



HOUGHTON REGIS TOWN COUNCIL

Peel Street, Houghton Regis, Bedfordshire, LU5 5EY

Town Mayor: **Councillor Y Farrell**

Tel: 01582 708540

Town Clerk: **Clare Evans**

e-mail: info@houghtonregis.org.uk

22nd August 2022

To: Members of the Planning Committee

Cllrs: M Kennedy (Chair), J Carroll, E Cooper, S Goodchild, D Jones, S Thorne and C Slough.

(Copies to other Councillors for information)

Notice of Meeting

You are hereby summoned to a Meeting of the **Planning Committee** to be held at the Council Offices, Peel Street on **Tuesday 30th August 2022 at 7.00pm.**

Members of the public who wish to attend the meeting may do so in person or remotely through the meeting link below.

To attend remotely through Teams please follow this link: [MEETING LINK](#)

Please follow this guidance if attending the meeting remotely [LINK](#)

Debbie Marsh
Corporate Services Manager

THIS MEETING MAY BE RECORDED¹

Agenda

- 1. APOLOGIES AND SUBSTITUTIONS**
- 2. QUESTIONS FROM THE PUBLIC**

In accordance with approved Standing Orders 1(e)-1(l) Members of the public may make representations, ask questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.

¹ This meeting may be filmed by the Council for subsequent broadcast online and can be viewed at <http://www.houghtonregis.org.uk/minutes>

Phones and other equipment may be used to film, audio record, tweet or blog from this meeting by an individual Council member or a member of the public. No part of the meeting room is exempt from public filming unless the meeting resolves to go into exempt session.

The use of images or recordings arising from this is not under the Council's control.

The total period of time designated for public participation at a meeting shall not exceed 15 minutes and an individual member of the public shall not speak for more than 3 minutes unless directed by the chairman of the meeting.

3. SPECIFIC DECLARATIONS OF INTEREST & REQUESTS FOR DISPENSATIONS

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, Members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of any such interest.

Members are invited to submit any requests for Dispensations for consideration.

4. MINUTES

Pages 7 - 11

To approve the Minutes of the meeting held on the 8th August 2022.

Recommendation: To approve the Minutes of the meeting held on 8th August 2022 and for these to be signed by the Chairman.

5. PLANNING MATTERS

(a) To consider the following applications:

CB/22/03021/FULL	Creation of alternative access from Bedford Road (to serve permission CB/18/00067/OUT) Highfield Barns, Bedford Road, Houghton Regis, LU5 6JP
CB/22/03026/VOC	Variation of condition number 12 of planning permission CB/18/00067/OUT(Outline Application: Formation of a new access to serve existing residential development and a residential development of up to 24 dwellings together with an enhanced footpath link and associated landscaping. Amendment sought to enable amended access. Highfield Barns, Bedford Road, Houghton Regis, LU5 6JP
CB/22/01234/FULL	Construction and relocation of fence to abut pathway 67 Grangeway, Houghton Regis, Dunstable, LU5 5PR
CB/22/02958/FULL	Erection of new front porch 183 Tithe Farm Road, Houghton Regis, Dunstable, LU5 5JF For: Mr & Mrs Brace
CB/22/02975/FULL	Erection of two semi-detached dwellings Driveside Cottage, Bedford Road, Houghton Regis, LU5 6JS For: Mr Mead
CB/22/02180/FULL	New signage, welcome arch and additional landscaping. Land To The North And East Of Houghton Regis, Sundon Road, Houghton Regis

CB/22/03223/FULL	Erection of first floor rear extension. 5 Dell Road, Houghton Regis, LU5 5HT For: Mrs L Midson
CB/TCA/22/00353 <i>Page 12</i>	Works to trees within a Conservation Area: Maintenance works to G1 7 Silver Birch, T4007 – English Oak, T4008 – Ash, G3 – Ash & Oak, G4075, G4 & G7 – Mixed Species groups. To clear back overhanging trees to carpark boundaries and crown lift to 2.5m over the parking bays to provide clearance to street lights 6 Houghton Hall Business Park, Houghton Regis, LU5 5UZ
For noting	
CB/22/03116/LDCP	Lawful Development Certificate Proposed - Single storey rear extension 61 Milton Way, Houghton Regis, Dunstable, LU5 5UE
CB/22/03106/DOC	Discharge of Condition 5 against planning permission CB/19/03232/RM (Reserved matters: Appearance, scale and landscaping for residential development of 336 dwellings on Development Parcels 5a & 5b Bidwell West, Houghton Regis. Outline application (CB/15/0297/OUT) was supported by a full Environmental Statement (ES) Parcels 5a and 5b of Bidwell West Houghton Regis Bedfordshire
CB/22/03089/NMA	Non-material amendment to planning permission CB/20/03903/DOC (Discharge of Condition 9 against planning permission CB/12/03613/OUT) amendment sought to amend tree survey report, arboricultural impact assessment & method statement report. Houghton Regis North Site 1, Land on the northern edge of Houghton Regis
CB/22/03055/DOC	Discharge of Condition(s) 4 against planning permission CB/21/03860/FULL, (Community sports facility, enhancements/improvements including upgrading of an existing grass pitch to a floodlit FTP, a new additional pavilion building and additional car parking). Tithe Farm Recreation Ground, Tithe Farm Road, LU5 5JF
CB/22/03056/DOC	Discharge of Condition 11 against planning permission CB/21/03860/FULL (Community sports facility enhancements/improvements including upgrading of an existing grass pitch to a floodlit FTP, a new additional pavilion building and additional car parking) Tithe Farm Recreation Ground, Tithe Farm Road, Houghton Regis
CB/22/03242/NMA	Non-material amendment to planning permission CB/21/04839/DOC (Discharge of Conditions 1 and 2 against planning permission CB/21/02108/RM: Reserved Matters: following Outline Application CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use

Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3, A4, A5; B1,B2, B8; C1, C2, D1 and D2; car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; All development, works and operations to be in accordance with the Development Parameters Schedule and Plans): All matters reserved, Erection of 154 dwelling units, with access and parking, landscaping and associated works. The Outline Application was EIA Development and was accompanied by an Environmental Statement)). Amendment sought - The window surround for plot 291 and 292 to be changed from metal cladding to 8mm thick smooth, iron grey hardie panel or similar
Phase 1 Parcel 1, Houghton Regis North Site 1, Houghton Regis

CB/22/03227/DOC

Discharge of Condition(s) 31 against planning permission CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5150 dwellings (Use Class C3); up to 202500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial, and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans). Houghton Regis North Site 1, Land on the northern edge of Houghton Regis

CB/22/03330/NMA

Non-material amendment to planning permission CB/20/00348/RM (Resubmission: Reserved Matters : following Outline Application CB/15/00297/OUT 'hybrid' planning application with details of main access routes, primary road network and associated drainage in detail only and layout in outline with details of landscaping, appearance and scale reserved for later determination. Development to comprise: Up to 1,850 residential (C3) dwellings (including affordable housing), 2FE Primary School (D1), employment land (Use Classes B1 [a-c], B2 & B8), local centre comprising retail (A1, A2, A3, A4 & A5) and community/leisure uses (D1 & D2), layout of public open spaces including sports pitches and changing rooms, natural wildlife areas and all associated works and operations including engineering operations and earthworks. Reserved Matters for access, appearance landscape, layout and scale for 160 dwelling on phase CA2 Upper Thorn Green) Amendment sought, revision to the original tenure plan that has been submitted. A revised tenure plan to be submitted as part of this which illustrates the revised tenure mix. Plots 145-150 to be shared ownership / Plots 142-144 to be Rented.
Land to the West of Houghton Regis Watling Street Houghton Regis

CB/22/03302/NMA	Non-material amendment to planning permission CB/20/01538/FULL, (Erection of a 3 storey, 66 bed care home for older people with associated access, car parking and landscaping). Amendment sought, change of position of meter house, and amendment to boundary treatment. Land west of Bidwell, Houghton Regis. LU5 6JQ
CB/22/03243/NMA	Non-material amendment to planning permission CB/21/04839/DOC (Discharge of Conditions 1 and 2 against planning permission CB/21/02108/RM: Reserved Matters: following Outline Application CB/12/03613/OUT (Outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5,150 dwellings (Use Class C3); up to 202,500 sqm gross of additional development in Use Classes: A1, A2, A3, A4, A5; B1,B2, B8; C1, C2, D1 and D2; car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; All development, works and operations to be in accordance with the Development Parameters Schedule and Plans): All matters reserved, Erection of 154 dwelling units,with access and parking, landscaping and associated works. The Outline Application was EIA Development and was accompanied by an Environmental Statement) Amendment sought - Brick type changed from Ibstock Bexhill Red to Ibstock Reigate Medium for Plots: 204, 205 and garage (206). Phase 1 Parcel 1, Houghton Regis North Site 1, Bedfordshire
CB/22/03073/LDCP	Lawful Development Certificate Proposed: Conversion of loft into habitable space, with rear dormer. 104 Leafields, Houghton Regis, Dunstable, LU5 5LX

(b) Decision Notices

Permissions/Approvals/Consents:

None at time of going to print.

Refusals:

None at time of going to print.

Withdrawals:

CB/22/00178/FULL	New Dwelling House 8 Farriers Way, Houghton Regis, Dunstable, LU5 5FG
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6. DRAFT ON-STREET PARKING MANAGEMENT STRATEGY

Pages 13 - 58

Members are informed that Central Bedfordshire Council has begun a six-week consultation on their Draft On-street Parking Management Strategy. The consultation began on Friday 12th August 2022, with the deadline for comments being 10am on Monday 26th September 2022.

The On-street Parking Management Strategy is one of the strategy documents that will form part of Local Transport Plan 4 (LTP4) for Central Bedfordshire. The Local Transport Plan sets out the overarching strategy for managing transport in Central Bedfordshire. It identifies local transport priorities and sets out a framework for directing future investment. The On-street Parking Management Strategy is the first of a suite of sub-documents of LTP4 that will be developed to replace the Car Parking Strategy (2011) and the Interim Parking Management Strategy (2018).

Recommendation: To consider the Town Councils response to Central Bedfordshire Councils draft On Street Parking Management Strategy consultation.

7. STRATEGIC DEVELOPMENT SITES/LOCAL PLAN- UPDATE/PROGRESS

Woodside Link – No substantive update to report.

A5 M1 Link – For information this major road project opened on the 11th May 2017.

All Saints View – No substantive update to report.

Linnere – No substantive update to report.

Bidwell West – No substantive update to report.

Kingsland – No substantive update to report.

