maximise use of parking to the benefit of users and surrounding areas and facilities. b) Investigate alternative enforcement methods e.g. via ANPR			√ √			**July 16** – establish template/process for investigating feasibility of different parking management tools **Dec 16** – options appraisal on enforcement methods complete	
Objective 7 – Continue to audit and review the level of parking availability in Craven District and plan accordingly.	a) Undertake a review of Council car park stocks in order to identify the level of demand and any deficiencies or improvements so required. b) Review short and long stay parking allocations for Council public car parks. c) Review the relationship between provisions of the service in main centres with that of the smaller villages. d) Keep under review and proactively pursue development opportunities that increase the overall level of public parking provision for the District. e) Commission study to map current provision by private providers. f) Commission a study on the likely increase in car parking need in the District over the short medium and long term. g) undertake review and revise car park layout designs		√ √ √ √		√		**Mar 16** – Develop audit framework to review car parking demand including split of long & short stay provision **Mar 16** – Study to establish likely needs for car parking in medium & long term complete **Mar 16** – study to map privately provided parking **Mar 16 & Mar 18** - review and revisions made to car park layout as identified as improvement	

Objective 8 – Ensure a cost effective and efficient car park management regime	a) Implement chip & pin and wave & pay payment methods through pay & display machines b) Provide a pay by phone payment option c) Implement a back office management system linked to pay & display machines d) Investigate and implement where feasible payment solution linked to ANPR e) investigate real time parking information for drivers to assist in finding available spaces efficiently and to understand tariffs applicable at relevant times of day/night g) work in partnership with local traders/Chamber of Trade to implement reward schemes and encouragement of off peak trips to town centre h) undertake marketing of permit scheme	√ √ √	 √ √ √	 √ 	 √ 	 √ √ √	**Sept 14** – Establish programme for P&D machine replacement to include cashless payment systems **July 15** – Implementation of pay by phone system **Mar 17** – options appraisal with trade stakeholders on reward schemes & encouraging off peak trips to town centre complete **Mar 19** – investigation to real time parking information availability complete **Mar 19** – options appraisal for payment options linked to ANPR complete **Dec/Jan each year –** advertising campaign promoting parking permits undertaken	



Car Parking Charges Comparison with Neighbouring Areas (Sample)

Skipton with Burnley Comparison

Duration	**Skipton** High Street Car Park	**Skipton** Coach St & Cavendish St Car Parks	**Burnley -** Victoria (Town Hall) & Elizabeth St Car Parks
Up to 1 hour	£1.20	£1.10	£0.80
Up to 2 hours	£2.30	£2.10	£1.40
Up to 3 hours	£3.50	£3.10	£2.00
Up to 4 hours	£4.50	£3.90	N/A
All day	£8.00	£4.50	£5.00

Skipton with Harrogate Comparison

Duration	**Skipton** High Street Car Park	**Skipton** Coach St & Cavendish St Car Parks	**Harrogate -** West Park Car Park	**Harrogate -** Odeon Car Park	**Harrogate -** Victoria Multi Storey Car Park
Up to 1 hour	£1.20	£1.10	£0.70	£0.70	£1.30
Up to 2 hours	£2.30	£2.10	£1.40	£1.40	£2.60
Up to 3 hours	£3.50	£3.10	£2.10	£2.10	£3.90
Up to 4 hours	£4.50	£3.90	£2.80	£2.80	£5.20
Up to 5 hours	N/A	N/A	N/A	£3.50	£6.50
All day	£8.00	£4.50	N/A	N/A	N/A

Car Parking Charges Comparison with Neighbouring Areas (Sample)

Skipton with Ilkley Comparison

Duration	**Skipton** High Street Car Park	**Skipton** Coach St & Cavendish St Car Parks	**Ilkley** South Hawksworth Car Parks
Up to 30 mins	N/A	N/A	£0.20
Up to 1 hour	£1.20	£1.10	£0.70
Up to 2 hours	£2.30	£2.10	£1.40
Up to 3 hours	£3.50	£3.10	£2.10
Up to 4 hours	£4.50	£3.90	£2.80
All day	£8.00	£4.50	N/A

Skipton with Keighley Comparison

Duration	**Skipton** High Street Car Park	**Skipton** Coach St & Cavendish St Car Parks	**Keighley** Car Park
Up to 30 mins	N/A	N/A	
Up to 1 hour	£1.20	£1.10	
Up to 2 hours	£2.30	£2.10	
Up to 3 hours	£3.50	£3.10	
Up to 4 hours	£4.50	£3.90	
Up to 5 hours	N/A	N/A	
All day	£8.00	£4.50	

Car Parking Charges Comparison with Neighbouring Areas (Sample)

Skipton with Lancaster Comparison

Duration	**Skipton** High Street Car Park	**Skipton** Coach St & Cavendish St Car Parks	**Lancaster** Dallas Road Car Park	**Lancaster** Spring Garden St Car Park	**Lancaster** Kings Yard Car Park
Up to 1 hour	£1.20	£1.10	£1.20	£1.20	£0.70
Up to 2 hours	£2.30	£2.10	N/A	N/A	£1.40
Up to 3 hours	£3.50	£3.10	£2.20	£2.20	£2.10
Up to 4 hours	£4.50	£3.90	N/A	N/A	N/A
Up to 5 hours	N/A	N/A	£3.70	£3.70	N/A
All day	£8.00	£4.50	£6.00	£8.00	£6.00

Skipton withNelson Comparison

Duration	**Skipton** High Street Car Park	**Skipton** Coach St & Cavendish St Car Parks	**Nelson** All Car Parks sampled
Up to 1 hour	£1.20	£1.10	£1.20
Up to 2 hours	£2.30	£2.10	£2.20
Up to 3 hours	£3.50	£3.10	£2.70
Up to 4 hours	£4.50	£3.90	£3.40
All day	£8.00	£4.50	£8.00

Plan Number	Location	Standard Car Space Numbers	Disabled Car Space Numbers	Coach Space Numbers	Motor Cycle Space Numbers	Pedal Cycle Space Numbers
1	Ingleton (Community Centre)	110	8	12	0	0
2	Ingleton (Backgate)	43				
3	Skipton (High Street)	303	30	12	8	
4	Skipton (Coach Street)	384	23	0	0	0
5	Skipton (Waller Hill)	52	3	0	4	0
6	Skipton (Cavendish Street)	172	10	0	0	0
7	Skipton (Bunkers Hill)	8	1	0	0	0
8	Skipton (Craven Pool)	133				
9	Settle (Ashfield)	127	6	2	0	0
10	Settle (Greenfoot)	104	6	0	0	0
11	Settle (Whitefriars)	56	4	5	0	0
12	Bentham (Grasmere)	50				
13	Bentham (Harley Bank)	30				
14	Bentham (Lairsgill)	35				
15	Cononley (Moorfoot Lane)	9	0	0	0	0
16	Crosshills (Hall Street)	25				
17	Crosshills (Milligans Field)	42	0	0	0	0
18	Embsay (Main Street)	27	1	0	0	0
19	Farnhill	10				
20	Gargrave (North Street)	28	2	0	3	4
21	Gargrave (West Street)	20				
22	Gargrave (Water Street)	7				
23	Hellifield (The Green)	28	2	0	3	4

Part IV: North Yorkshire County Council Parking Strategy October 2011

NORTH YORKSHIRE COUNTY COUNCIL PARKING STRATEGY

OCTOBER 2011

CONTENTS

1.0 INTRODUCTION

1.1 In North Yorkshire the County Council is responsible for on-street car parking on the local highway network and the District Councils and National Parks are responsible for most public off-street car parks.