Windsor Drive

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For information, Members will find attached a letter from Central Bedfordshire Council, dated 16th August 2022, advising that Central Bedfordshire Council will not be progressing any further works on the proposed development of affordable housing at Windsor Drive, in Houghton Regis at this time. The decision to pause this proposal has been made because the construction sector is exceptionally volatile currently and costs are rising rapidly. Instead, the Council will proceed with the delivery of other affordable housing schemes that are further along in the design stage.

Section 106 Monies – No substantive update to report.

Recommendation: To note the information

0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0

HOUGHTON REGIS TOWN COUNCIL

Planning Committee

Minutes of the meeting held on

8th August 2022 at 7.00pm

Present: Councillors: M S Kennedy Chairman
J Carroll
E Cooper
S Goodchild
D Jones
S Thorne
C Slough

Officers: Debbie Marsh Corporate Services Manager

Apologies: Public: 0

Also present: Councillor: T McMahon

12128 APOLOGIES AND SUBSTITUTIONS

None.

12129 QUESTIONS FROM THE PUBLIC

None.

12130 SPECIFIC DECLARATIONS OF INTEREST

None.

12131 MINUTES

To approve the Minutes of the meeting held on the 18th July 2022.

Resolved To approve the Minutes of the meeting held on 18th July 2022 and for these to be signed by the Chairman.

12132 PLANNING MATTERS

(a) The following planning applications were considered:

CB/22/02733/FULL Single storey rear extension to 23 & 25 Arnald Way and garage conversion to 25 Arnald Way
23 and 25 Arnald Way, Houghton Regis, Dunstable, LU5 5UN
Mr M Young and Mrs S Dovey

Comments: Houghton Regis Town Council had no objections to this application.

CB/22/01503/FULL Drop Kerb front of property to access electric vehicle charging point
2 Farriers Way, Houghton Regis, Dunstable, LU5 5FG
For: Mr R Machado

Comments: Houghton Regis Town Council had no objections, in principle, to this proposal however, it is requested that land ownership be determined prior to occupation of the land.

CB/22/02783/FULL Part two storey, part single storey rear extension and dormer to front elevation
11 Woodlands Avenue, Houghton Regis, LU5 5LJ
For: Mr L Priolo

Comments: Houghton Regis Town Council had no objections to this proposal however, it is requested that materials which are sympathetic and in keeping on a development within a Conservation Area, be used.

CB/22/02841/VOC Variation of Condition number 2 of planning permission CB/22/01423/FULL: Change of Use: Retail unit to Tanning Salon (Business viability operational needs require longer hours)
Unit 4, All Saints View, High Street, Houghton Regis, LU5 5LQ
For: Ms A Kabacinska

Comments: Houghton Regis Town Council had no objections to this application.

CB/22/02569/FULL Erection of warehouse unit to create additional storage space. Miniclipper Logistics 10 Portland Close Townsend Industrial Estate Houghton Regis Dunstable LU5 5AW
For: Mr J Lynock (Smart Space)

Comments: Houghton Regis Town Council had no objections to this application.

Noted:

CB/22/02777/DOC Discharge of Condition 11 against planning permission CB/20/01537/FULL (Erection of a mixed use Local Centre comprising 52 no.apartments, 1 no. day nursery (Use Class D1), 1 no.retail unit (Use Class A1) 4 no. retail units (Use ClassesA1/A3/A5) and associated infrastructure works including a haul road, landscaping and public realm)
Local Centre, Land West of Bidwell, Houghton Regis, LU5 6JQ

- CB/22/02778/DOC Discharge of Condition 15 against planning permission CB/21/01242/FULL (Development of the site for E(g)(iii), B2 and B8 Uses to include Trade Counter, including details of access, servicing, landscaping, boundary treatment and associated works).
Employment Site North of Thorn Road Thorn Road Houghton Regis
- CB/22/02788/GPDE Prior Notification of Householder Extension: Single storey rear extension, 6m beyond the rear wall of the original dwelling, maximum height of 2.85m & 2.74m to the eaves.
86 Houghton Road, Dunstable, LU5 5AD
- CB/22/02768/NMA Non-material amendment to planning permission CB/20/01537/FULL (Erection of a mixed-use Local Centre comprising 52 no. apartments, 1 no. day nursery (Use Class D1), 1 no. retail unit (Use Class A1) 4 no. retail units (Use Classes A1/A3/A5) and associated infrastructure works including a haul road, landscaping and public realm.)
Amendments sought: Change the material of the sleeping policemen across the site from flagstone paving to block pavers.
Land west of Bidwell, Houghton Regis LU5 6JQ
- CB/22/02671/DOC Discharge of Conditions 6,28 against planning permission CB/18/04471/FULL Proposed Development: 48 new residential units.
Oakwell Park, Thorn Road, Houghton Regis, Dunstable, LU5 6JH
- CB/22/02883/DOC Discharge of Condition 9 against planning permission CB/12/03613/OUT, outline planning permission with the details of access, appearance, landscaping, layout and scale reserved for later determination. Development to comprise: up to 5150 dwellings (Use Class C3); up to 202500 sqm gross of additional development in Use Classes: A1, A2, A3 (retail), A4 (public house), A5 (take away); B1, B2, B8 (offices, industrial, and storage and distribution); C1 (hotel), C2 (care home), D1 and D2 (community and leisure); car showroom; data centre; petrol filling station; car parking; primary substation; energy centre; and for the laying out of the buildings; routes and open spaces within the development; and all associated works and operations including but not limited to: demolition; earthworks; engineering operations. All development, works and operations to be in accordance with the Development Parameters Schedule and Plans.
Houghton Regis North Site 1, Land on the northern edge of Houghton Regis

CB/22/02864/DOC Discharge of Conditions 8,9 against planning permission CB/20/00687/FULL, residential development of 31 affordable dwellings, with formation of two vehicular accesses, sustainable urban drainage and associated landscaping.
Land to the south of The Bungalow, Bedford Road, LU5 6JS

(b) Decision Notices

Permissions / Approvals / Consents

CB/22/01932/FULL Front and rear extensions to existing dormers, front and rear balconies with spiral stairs to rear balcony
The Gables, East End, Houghton Regis, Dunstable, LU5 5LA

Refusals:

None received.

Withdrawals:

None received.

12133 4 TOWNSEND TERRACE – APPEAL NOTICE

Members received a notice of appeal for 4 Townsend Terrace.

Members were advised that the committee considered this application at the meeting held on the 29th November 2021 and made no objection.

Resolved: To note the information

12134 AMP 3 LINMERE – BARRATT HOMES NEWSLETTER

Members received a newsletter from Barratt Homes advising of plans for development on land known as AMP3, within the Linnere site. This newsletter was prior to any planning applications being submitted to Central Bedfordshire Council and was provided for information.

**12135 STRATEGIC DEVELOPMENT SITES/LOCAL PLAN–
UPDATE/PROGRESS**

Woodside Link – No substantive update to report.

A5 M1 Link – No substantive update to report.

All Saints View – No substantive update to report.

Linnere – No substantive update to report.

Bidwell West – No substantive update to report.

Kingsland – No substantive update to report.

Windsor Drive – No substantive update to report.

Section 106 Monies – No substantive update to report.

Resolved: To note the information

The Chairman declared the meeting closed at 7.45pm

Dated this 30th day of August 2022

Chairman

DRAFT

Development Management

Central Bedfordshire Council

Priory House, Monks Walk
Chicksands, Shefford
Bedfordshire SG17 5TQ
www.centralbedfordshire.gov.uk



Mrs Clare Evans
Town Clerk
Houghton Regis Town Council
Peel Street
Houghton Regis
Beds
LU5 5EY

Contact Andy Jones
Direct Dial 0300 300 5161
Email planning@centralbedfordshire.gov.uk
Your Ref
Date 08 August 2022

Dear Mrs Evans,

Application No: CB/TCA/22/00353

Proposal: Works to trees within a Conservation Area: Maintenance works to G1 – 7 Silver Birch, T4007 – English Oak, T4008 – Ash, G3 – Ash & Oak, G4075, G4 & G7 – Mixed Species groups. To clear back overhanging trees to carpark boundaries and crown lift to 2.5m over the parking bays to provide clearance to street lights

Location: 6 Houghton Hall Business Park, Houghton Regis, Dunstable, LU5 5UZ

I have received an application to carry out work to tree(s) at the above property which is within the **Houghton Regis Conservation Area**. You can view the application details and documents on our website by visiting:

<http://www.centralbedfordshire.gov.uk/tree-works-register>.

If you wish to comment on the application, please do so in writing by **29 August 2022** quoting the above application number.

All letters received are open to public view and therefore cannot be treated in confidence. Normally, your letter will not be acknowledged.

Yours sincerely,

Andy Jones
Trees & Landscape Officer



Draft On-Street Parking Management Strategy

A great place to live and work.

Revision History

Version	Description	Date	Initials
1	Final version	March 2022	AS

Executive Summary

Central Bedfordshire Council is committed to tackling climate change. One of the ways in which we can make a positive difference is through effective on-street parking management. We want to encourage more walking and cycling for shorter journeys, and for longer journeys encourage more sustainable options such as using public transport wherever possible. Ensuring that routes are attractive and useable for pedestrians and cyclists is key to achieving this. On-street parking management will be necessary so that parked vehicles do not dominate the street scene or prevent access for pedestrians and cyclists.

We know that nationally car ownership continues to increase, with car ownership in Central Bedfordshire at higher rates than the national average. This strategy looks at the reasons why the demand for on-street parking has become so high, and the effect this has on other road users. The strategy looks to give practical advice of how to consistently manage the most common issues that Central Bedfordshire Council faces with on-street parking.

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Guidance Documents

National Guidance

[Inclusive Mobility, DfT \(2005\)](#)

[BPA Parking Know How Bay Sizes \(2016\)](#)

[Traffic Signs Manual Chapter 3 \(2019\)](#)

[Traffic Signs Manual Chapter 5 \(2019\)](#)

[Traffic Signs Regulations and General Directions \(2016\)](#)

[The Highway Code](#)

Regional Guidance

[England's Economic Heartland Regional Transport Strategy](#)

Local Guidance

[Local Plan](#)

[Central Bedfordshire Sustainability Plan](#)

[Guidance: Providing a property with a vehicle crossover](#)

[Disabled Persons Parking Bay Guidance Document](#)

Off-Street Parking Management Strategy

Parking Enforcement Strategy

[Electric Vehicle Charge Point Plan](#)

Sustainable Modes of Travel to Schools and Colleges Strategy

[Highway Construction Standards & Specification Guidance](#)

[Highways Development Management Handbook](#)

[Design Guide](#)

Glossary of Terms

Traffic Regulation Orders (TROs)

A Traffic Regulation Order (TRO) is a legal process that enables highway authorities to restrict or prohibit the use of the public highway in line with the Road Traffic Regulation Act 1984. A TRO can only be proposed for the reasons set out in the legislation and a scheme can only be proposed if the regulations allow it to be signed and lined accordingly. Examples of schemes that require a TRO include:

- On-street parking restrictions
- Speed limits
- Weight limits
- One-way streets
- Banned turns
- Prohibition of driving

The Traffic Regulation Order (TRO) process

The implementation of a TRO follows a statutory process and is a legal document. The following process must be followed:

- Feasibility design (usually only completed for larger schemes or schemes where different options are proposed)
- Informal or pre-consultation (minimum 21 days, usually only completed for larger schemes or schemes where different options are proposed)
- Consideration of all comments received from the informal consultation (where completed). Report taken to Traffic Management Meeting to review the comments received and to decide if the scheme should continue to a statutory consultation, including any amendments to the initial proposal that may be considered.
- Proposed scheme design (incorporating comments received and any agreed amendments from the informal consultation stage, where completed).
- Statutory consultation (minimum 21 days), including the publication of public notices.
- Consideration of all comments received.
- Report taken to Traffic Management Meeting with a recommendation as to whether the scheme should be implemented, amended, or not implemented based on the comments that are received during the statutory consultation. If the recommendation is for the scheme to be amended from what was advertised, this may require a further statutory consultation if the proposal is to add or extend any restrictions.
- Implementation of the TRO (making changes on site).
- Making of the TRO including sealing of the order.

Once the process is complete and the order is sealed, drivers who do not comply with these orders are committing an offence which could result in a fine, licence points or even disqualification from driving.

Traffic Management Meetings

The Council has delegated various powers in relation to traffic matters to the Executive Member for Community Services. In making decisions on traffic matters the Executive Member is required to consider the views of local Councillors and residents and to ensure that a notice is provided of any decisions to be taken. To provide a forum for these decisions the Executive Member has determined that a Traffic Management Meeting will take place when necessary to discuss proposals or concerns relating to several matters, which include the following:

- Public petitions
- Speed limits
- Traffic calming measures
- Waiting restrictions
- Any other proposed highway improvement scheme that requires a Traffic Regulation Order or Public Notice.

Swept Path Analysis

Swept path analysis is the calculation and analysis of the movement and path of different parts of a vehicle when that vehicle is undertaking a turning manoeuvre. Usually, the largest vehicle or vehicle with the largest swept path that is likely to use a particular junction or section of carriageway will be tested to ensure that it is able to turn or proceed through a section of carriageway. Swept path analysis is often completed using a software package.

Last Mile Delivery

A term used to describe the transportation of goods from the nearest distribution hub to its destination (usually a home or business).

Double yellow lines

Double yellow lines are restrictions that mean 'no waiting at any time', unless there are signs that specifically indicate seasonal restrictions. The phrase 'no waiting at any time' is usually used in public notices and legal documentation instead of referring to double yellow lines. The restriction means that a motorist is permitted to stop for a short period of time, for example to pick up or drop off a passenger, but not for any longer which would constitute waiting. The exception to this is when there are loading restrictions, which are shown by a yellow marking on the kerb or edge of carriageway which prevents any vehicle from stopping. Loading restrictions may always operate, or at certain times and days which are indicated on upright signs. Waiting and loading restrictions apply to the carriageway, and any pavement or verge behind the restriction.

Single yellow lines

Like a double yellow line, a single yellow line is a restriction that means 'no waiting'. The difference is that a single yellow line does not apply all the time, and will apply for certain days, times, or a combination of both. A single yellow line will be accompanied by upright signs which specify the days and times that the restriction is in operation. Loading restrictions may also be in place with a single yellow line. Parking is permitted outside the specified times of operation.

Introduction

Parking is an issue of significant concern for residents and councillors, with members of the public often raising issues about this topic. A well planned and managed approach to parking can help make our towns and local communities better places to live, work and visit. As a local authority we have a legal obligation to manage the road network appropriately, on-street parking is part of this. Unrestricted parking can lead to congestion, obstruction, and pollution, particularly in areas where there is a high demand for on-street parking.

Better management of on-street parking can have a positive impact by ensuring that spaces are used efficiently and effectively. Having a consistent On-Street Parking Management Strategy will ensure that parking in local areas can be dealt with in a fair and consistent way. Good parking decisions can also improve safety and quality of life for residents.

National Context

Cars and other vehicles are essential to many of us, for both our home lives and for work. The total number of licensed vehicles in Great Britain has increased in practically every year since the end of the Second World War. In 1950 there were approximately 4 million cars registered in the UK, by 2010 this had increased to more than 34 million. (*Transport Statistics DfT Vehicle Licensing Statistics, 2017*).

Local Context

Central Bedfordshire is predominantly a rural authority, characterised by large open areas of countryside with picturesque villages, hamlets and small to medium sized market towns, covering 716 square kilometres. Within easy commuting distance to London, much of the area has either a suburban or rural feel with the largest conurbations including Leighton-Linslade, Dunstable, Biggleswade, Houghton Regis, Sandy, and Flitwick.

Approximately 294,100 people live in Central Bedfordshire (according to the 2020 mid-year estimate, published by the Office for National Statistics in June 2021). This is forecast to increase by 22.6% between 2014 and 2031. The main drivers for population growth are increased life expectancy, a rising birth rate (exceeding mortality rate) and net increased migration because of planned development growth.

Central Bedfordshire is a high growth area — we are close to London, with good transport links. This means that people naturally wish to move here and work here, and our children also wish to stay here. We will need more housing and more employment to fulfil this demand. More houses and more employment will mean more roads and more cars, so we also need to consider how we manage parking to meet this future growth.