1.2 Research has shown how important it is that on and off street parking are considered together. The fact that different councils are responsible for them is of no interest to customers.[1] The County Council is therefore committed to joint working with partners recognising there is a need to strive for consistency for the public.

1.3 This document sets out the strategy for the aspects of parking which fall under the direct control of North Yorkshire County Council. It seeks to align with the District Council, National Park and North Yorkshire Police parking objectives.

1.4 The parking strategy should be read in the context of the North Yorkshire Local Transport Plan (LTP3) 2011-16, which sets out the wider transport strategy for the county. Successfully managing on-street parking provision has a major impact on the transport network. The benefits include:

- Reducing congestion
- Improving localised air quality
- Improving road safety
- Maintaining access to and encouraging use of public transport
- Balancing on and off street parking supply and demand
- Helping businesses with collections and deliveries
- Enabling residents to park near to their properties

1.5 Adopting Civil Parking Enforcement (CPE) means that the powers to enforce most on-street parking offences are transferred from the police to the local highway authority. CPE enables the local highway authority to influence driver behaviour by issuing Penalty Charge Notices (PCNs) to improve compliance. In North Yorkshire CPE has been operational in Harrogate Borough since 2002 and in Scarborough Borough since 2007. There is a commitment in the LTP3 to introduce CPE in the remainder of the county working in partnership with the District Councils and police.

2.0 PURPOSE

2.1 The purpose of this parking strategy is to outline the approach that will contribute towards achievement of the LTP3 objectives set out below:

- supporting flourishing local economies by delivering reliable and efficient transport networks and services **(local economies)**

[1] Renaissance Market Towns Programme, Car Park Research, 2007

- reducing the impact of transport on the natural and built environment and tackling climate change **(environment and climate change)**

- improving transport safety and security and promoting healthier travel **(safety / healthier travel)**

- promoting greater equality of opportunity for all by improving people's access to all necessary services **(access to services)**

- ensuring transport helps improve quality of life for all **(quality of life)**

2.2 These objectives take into account both the national and local policy context, the outcome of the public engagement and the legal duties as local highway authority.

2.3 LTP3 is intended to contribute to the vision and objectives contained within the North Yorkshire Sustainable Community Strategy and the Council Plan.

3.0 LEGISLATION AND GUIDANCE

Traffic Management Act 2004

3.1 The Traffic Management Act 2004 imposes an explicit duty on local highway authorities to manage their network so as to reduce congestion and disruption. The Act provides the legal framework for local highway authorities to apply for and then operate CPE powers.

Network Management Duty

3.2 The Traffic Management Act 2004 imposes the Network Management Duty that requires local transport authorities to do all that is reasonably practicable to ensure traffic keeps moving. This applies to all roads in the county, but is particularly important in congested areas. Inappropriate and illegal parking can contribute to congestion and therefore effectively managing parking will help to fulfil the Duty.

Road Traffic Regulation Act 1984

3.3 Section 55 (as amended) of the Road Traffic Regulation Act provides details of the permitted uses for any surplus funding from CPE. This Act limits authorities to spending surplus revenue, once the costs of parking enforcement have been met, on parking, transport or environmental improvements within the Civil Enforcement Area.

Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions (February 2008)

3.4 The statutory guidance sets out the policy framework for CPE and explains how to approach, carry out and review parking enforcement. It should be used in conjunction with the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.

Operational Guidance to Local Authorities: Parking Policy and Enforcement

3.5 This operational guidance provides good practice guidance on setting local parking policy, implementing CPE and enforcing parking restrictions. It must be considered in conjunction with the statutory guidance to local authorities.

4.0 POLICY CONTEXT

4.1 The policy context for this parking strategy at the national, sub-regional and local level is set out in Figure 1 below.

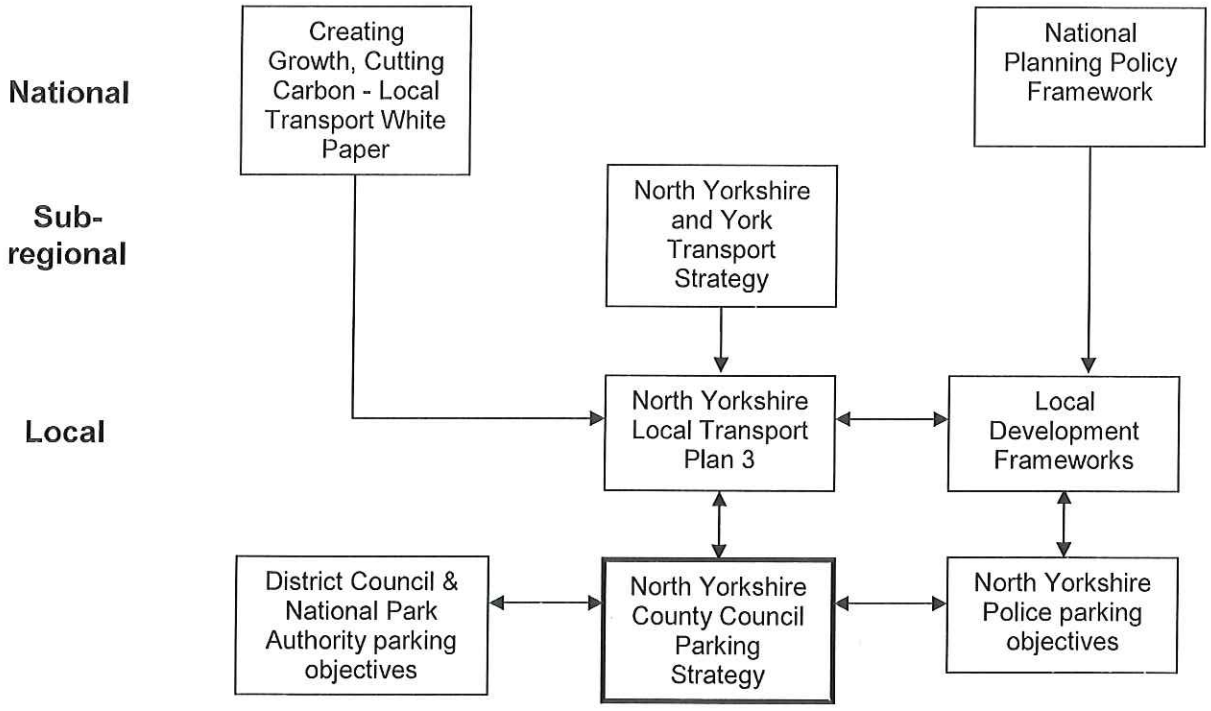


Figure 1 – Policy Context

Creating Growth, Cutting Carbon - Local Transport White Paper

4.2 The Local Transport White Paper states that local authorities will wish to consider how their parking strategy should best fit with their overall transport strategy to meet the needs of the local area. The White Paper identifies the need for a parking strategy to consider parking provision in new residential developments, providing electric vehicle charging infrastructure in new developments and setting aside residential car parking spaces solely for car club vehicles.

National Planning Policy Framework

4.3 The Government is currently consulting on the draft National Planning Policy Framework. In January 2011 the Government abolished the national maximum parking standards for new residential development that featured in 'Planning Policy Guidance 13: Transport'. Local authorities are still required to set residential parking standards for their areas, but it is for them to determine what that standard should be. Maximum parking standards are retained for non-residential development. The policy to set parking charges to encourage the use of alternative modes of transport was also deleted from the guidance. The Government believes it is for local authorities to decide what their parking charges should be.

North Yorkshire and York Transport Strategy

4.4 The strategy identifies transport as an enabler for economic growth and recognises that it is integral to the delivery of wider sub-regional priorities. The strategy provides the link between the North Yorkshire and York Local Transport Plans.

North Yorkshire Local Transport Plan 3

4.5 The County Council has adopted a commitment for LTP3 to manage, maintain and improve transport networks and services as a hierarchy of intervention. The effective management of parking is an integral part of this commitment and the approach outlined within this strategy will contribute towards achievement of the LTP3 objectives set out in paragraph 2.

Local Development Frameworks

4.6 Once published the National Planning Policy Framework will provide the policy within which local authorities must prepare their Local Development Frameworks (LDFs). There is a need for the County Council to work with the local planning authorities to ensure consideration is given to parking provision and standards as part of the local development process.

District Council, National Park Authority and North Yorkshire Police Parking Objectives

4.7 The District Councils and National Park Authorities have parking objectives for off-street parking management and these are set out in Table 1 below. There are areas of both commonality and difference reflecting the particular issues within each area. This document seeks to align itself with the existing off-street parking objectives.

Table 1 - District Council and National Park Authority off-street parking objectives									
Parking Objectives	Richmondshire	Hambleton	Scarborough	Ryedale	Craven	Harrogate	Selby	Yorkshire Dales National Park	North York Moors National Park
To encourage the use of more environmentally sustainable modes of transport.	x		x	x	x	x		x	x
To recognise the importance of rural deprivation and isolation and the impact that car parking can have on reducing these			x		x				
To maintain and improve traffic flow and help reduce congestion.		x	x	x	x	x			
To help to support and sustain economic growth	x	x	x	x	x	x	x	x	x
To support the needs of disabled people and help to support their access to services	x	x	x	x	x	x	x	x	x
To discourage illegal and inappropriate car parking			x	x	x	x		x	x
To improve efficient use of car parking within the district through layout, signage and pricing structures		x	x	x		x	x		
The provision of additional capacity where required		x	x	x					
The consideration of needs of other transport users				x		x	x	x	x
The provision of appropriate training and procedures to enable staff to complete their duties as required.			x	x		x			
To ensure that the parking operation is financially sustainable			x	x		x			
The effective management of changes in car parking demand as a result of seasonal changes.			x	x				x	x
To encourage tourism and support leisure opportunities			x	x				x	x
To effectively manage parking in a way that reduces the impact of landscape and townscape.								x	x
To provide no additional car parking capacity unless there is a proven benefit.								x	

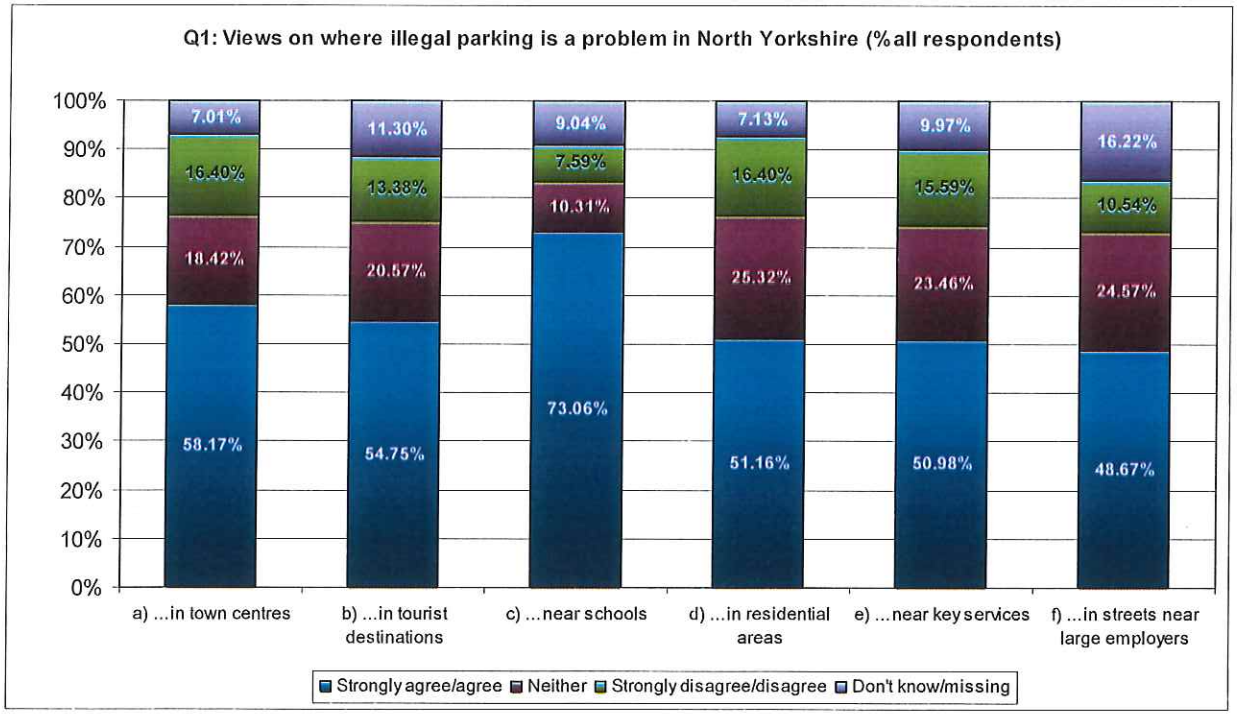
4.8 The North Yorkshire Police Safer Roads Strategy (2007-12) includes a commitment to making roads safer through partnership working. The Policing Plan (2010-13) states that North Yorkshire Police will work to both the York and North Yorkshire Local Transport Plans to assist in the delivery of transport improvements with partner agencies.

5.0 WHAT YOU TOLD US

5.1 A twelve week consultation was undertaken between June and September 2011 seeking views from the public and stakeholders on a number of parking issues. A summary of the responses is outlined below and a full analysis is presented in the consultation report[2]. In total 1,726 completed questionnaires were returned as shown in the table below.

Completed questionnaires	
Online	275
Paper	129
Citizens Panel	1,322
Total	**1,726**

5.2 Question one asked respondents whether they agreed or disagreed that illegal parking is a problem in a number of locations detailed in the chart below.