Central Bedfordshire households have a higher-than-average number of cars or vans, which is why parking is such an important issue. There were 157,000 cars or vans in Central Bedfordshire at the time of the 2011 Census. 47% of households owned two or more vehicles (compared to 32% nationally). An estimated 23% of residential properties in Central Bedfordshire (determined by premises age and type) don't have space within their curtilage for off-street parking. These households are reliant on parking any vehicles associated with their household on-street, including vehicles owned, leased, or loaned.

Aim of Strategy

The aim of Central Bedfordshire Council's On-Street Parking Management Strategy is:

To effectively manage on-street parking, to stimulate regeneration and local economic activity, whilst meeting the sustainability objectives by promoting sustainable travel choices.

Objectives of Strategy

The objectives of Central Bedfordshire Council's On-Street Parking Management Strategy are:

To promote the safety of all road users.

To apply the rules set out in the Highway Code, introducing measures where necessary to enable enforcement.

To adopt a clear and consistent approach to on-street parking design and layout across the authority.

To ensure that a balanced approach to the level of on-street parking is achieved, taking due consideration of all road user's needs.

To create better places by reducing the dominance of parked vehicles in residential areas.

To improve journey time reliability for all road users, using parking controls to reduce conflicts, obstructions, and delays.

To support and enable Central Bedfordshire's town and village centres to thrive through appropriate on-street parking provision and management.

To support the transition to zero emission vehicles.

To work with providers of private off-street parking facilities to ensure a positive end to end travel experience.

Background

Regional Policy

In February 2021 England's Economic Heartland (EEH) published [England's Economic Heartland Regional Transport Strategy](#) with the overarching aim to support sustainable economic growth against an ambition to achieve net zero carbon emissions from transport by 2040. Central Bedfordshire Council was involved through the strategy's formulation and endorsed the policies therein.

The EEH Strategy notes that current patterns of travel and consumption of resources are incompatible with the ambition to achieve net zero carbon emissions ahead of 2050, nor with the need to ensure the long-term sustainability of the region. Hence, the necessary to effect a change in travel patterns; both by reducing the need to travel and by achieving changed travel behaviours and patterns of demand, including reducing reliance on the private car, with active travel modes (pedestrians and cyclists) prioritised. To achieve this, one element will be considering how parked vehicles affects pedestrians and cyclists' ability to get around, especially in streets where footway parking is common.

Local Policies

Local Plan

In July 2021 the Council's [Local Plan](#) was approved, setting out how the area is to develop in the period up to 2035. The plan addresses future needs and opportunities in relation to infrastructure, homes, jobs and businesses, community facilities and the environment. It establishes clear principles and sound policies for all future development including the allocation of land for development. The transport theme is shown below:



The transport issues highlighted in the Local Plan that relate partially or wholly to on-street parking is:

- Dominance of the car in residential areas, because of the poor provision and management of parking
- Parking pressures in town centres, around schools, rail stations and at other key trip generators
- Localised congestion, especially in the larger towns such as Dunstable, Houghton Regis, and Leighton Buzzard
- Road safety, both in terms of actual collisions and perceived safety, especially of vulnerable road users

As an authority we need to align our strategies and guidance documents to achieve what is set out in the Local Plan. This On-Street Parking Management Strategy is one of the supporting strategies to Central Bedfordshire Council's Local Transport Plan 4. This strategy will help to form the future steer for managing on-street parking across the authority. Although the Local Plan focuses on managing future growth, it is important that the highlighted issues are managed, and where possible improved across our existing communities. This will ensure that we have a consistent approach to on-street parking management and ensure that our communities are accessible for all.

Sustainability Plan

The Council's [Sustainability Plan](#) was adopted in September 2020. The plan sets out the actions the Council will take to achieve carbon neutrality by 2030. The transport choices that individuals make will strongly influence the Council's ability to achieve this target; active travel and shared transport are promoted within the plan over private car use. One of the target outcomes related to transport is:

Investments in infrastructure upgrades create compact, walkable, and safe networks within Central Bedfordshire's town centres.

We need to manage the balance on any given street for provision for pedestrians, cyclists, movement of vehicular traffic and on-street parking at any given point in time. The right balance will depend on the type of street and its' uses. The On-Street Parking Management Strategy will align with the Sustainability Plan, by ensuring that sustainable modes of travel such as walking, cycling and bus travel are not hindered by on-street parking. Sustainable modes of travel will be prioritised and promoted across the authority, which in some cases could see the removal of on-street parking.

2050 Vision

In February 2019, Central Bedfordshire Council published a [2050 Vision](#) for the authority, the result of extensive collaboration with stakeholders and residents. The purpose of this vision is to guide future strategy and policy developments and investment decisions by the Council and partners. The vision is split into six areas – living, working, mobility, environment, infrastructure and digital.



The document envisages Central Bedfordshire as a place desired by residents, employers, and visitors alike with the benefits of growth captured and re-invested locally. It describes a place that is easy to get around with rural centres and market towns linked by clean efficient transport modes and improved digital infrastructure allowing everyone to be connected. Shorter term strategies and plans such as the Local Transport Plan can then be aligned to achieve the longer-term vision in incremental steps.