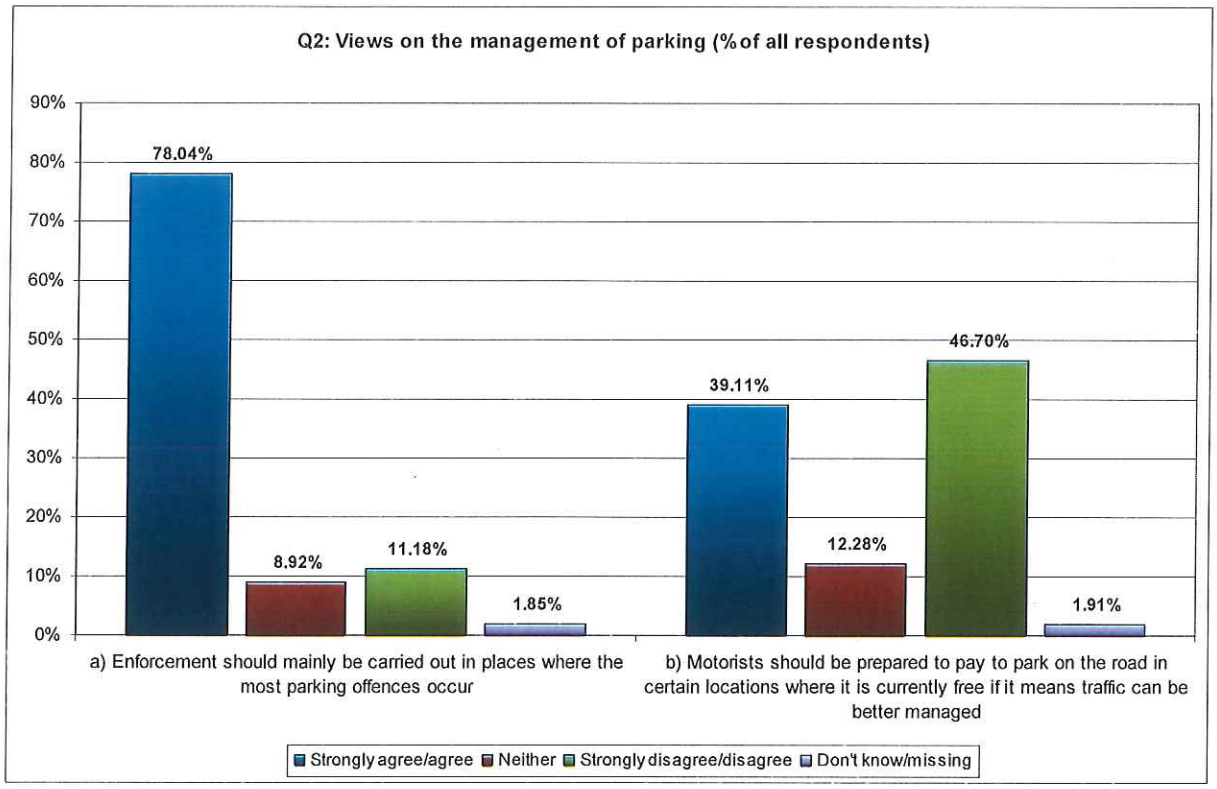
5.3 Illegal parking is felt to be a significant issue in all of the locations listed. The percentage of respondents who strongly agree/agree that illegal parking is a problem near schools is particularly high at 73 per cent.

5.4 Respondents were also asked if there are any other areas where they believe illegal parking is a problem. The most common responses are presented in the table below. However, it should be noted that not all of these issues can be enforced under CPE. Further details are provided in section 8.

[2] Countywide Civil Parking Enforcement consultation report, September 2011

Other types of area identified	Number
outside shops, pubs and schools	69
parking on pavements	47
non-resident/tourist parking	37
in disabled spaces	35
close to road junctions	33
parking restrictions/double yellow lines	30
inconsiderate parking	26
commercial vehicles/loading areas	17
on grass verges	10
in bus stops	8

5.5 Question two asked respondents whether they agreed or disagreed with two statements relating to the management of parking detailed in the chart below.



5.6 Nearly 80 per cent of respondents strongly agree/agree that enforcement should mainly be carried out in places where the most parking offences occur.

5.7 There was a mixed response to the statement that motorists should be prepared to pay to park on the road in certain locations where it is currently free if it means traffic can be better managed. Approximately 39 per cent of respondents strongly agree/agree with the statement, approximately 47 per cent disagree/strongly disagree and approximately 12 per cent neither agree nor disagree.

5.8 Question three asked respondents if there are any 'hotspots' with specific illegal parking issues that they would like to make us aware of and a total of 440 comments were received. The table below sets out the most frequent responses for each district.

District	Most frequent responses
Craven	Skipton & Grassington
Hambleton	Northallerton & Thirsk
Harrogate	Harrogate & Knaresborough
Richmondshire	Richmond & Leyburn
Ryedale	Pickering & Malton
Scarborough	Scarborough, Whitby & Filey
Selby	Selby

5.9 The most frequent responses generally refer to the larger and busier settlements. This is consistent with the response to question 2 which demonstrates that people believe enforcement should mainly be carried out in places where the most parking offences occur.

5.10 The responses provided by the public and stakeholders during the consultation are reflected in this strategy and will be used to inform the countywide CPE operation.

6.0 CURRENT SITUATION

Existing provision

6.1 The towns of Scarborough and Harrogate have the highest level of designated on-street parking provision reflecting their position as the largest settlements in the county. Indeed the majority of the county's designated on-street parking provision is within these locations and other towns that provide the key services for local residents. The other settlements within the county that have designated on-street parking provision are often popular tourist and visitor locations.

6.2 There is limited opportunity to provide additional on-street parking in either towns or settlements popular with tourists due to the availability of land, constraints on the network and the associated cost. The focus of LTP3 is making the most of existing infrastructure and only adding to the network when absolutely necessary.

Future demand

6.3 Demand for car parking is closely linked to the number of journeys being undertaken by transport users. Nationally car journeys (as driver and passenger) account for 63 per cent of all journeys made[3]. These journeys must begin and end at a parked location, whether this is a residential property, place of work, leisure facility, shopping destination or other location.

6.4 Based on 2009 figures 74 per cent of all households in the Yorkshire and Humber region have access to at least one private car and 30 per cent of all households own two or more cars[4]. Car ownership levels per household are forecast to increase in the future, with the majority of North Yorkshire expecting an increase in car ownership of over 20 per cent by 2026[5].

[3] DfT National Travel Survey 2009
[4] Table NTS9902 DfT National Travel Survey 2009
[5] 2009 TEMPRO, DfT

6.5 In addition the number of households within the county is forecast to grow by up to 44,000 by 2026. A conservative estimate of 6 trips per day for each of these households results in approximately 265,000 new trips per day.

6.6 The new residential developments will be expected to have a strong emphasis on sustainable travel options and reducing the need to travel through the provision of key services close to developments. However, projections based on current car usage and the rural nature of North Yorkshire show that many of these new trips will still be by car.

6.7 There are two factors that could counterbalance the likely increase in demand for car parking. Firstly, it is unclear the impact rising fuel prices will have on the longer term level of car usage. A study carried out by moneysupermarket.com in January 2011 asked more than 3,000 UK site users whether fuel prices were forcing changes to their driving habits. Results revealed that two thirds of people have been forced to change driving behaviour and a further 5 per cent of motorists had stopped driving altogether as a result of rising fuel prices. As prices continue to rise, people may decide to reduce the number of trips that they take, distances that they travel and potentially change the mode of transport that they use.

6.8 Secondly, the impact of the economic downturn on parking demand is unclear and it is difficult to predict future trends. Spending levels have decreased and this may impact upon the level of demand in some areas as people choose not to make as many non-essential trips. However, it is clear that the effective management of parking can enhance the economic vitality of town centres.

7.0 KEY PRINCIPLES

Relationship between on and off street parking

7.1 As previously stated the County Council has no direct control over the provision of off-street parking. Nevertheless there is a commitment to joint working with district councils and other partners to ensure that on and off street parking provision complement each other.