The Local Transport Plan (LTP)

The Local Transport Plan (LTP) forms a long-term framework for investment in transport infrastructure and services across the whole of Central Bedfordshire. It considers the needs of all forms of transport particularly walking, cycling, buses, rail, and car use. It is a statutory requirement for the authority to produce and maintain the LTP; it has been the method through which Central Government funds local transport schemes since 2000. The aim of the LTP is to enable a strategic approach to the delivery of transport schemes, and to help secure lasting

changes in travel behaviour. This On-street Parking Management Strategy is one of the supporting transport strategies for LTP 4, as part of our approach to Network Management.

Legislation

The Highway Code

The rules set out in the Highway Code apply to all vehicles driven on public roads in England, Scotland, and Wales. The Highway Code is in place to promote road safety and reduce vehicle collisions. It encourages all road users to be considerate towards each other. Many of the rules in the Highway Code are legal requirements. Failure to comply could result in an individual committing a criminal offence. The rules which directly relate to parking are:

- Rule 242:

You **MUST NOT** leave your vehicle or trailer in a dangerous position or where it causes any unnecessary obstruction of the road.

- Rule 243:

DO NOT stop or park:

- near a school entrance
- anywhere you would prevent access for Emergency Services
- at or near a bus or tram stop or taxi rank
- on the approach to a level crossing / tramway crossing
- opposite or within 10 metres (32 feet) of a junction, except in an authorised parking space
- near the brow of a hill or hump bridge
- opposite a traffic island or (if this would cause an obstruction) another parked vehicle
- where you would force other traffic to enter a tram lane
- where the kerb has been lowered to help wheelchair users and powered mobility vehicles
- in front of an entrance to a property
- on a bend
- where you would obstruct cyclists' use of cycle facilities

except when forced to do so by stationary traffic.

As on-street parking demand continues to increase in some areas within Central Bedfordshire, breaches of the Highway Code have become commonplace. This On-Street Parking Management Strategy looks to show how we can use different tools and techniques to tackle the various parking issues identified.

Parking Enforcement

The Traffic Management Act 2004

The Traffic Management Act permits local authorities to apply for the legal powers to take over civil parking enforcement of on-street, as well as off-street, parking regulations from the Police. It enables local authorities to take on the responsibility for issuing penalty charge notices for certain traffic offences, such as waiting on single or double yellow lines. Penalty charge notices are issued by Civil Enforcement Officers for such an offence.

The Traffic Management Act sets out the framework for civil parking enforcement in England. It explains how to approach, carry out and review parking enforcement with as much national consistency as possible, in a way fair to the motorist but also effective in enforcing parking regulations. It sets out the framework for training and professionalism in parking enforcement, managing on-street parking, parking administration and effective enforcement.

Parking offences enforced by the Police

Some parking offences are still enforced by the Police with fines. Failure to comply with which could lead to criminal proceedings and in some cases the addition of points on the driving licence of the offender. This includes parking in a way that causes a danger to others or causes a serious obstruction. Whilst the decriminalisation of parking enforcement has enabled Central Bedfordshire Council to have greater control, there are still offences that occur that the Council has no powers to address. This includes obstructive parking where there are no waiting restrictions in place. Whilst we do work closely with Bedfordshire Police to deal with such issues, such requests need to be prioritised against other requests that the Police receive and will often be of a low priority. This On-Street Parking Management Strategy will look to implement waiting restrictions where there are known issues with obstructive parking, so that Central Bedfordshire Council are able to enforce such offences.

Parking over dropped kerbs

Central Bedfordshire Council can enforce parking across dropped kerbs in a Special Enforcement Area under the [Traffic Management Act Section 86](#), as if it had been introduced using a Traffic Regulation Order. This specifically relates to a dropped kerb that has been implemented to assist pedestrians and cyclists when crossing the road. It includes when the carriageway has been raised to meet the level of the footway or cycleway.

A dropped kerb aimed at providing vehicular access to a property is an exception to this. A resident can park over their own dropped kerb or give permission for someone else to park over their dropped kerb (but not for financial reward). This exception does not apply in the case of shared driveways. In doing so the vehicle owner must make sure that they are complying with the Highway Code. There are further exceptions which can be found [here](#), including for loading. The Council can enforce against vehicles parked over dropped kerbs outside residential properties where a complaint is received from the resident and the parked vehicle is preventing access to their property.

Parking on footways and verges

In 2014, Central Bedfordshire Council made a Traffic Regulation Order under the Road Traffic Regulation Act to prohibit waiting and loading on verges and footways throughout the authority. To implement the order in a specific location, signs are put up on site. As a courtesy, in residential

areas those that are likely to be affected by the introduction of the order are written to informing them of the date from which enforcement will start. Ward members should also be notified.

Reasons why parking has become problematic in certain streets

There are several possible reasons why parking is problematic in certain streets. Understanding the reason(s) will help to identify the most suitable solution.

Some of the most common structural factors contributing to parking stress are:

- Parking standards changing over time. Consequently, many older style properties don't have sufficient off-street parking to meet demand.
- Properties lacking space to adapt to enable parking within their curtilage.
- An increase in car ownership – more vehicles per property.
- An increase in the size of vehicles – which takes up more space.
- Garages are often too small for larger vehicles to fit inside.
- Garages repurposed for storage or purposes other than parking.

Other external factors:

- A high number of visitors travelling in a motor vehicle where a trip generator is nearby such as a school, shops, railway station, doctor's surgery, and other businesses.
- An increase in home deliveries.
- An increase in vans being parked in residential areas.
- An increase in home care services.
- An increase in eligibility for a disabled person's blue badge.