7.2 Effective on-street parking management measures help to balance on and off street parking supply and demand. The inter-relationship should encourage drivers to park in designated on-street spaces for short visits and deter those wanting to park on-street for longer periods. This creates more available designated on-street spaces and helps to ensure that the provision is used by the intended categories of user namely short stay visitors, shoppers and disabled drivers.

Influence of car parking on mode of transport

7.3 It is widely accepted that there is a relationship between the level of car parking provision and the number of journeys made by car. The key to this relationship is the management of car parking provision at the trip destination. Reduced car parking space at the trip origin, generally the home, has little effect on the chosen mode of transport.

7.4 A study by the Transport Research Laboratory[6] identified a common misconception that providing as many parking spaces as possible is the best way to manage parking so as to maximise access. Rather, the key is to ensure that the parking stock is used efficiently so that the availability of spaces matches demand wherever possible. The effective management of parking provision is therefore as important as the absolute number of parking spaces provided.

7.5 There is a potential conflict between using parking as a means of facilitating car use, and as a means of selectively controlling car accessibility (and thereby car use).[7] In North Yorkshire a balanced approach is required to meet the needs of different communities. The rural nature of the county means many people rely on the car to access key services and sufficient parking provision at certain locations is therefore required. However, where viable alternatives to the car exist, on-street parking provision will be managed to encourage use of these alternatives, for example where there is a Park & Ride service.

Management of on-street parking provision

7.6 As stated earlier the Government believes it is for the local authority to decide what its parking charges should be to reflect local needs[8].

7.7 Many people fear that making changes to the way that parking is managed, including new parking charges, will adversely affect an area's economy. However, the limited evidence which does exist suggests it is the broader retail, commercial, leisure or tourism offer which is the primary factor affecting a town's competitiveness, not the provision of parking. There is no evidence that visitors use alternative destinations more.[9]

7.8 The Road Traffic Regulation Act 1984 states that within a Civil Enforcement Area income from parking charges must help to fund the enforcement of parking and other transport improvements.

7.9 Over the lifespan of LTP3 (2011-16) the County Council will therefore:

- annually review the level of on street parking charges currently applied in Harrogate and Scarborough Boroughs;
- review the fees for on-street parking permits, for example residents' and business permits;
- consider other potential income for on-street parking services, for example sponsorship; and
- review the need and potential for further on-street parking management measures

[6] Parking Measures and Policies Research Review, Transport Research Laboratory, May 2010
[7] DfT, Parking Research Review, May 2010.
[8] Planning Policy on Residential Parking Standards, Parking Charges and Electric Vehicle Charging Infrastructure, Letter from the Chief Planning Officer, 14 January 2011.
[9] Renaissance Market Towns Programme, Car Park Research, 2007.

8.0 COUNTYWIDE CIVIL PARKING ENFORCEMENT (CPE)

Why it is being proposed

8.1 CPE has been operational in Harrogate Borough since 2002 and in Scarborough Borough since 2007. There is a commitment in LTP3 to introduce CPE in the remaining five districts within North Yorkshire, namely Craven, Hambleton, Richmondshire, Ryedale and Selby.

8.2 Due to other statutory obligations and pressures it will become increasingly difficult for North Yorkshire Police to commit sufficient resources to enforce on-street parking restrictions throughout the county. The County Council, as highway authority, has a legal obligation to keep the highways free moving, safe and available to all users.

8.3 One of the powers available to the County Council to fulfil this legal duty is the use of parking, waiting and loading restrictions. Given the increasing pressures on North Yorkshire Police, the County Council needs to find an alternative method of enforcing these restrictions. The introduction of CPE throughout the county is the only way in which a body other than the police can assume these duties.

8.4 Introducing countywide CPE means that the powers to enforce existing criminal parking offences would be transferred from the police to the County Council who would be able to issue PCNs for contraventions of on-street parking and waiting restrictions. The purpose of CPE is to increase compliance with parking restrictions and, therefore, reduce illegal, dangerous and inconsiderate parking and the negative impact this has on the highway. It is not possible to issue PCNs where there are no parking restrictions.

8.5 The Traffic Management Act 2004 specifies higher and lower level on-street contraventions. Generally parking where waiting, loading or stopping are prohibited constitutes a higher level on-street contravention. Failing to comply with the requirements in designated parking areas generally constitutes a lower level on-street contravention. Table 2 below details all on-street contraventions.

Table 2 - Contraventions for which the higher and the lower level penalty charges should be made	
Code	**Description**
Higher level on-street contraventions	
01	Parked in a restricted street during prescribed hours
02	Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force
12	Parked in a residents' or shared use parking place without clearly displaying either a permit or voucher or pay and display ticket issued for that place
14	Parked in an electric vehicles' charging place during restricted hours without charging
16	Parked in a permit space without displaying a valid permit
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited
20	Parked in a loading gap marked by a yellow line
21	Parked in a suspended bay/space or part of bay/space
23	Parked in a parking place or area not designated for that class of vehicle
25	Parked in a loading place during restricted hours without loading
26	Vehicle parked more than 50 centimetres from the edge of the carriageway and not within a designated parking place
27	Parked adjacent to a dropped footway
40	Parked in a designated disabled person's parking place without clearly displaying a valid disabled person's badge
41	Parked in a parking place designated for diplomatic vehicles
42	Parked in a parking place designated for police vehicles
45	Parked on a taxi rank
46	Stopped where prohibited (on a red route or clearway)
47	Stopped on a restricted bus stop or stand
48	Stopped in a restricted area outside a school
49	Parked wholly or partly on a cycle track
55	A commercial vehicle parked in a restricted street in contravention of the overnight waiting ban
56	Parked in contravention of a commercial vehicle waiting restriction
57	Parked in contravention of a coach ban
61	A heavy commercial vehicle wholly or partly parked on a footway, verge or land between two carriageways
62	Parked with one or more wheels on any part of an urban road other than a carriageway (footway parking)
99	Stopped on a pedestrian crossing and/or crossing area marked by zig-zags
Lower level on-street contraventions	
04	Parked in a meter bay when penalty time is indicated
05	Parked after the expiry of paid for time
06	Parked without clearly displaying a valid pay-and-display ticket or voucher
07	Parked with payment made to extend the stay beyond initial time
08	Parked at an out-of-order meter during controlled hours
09	Parked displaying multiple pay-and-display tickets where prohibited
10	Parked without clearly displaying two (or other number) valid pay-and-display tickets when required
11	Parked without payment of the parking charge
19	Parked in a residents' or shared use parking place or zone displaying an invalid permit, an invalid voucher or an invalid pay-and-display ticket
22	Re-parked in the same parking place within one hour (or other specified time) of leaving
24	Not parked correctly within the markings of the bay or space
30	Parked for longer than permitted
35	Parked in a disc parking place without clearly displaying a valid disc
36	Parked in a disc parking place for longer than permitted
63	Parked with engine running where prohibited

8.6 Under CPE the police retain sole responsibility for the parking offences listed below:

- dangerous parking
- obstruction

- failure to comply with police 'no parking' signs placed in emergencies
- any vehicle where security or other traffic policing issues are involved

8.7 Under CPE action can be taken if Heavy Goods Vehicles park on pavements. For other motorised vehicles the local highway authority needs to make a Traffic Regulation Order (TRO) and sign the restriction in order to enforce it. The County Council will seek to address any issues at a local level in line with the legislation. However, it should be noted that there will be many instances where it is not possible to enforce pavement parking because the nature of the problem does not justify the introduction of a TRO.

8.8 The trunk road network is the responsibility of the Highways Agency. There is no intention to include trunk roads within the North Yorkshire Civil Enforcement Area and the responsibility for enforcement on these roads will remain with the police.

Enforcement

8.9 The County Council will be able to tailor on-street enforcement to meet local needs. However, enforcement activity will have to be prioritised as it is not possible to enforce everywhere, all of the time.

8.10 The highest levels of enforcement are generally needed where: congestion is greatest; competing demands for spaces are highest; maximum waiting times are shortest; and places reserved for specific activities or groups, such as loading and the disabled, are prone to abuse. The consultation demonstrates that people believe enforcement should mainly be carried out in places where the most parking offences occur. Ongoing engagement with the public and stakeholders and other sources of information in relation to illegal parking issues will help to identify enforcement priorities.

8.11 In general, enforcement activity under CPE throughout North Yorkshire will comply with the following principles:

- fairness in applying the legislation and securing compliance
- targeting of enforcement action where necessary
- consistency of approach
- transparency about what enforcement action is taken and why

Financial requirements

8.12 Statutory Guidance states "enforcement authorities should not view CPE in isolation or as a way of raising revenue"[10]. There is, however, a cost involved in carrying out the enforcement operation. This will not be funded from the County Council's existing budget and is expected to be self-funding, with income generated paying for the service as is currently the case in Harrogate and Scarborough Boroughs.

8.13 The Department for Transport (DfT) does not encourage a CPE business case based solely on income from the issue of PCNs. This is

[10] Statutory Guidance to Local Authorities on the Civil Enforcement of Parking Contraventions, February 2008

because the primary purpose of PCNs is to deter illegal parking and not to generate revenue. Furthermore, CPE should increase compliance with parking regulations so it is reasonable to expect that over time the number of PCNs issued will decrease, as demonstrated in both Harrogate and Scarborough Boroughs since CPE became operational.

8.14 It is therefore anticipated that the level of on-street enforcement in the CPE operation throughout the county will continue to be balanced against income from on-street parking charges and PCNs.

8.15 The Government requires any surplus funding from CPE, once the operational cost has been met, to be spent on parking, transport or environmental improvements within the Civil Enforcement Area.

9.0 CONTRIBUTION TO LOCAL TRANSPORT PLAN 3 OBJECTIVES

9.1 As outlined in section 2 of the strategy effectively managing parking will contribute towards achievement of the LTP3 objectives.

Local Economies

9.2 Ensuring that disruption to traffic flow is minimised through effective management of parking helps to ease congestion and reduce journey times.

9.3 Much of the economy of North Yorkshire is focussed in small to medium sized market towns. These towns act as local centres providing key services and employment to the resident population and the rural hinterland. Managing parking and maintaining good access to these local centres is an essential part of supporting the economy. Ensuring a regular turn over of short stay on-street parking encourages shoppers to visit towns. There can be particular issues with illegal parking on market days in towns, which civil enforcement can help to address.

9.4 The tourism sector is also an important element of the North Yorkshire economy. A study of congestion issues[11] has identified that isolated incidents of rural congestion can occur, predominantly as a result of inappropriate parking, in popular tourist destinations. This can impact on property access, business and public transport services. Special events, such as concerts and shows, attract high visitor numbers and can significantly increase parking demand which needs to be managed.

Environment and Climate Change

9.5 There is a high level of demand for parking in many tourist and visitor destinations. In rural areas inappropriate parking can have a detrimental impact on the natural environment, most notably verges, fields and moorlands. This can significantly affect the character and aesthetics of a location and has a detrimental impact on the very attributes that attract visitors to these destinations.

[11] North York Moors & Yorkshire Dales Congestion Studies, carried out by North Yorkshire County Council, 2008.

9.6 These issues are particularly prevalent in the protected landscapes, where visitor numbers are often high due to the unique natural, cultural and historical characteristics. In most of these locations it is not appropriate or feasible to expand parking provision. Effectively managing parking pressures, whilst not discouraging people from visiting popular tourist locations, is therefore critical. There is also a need to take enforcement action against illegally parked vehicles.

9.7 The provision of parking for more sustainable modes of transport can help to promote lower carbon transport alternatives. Localised interventions, such as safe and secure cycle parking, provide transport users with the opportunity to make more sustainable travel choices. Additionally suitable parking provision at key interchanges, such as park and ride sites, encourages the use of sustainable transport modes.

9.8 The provision of charging infrastructure can encourage take up of electric vehicles, which reduce carbon emissions and improve localised air quality. The County Council will encourage the installation of charging infrastructure through new developments and in other off-street locations. Given that on-street parking provision is primarily intended for short visits and charging an electric vehicle can be time consuming, the provision of charging infrastructure on the public highway will not be supported.

9.9 The effective management of parking can reduce the amount of standing traffic and congestion and improve localised air quality. Consideration will be given to parking management measures through the Air Quality Action Plan process involving the County and District Councils.

Safety / Healthier Travel

9.10 Illegal parking can present a safety hazard to other road users, for example by reducing the visibility for drivers at junctions and by blocking footways forcing people to walk on the road. These issues can be exacerbated at locations of conflict, such as outside schools, where there is a high volume of parked cars, pedestrian flows and through traffic. Illegal parking can also impact on people's perception of safety, which is a strong factor in their choice of how to travel.

9.11 There is a need to ensure that an appropriate level of street lighting is provided where there is designated parking on the public highway to reduce crime and the fear of crime. This needs to be balanced against the drive to reduce expenditure and make carbon savings on the street light operation. The County Council will work through local Community Safety Partnerships to address any issues, such as vehicle crime, relating to parking on the public highway.

9.12 Encouraging active forms of travel such as cycling can have health benefits and reduce levels of obesity. The provision of safe and secure cycle parking in appropriate locations, such as town centres and employment sites, makes cycling a more attractive and viable alternative to the car for shorter journeys under two miles.

Accessibility

9.13 The DfT define key services as employment, GP surgeries, hospitals, primary schools, secondary schools and food shops. There is a need for suitable parking provision close to these locations to reflect local need and circumstance.

9.14 Illegal parking on bus routes and in bus stops can impact on bus punctuality and journey times and therefore passenger confidence in the public transport network. Incidents of illegal parking on footways and cycleways can impact on pedestrians, particularly those with disabilities and parents using pushchairs, and cyclists.

9.15 For many people with a physical disability the private car can be the only usable means of transport. The enforcement of disabled parking provision will help to ensure that it is kept available for use by registered Blue Badge holders only.

9.16 The provision of suitable parking for transport modes other than the car improves accessibility to key services for those who do not own a car and those who have given up driving.

Quality of Life

9.17 Effectively managing parking will contribute towards the achievement of the four main LTP3 objectives and subsequently improve the quality of life for all transport users in North Yorkshire. In addition ensuring that parking issues do not impact on peoples' day to day lives, preventing them from doing what they wish to do, will help to improve quality of life.

10.0 SPECIFIC POLICIES

10.1 This section outlines the specific policies that the County Council will work to. The implementation of these policies will have both transport and wider benefits.

Residents' parking

10.2 Issues occur where a significant proportion of residents and their visitors have difficulty in finding parking on the public highway close to their property and a reasonable alternative is not available. In areas of high demand and limited parking capacity vehicles can be displaced to nearby residential areas. This can prevent residents from being able to park near to their home and can also make access difficult. Examples of locations that can result in displacement to residential areas include:

- Town centres
- Retail / leisure / tourist locations
- Large employers
- Railway stations

10.3 Residents' parking schemes can be an option, where on-street parking is permitted, to assist people living in areas where such issues occur.

There is a separate operational policy which sets out how a request for a residents' parking scheme will be dealt with.

10.4 Residents' parking schemes have a number of advantages and some disadvantages. The benefits can be improved access to properties for residents, reduced localised congestion in residential areas and reduced traffic conflict leading to improved accessibility. However, the disadvantages are that a scheme in one area might create or worsen parking problems in adjacent areas, there can be insufficient space for all residents' vehicles and parking for their visitors is restricted. There is also a charge for a residents' parking permit.

10.5 Civil Parking Enforcement allows PCNs to be issued for the non display of a valid permit within the operational restrictions applied to a residents' parking zone.

Disabled parking

10.6 Local transport authorities have a specific duty to "have regard to the needs of disabled people"[12] and it is important that access for all is maintained irrespective of physical mobility. The private car is often the only useable mode of transport for disabled people.

10.7 In North Yorkshire Blue Badge holders are entitled to park for free and for as long as they need to in the following locations:

- On-street pay and display zones
- On-street parking areas where parking is free but time restricted
- On-street disabled parking bays
- Residents' parking zones

10.8 Wherever on street parking is controlled near to key services, disabled bays should be provided for the use of Blue Badge holders. The DfT provides guidelines on the location of such bays[13] and in summary they should be provided within 50 metres of the likely destinations. There are no recommendations for the number of on-street disabled parking bays that should be provided and this will be determined on a local needs based analysis.

10.9 Disabled parking bays can be introduced to provide on street parking for blue badge holders in residential areas. Such bays will normally only be considered when an individual does not have access to off street parking such as a drive or garage. It should be noted that disabled parking bays are not person specific and can be used by any Blue Badge holder. The Traffic Signs Regulations and General Directions only permit the use of disabled parking bay road markings with a Traffic Regulation Order (TRO). This enables the disabled parking bay to be legally enforced under CPE. In residential areas the County Council will only provide enforceable disabled parking bays with a supporting Traffic Regulation Order. There is a separate operational policy which sets out the eligibility criteria for a disabled parking bay in a residential area.

---

[12] DfT, Guidance on Local Transport Plans, July 2009
[13] DfT, Traffic Advisory Leaflet 5/95

10.10 Guidance on the Blue Badge scheme encourages disabled drivers to use designated on-street bays instead of parking on yellow lines. However, Blue Badge holders are entitled to park on single or double yellow lines for up to three hours. Should a disabled driver park where it causes an obstruction or danger to other road users then the police can take enforcement action[14].

10.11 New developments, including those that are frequently accessed by disabled and the less mobile, such as care homes and health facilities, must provide adequate disabled parking provision in line with agreed local standards (see paragraph 10.17).

10.12 The civil enforcement of on-street disabled parking bays is essential to reduce instances of abuse by non Blue Badge holders.

Schools

10.13 Illegal and inappropriate parking close to schools can lead to the obstruction of pavements and roads, congestion and safety concerns during school drop off and pick up times.

10.14 LTP 3 emphasises that efforts to reduce the number of car trips to schools will be based on an analysis of need and focussed on those schools with greatest potential for lower car use. There will be support for the delivery of School Travel Plans which often include interventions to reduce the number of car trips and manage the impact of inappropriate parking.

10.15 School keep clear markings are intended to deter inconsiderate parking near pedestrian entrances to schools. These restrictions are to ensure that vehicles do not park dangerously, or in such a way as to reduce visibility for pedestrians or other drivers. Any vehicle parked in a restricted area outside a school, within the hours when parking is prohibited, can be issued with a PCN.

10.16 In circumstances where there is evidence of inconsiderate parking outside schools consideration will be given to civil enforcement. The presence of a Civil Enforcement Officer can help to improve road safety.

Development management

10.17 Local parking standards for both residential and business use must take account of local circumstances. The County Council has adopted distinct parking standards for urban, market town and rural locations. There are also adopted standards for cycles, cars, powered two wheelers and people with mobility issues[15]. The guide is expected to be reviewed following the publication of the National Planning Policy Framework. There is an ongoing need to work in liaison with local planning authorities to embed parking standards within their local planning documents.

10.18 Parking provision for disabled drivers should be in addition to the standards for urban, market town and rural locations. A provision

[14] The Blue Badge scheme: rights and responsibilities in England, Department for Transport , 2007
[15] Transport Issues and Development – A Guide, North Yorkshire County Council

equal to 6% of spaces is required for disabled parking with a minimum of 1 space for employment developments and 3 spaces for retail/leisure developments above 1000 square metres. In certain circumstances it may be appropriate to provide a higher level of provision for disabled parking.

10.19 The installation of charging infrastructure for electric vehicles will be encouraged in appropriate new developments.

10.20 Where new car parks are proposed, for example at a railway station, the County Council will assess the transport impacts of the proposed development and consider whether suitable public off-street parking is available nearby. There is a need to ensure that any additional parking provision does not have a detrimental impact on the local highway network or the safety of highway users.

Town centres

10.21 Effectively managing on-street parking provision in or close to town centres is important to economic prosperity. It enables people to access employment, shops, services, leisure facilities and visitor attractions. The demand for parking can peak when there are events such as markets.

10.22 The differing demands for parking in town centres need to be catered for. The availability of short stay spaces is important for short stay visitors, shoppers and disabled drivers. A regular turnover of short stay parking helps to increase the number of people who can access businesses and services in town centres. Adequate longer stay off-street provision is required for employees, day visitors and those parking overnight.

10.23 Town centres can offer alternative transport options to the private car. On-street parking provision therefore needs to be managed in a way that ensures these more sustainable options, for example bus services, remain viable.

10.24 It is important that illegal parking does not have a negative impact in towns. The regular civil enforcement of restrictions in town centres will therefore be critical.

Tourist destinations

10.25 In 2009 the economic impact of leisure tourism in North Yorkshire was approximately £407 million, supporting approximately 20,000 jobs[16]. Given the importance of tourism to the economy there is a need to ensure that illegal parking does not contribute to incidents of rural congestion or affect the attractiveness of tourist destinations. The monitoring of information on parking issues will help to direct civil enforcement resources appropriately.

10.26 The County Council will also work, as and when appropriate, with partners and the tourist industry to manage parking pressures in tourist destinations.

[16] Yorkshire Tourism Economic Impact Model, 2009

Key services

10.27 Many people rely on the private car to access key services, which are defined as employment, education, healthcare and food shops. It is therefore important to address instances of illegal parking on the public highway that restrict access to these services.

Bus / Park & Ride

10.28 In town centres and other popular locations the management of parking can encourage the use of bus services as an alternative to the car.

10.29 The provision of Park & Ride facilities offers a viable alternative for access to town centres. This type of facility, which already operates in Scarborough, can reduce demand for parking within town centres and contribute to reduced congestion and emissions from traffic. The County Council will consider the potential for additional park and ride schemes in other towns. However, it must be recognised that such schemes are expensive and there are significant constraints on the County Council's highways budget.

10.30 Park & Ride provision needs to be accompanied by appropriate parking management in the town centre to maximise the potential patronage.

Coaches

10.31 There is a need to provide coach parking and drop off points in popular locations. These facilities play an important role in supporting the tourism economy as many visitors to North Yorkshire arrive on organised private hire coaches.

10.32 Inappropriate and illegal coach parking on the public highway can be a safety hazard and cause disruption to other road users including scheduled bus services. The provision of accessible and high quality facilities enables coaches to park safely in designated locations. The County Council will work with partners to ensure appropriate provision is made available.

Rail

10.33 The County Council has no direct powers over the rail industry, but maintains a close relationship with Train Operators, Network Rail and the DfT, and works to secure the best possible passenger train service for residents and visitors to North Yorkshire.

10.34 Car Parking is seen by the rail industry as a major issue and constraint to increasing patronage. At many stations there are not enough spaces to meet current demand. This inhibits further growth in rail patronage and discourages modal transfer from private to public transport. The County Council has worked with partners to identify that more capacity is required at Harrogate, Northallerton, Selby and Skipton stations. In addition, car parking is an issue at the following stations:

Bentham *	Gargrave	Malton	South Milford
Cattal	Grosmont **	Pannal	Starbeck
Church Fenton	Hammerton	Scarborough	Thirsk
Cononley	Hornbeam Park	Seamer	Weeton
Egton	Hunmanby	Settle	Whitby
Filey	Knaresborough		
* Bentham will require more car parking if the Community Transport hub develops			
** Grosmont car park is full when the North Yorkshire Moors Railway is operating			

10.35 The provision of cycle parking spaces is generally insufficient at many of the railway stations in North Yorkshire.

10.36 The County Council is committed to ongoing close working with partners to improve car, motorcycle and cycle parking provision at stations in North Yorkshire. This process should consider the availability of nearby public off-street car parking which could potentially be used by rail passengers.

Taxis and private hire vehicles

10.37 Taxis (often referred to as Hackney carriages) and private hire vehicles are an integral part of local transport arrangements within North Yorkshire. They are used to fulfil journeys from start to finish and to connect with other public transport services.

10.38 To enable taxis to effectively fulfil this role there is a need for a suitable number of ranks at appropriate locations across the county. This helps to provide access to key services, transport hubs and to support the night time economy.

10.39 It should be noted that private hire vehicles can only collect passengers who have pre-booked with a licensed operator and as such are subject to normal parking regulations as if they were a private vehicle.

10.40 Illegal stopping by cars and other vehicles in ranks makes it difficult for taxis to collect and drop off passengers. CPE will enable instances of illegal stopping within ranks to be enforced.

Heavy Goods Vehicles (HGVs)

10.41 HGVs play an important role in the economy of North Yorkshire transporting goods to and from properties and businesses. The County Council will work closely with delivery firms and residents to identify any issues associated with unloading/loading, and to develop solutions. Restrictions for loading and unloading can be enforced under CPE where issues persist.

10.42 HGV drivers are required to take the mandatory rest periods, including overnight parking, in order to comply with drivers' hours legislation. Additionally HGVs can often be parked up whilst awaiting collection and delivery times. Inappropriate and illegal HGV parking can cause disruption to residents and other road users. There is a need for sufficient HGV parking in off-street locations and lay-bys to discourage inappropriate parking.

11.0 CONCLUSION

11.1 This parking strategy should be read in the context of the North Yorkshire Local Transport Plan (LTP3) and will contribute towards achievement of these objectives. Progress against objectives will be measured as part of the LTP3 performance management process.

11.2 The strategy sets out the policy in relation to the aspects of parking management that fall directly within the control of the County Council. It seeks to align with the off-street parking objectives of the District Councils, the National Parks and North Yorkshire Police.

11.3 The longer term aspiration is to work with partners to develop a more joined up approach to strategy which sets policy for both on and off street parking. The intention is to take forward this aspiration as part of the next Local Transport Plan post 2016.

11.4 CPE is already operational in Harrogate and Scarborough Boroughs. There is a commitment in LTP3 to introduce CPE in the remainder of the county working in partnership with the district councils and police.

11.5 There is a statutory requirement to produce annual parking reports for a CPE operation. These reports are already prepared for Harrogate and Scarborough Boroughs and it will be necessary to produce reports for the remaining five Districts once countywide CPE is operational. These reports must provide financial and statistical information on CPE operation.

12.0 ACTION PLAN

12.1 The action plan sets out the key actions that will be delivered to implement this strategy. The intention is to introduce countywide CPE in the 2012/13 financial year. The remaining actions have been split into three timeframes; ongoing; annual; and Local Transport Plan (LTP3) 2011 – 2016.

Action Plan	
Timeframe	**Action**
2012/13	1. Introduce countywide Civil Parking Enforcement
Ongoing	2. Monitor information on illegal parking issues raised by the public and stakeholders, for example North Yorkshire Police, the District Councils and Parish Councils
	3. Respond to on-street illegal parking issues in priority locations taking into account gathered information
	4. Ongoing management of Traffic Regulation Orders to ensure records are accurate
Annual	5. Publish annual parking reports on Civil Parking Enforcement operation in line with the statutory requirement
	6. Present an annual review of countywide Civil Parking Enforcement, once operational, to the Transport, Economy and Environment Overview and Scrutiny Committee. The review should consider; a. Parking information from the public and stakeholders b. Enforcement priorities c. Financial and statistical information
	7. Present an annual review of district level Civil Parking Enforcement operations to the Area Committees
	8. Review the level of on street parking charges currently applied in Harrogate and Scarborough Boroughs
LTP3 (2011 – 2016)	9. Review the need and potential for further on-street parking management measures
	10. Consider other potential income for parking services, for example sponsorship
	11. Review the fees for on-street parking permits, for example residents' and business permits
	12. Assess the feasibility of additional Park and Ride sites in towns in North Yorkshire
	13. Implement residents' parking policy and procedure for dealing with scheme requests
	14. Review parking guidance / standards applied through the development control process
	15. Influence future transport and other related strategies to ensure that appropriate consideration is given to parking management
	16. Continue to develop partnership arrangements in relation to on and off-street parking provision to ensure consistency for the public

13.0 GLOSSARY OF TERMS

Term	Definition
Civil Enforcement Area	The area in which CPE operates
Civil Enforcement Officer	An officer who is able to enforce parking restrictions
Civil Parking Enforcement (CPE)	Where the powers to enforce most on-street parking offences are transferred from the police to the local highway authority
Designated parking	A controlled area where parking is permitted under certain conditions
Off-street parking	Parking in public or private car parks
On-street parking	Parking on the public highway
Parking contravention	Where a motorist fails to comply with a parking restriction
Parking restriction	A restriction to either stopping, waiting or loading on the public highway
Penalty Charge Notice (PCN)	A parking ticket fine issued for a parking offence
Traffic Regulation Order (TRO)	A legal order setting out a parking restriction

Craven District Council

1 Belle Vue Square | Skipton | BD23 1FJ | www.cravendc.gov.uk

Planning Policy Team | 01756 706472 | localplan@cravendc.gov.uk

If you would like to have this information in a way that's better for you, please telephone **01756 700600**.