Common behavioural traits that add to parking issues:

- A resident's desire to park close to their property (sometimes in places where they should not park, such as on verges, green space, and footways).
- A preference to park on-street (rather than in an allocated off-street parking space or garage, which may be remote from their property or harder to access).
- Reluctance to follow the rules related to parking set out in the Highway Code.
- A greater appetite for risk / reduced perception of likelihood of receiving a penalty charge notice.
- Less consideration as to how parking could affect others.

Understanding the existing situation

To understand the parking outlook in specific areas, Central Bedfordshire Council have taken the approach of conducting area-based parking studies. This is the first time that the Council have completed a comprehensive review of parking on a street-by-street basis. The focus is on streets or areas where there is a high demand for on-street parking and has highlighted common issues such as footway parking, unauthorized vehicle crossovers and parking close to junctions. Poor

parking collectively compromises access for larger vehicles, for example an emergency service vehicle could be obstructed in the event of an emergency, a refuse collection vehicle may not be able to access certain streets, a gritter may not be able to grit all routes on a prescribed gritting route and bus services may be delayed. The aim is to improve the local environment for all users of each street through regulating parking. The studies and their outcomes have also linked to other strategies such as walking and cycling, so that a balanced approach for all road users can be achieved.

It is intended that following the guidance given in this strategy, a future program of area-based parking studies will be completed over the course of the LTP, with consistent measures implemented to improve parking, particularly in areas where there are known to be parking issues.

Managing ad hoc parking requests

Central Bedfordshire Council are often approached to intervene on a particular street or area when the demand from all road users becomes unbalanced – for example demand for on-street parking outweighs the available kerb space, pedestrians can't see or be seen when crossing at a junction or emergency service vehicles cannot access a particular street. Although a parking study approach will be taken forward, some requests for parking interventions may still be received if the area is yet to be looked at as a parking study area or falls outside of the parking study areas. Requests that relate to safety concerns will be prioritized over other requests.

These include:

- Visibility requirements at junctions are met.
- Access for emergency service vehicles is maintained.
- Access for pedestrians is maintained.
- Ensure the efficient movement of vehicles (priority given to bus routes).

The following should be followed when assessing such requests:

- A site visit should be carried out to ascertain the extent of the issue. The timing of the visit should be completed when parking demand is likely to be at its highest, or at a time when the parking issue is likely to occur. More than one visit at different times may be required.

Possible actions:

- Note the concern and review periodically. This may be the best course of action if no issue is identified during any site visits completed, or the issue is not causing a road safety concern.
- Write a letter stating the relevant part of the Highway Code or legislation that is not being adhered to. It may not always be immediately obvious who the vehicle(s) belong to. Letter dropping adjacent properties, trip generators or placing the letter under the windscreen wiper of a vehicle will inform the vehicle owner that they should not park where they have parked. The information is advisory. This is most likely to be beneficial when it is the same vehicle(s) parking in the location but may have little impact if the vehicle owner chooses to ignore the advice given.

- Install 'no waiting' cones. This would be best used as a temporary measure and would require regular visits to ensure that the cones remained in place. No waiting cones are advisory so cannot be enforced, unless used in conjunction with a Temporary Traffic Regulation Order (TTRO).
- Implement a Temporary Traffic Regulation Order (TTRO). This is most often used as a short-term measure to temporarily suspend parking. A TTRO is most often implemented to prevent parking related to an event or to allow temporary access for larger vehicles, for example for building work to take place, but can only be used on safety grounds. Where parking is causing a real issue a TTRO could be used as a temporary measure to prevent parking until such time that a permanent Traffic Regulation Order (TRO) is in place.
- Inform the Police. This may be the best course of action where there is a consistent safety concern, but no restrictions are currently in place to allow Central Bedfordshire Council's Enforcement Team to act. It is noted that Bedfordshire Police do not have an infinite resource, and such requests for assistance are likely to be of a low priority. Therefore, involving the Police should only be considered when all other options have been exhausted.
- Advertise for restrictions to be implemented, such as waiting restrictions. This will require a Traffic Regulation Order (TRO). See *Glossary of Terms* for Explanation of the *Traffic Regulation Order (TRO) process*. Any restrictions advertised should follow the information set out in *Managing On-street Parking*. Dealing with one parking issue in isolation can sometimes result in the parking issue being displaced to an adjacent street. Thought should be given as to whether this could be a possibility and restrictions considered for neighbouring streets at the same time if deemed necessary.

Common on-street parking problems



A van parked on the footway at a junction, which restricts visibility.



A refuse collection vehicle only just able to turn left at a junction due to parked vehicles opposite.



A verge that was designed to enhance the area is used as additional parking and detracts from the area.



The combination of footway parking and street furniture leaves little space for a pedestrian to pass, without having to walk on the verge or in the carriageway.



Parking in a narrow residential street forces cars to mount the footway to get past. Larger vehicles would struggle to pass.



A two-way residential street with limited passing places due to the high demand for on-street parking.



A car parked over a dropped kerb, which prevents access for certain users, and forces others to cross the road in between parked vehicles.



A residents' desire to park as close to their property as possible, which results in footway parking and parking at the junction.

Managing on-street parking

There are various interventions that can alleviate the issues caused by unregulated on-street parking. The following section discusses what solution may be considered for each of the parking problems identified.

Safety related (Highway Code)

Vehicles parking close to junctions

- This can restrict visibility for vehicles turning in or out of the junction.
- This can restrict visibility for pedestrians wishing to cross the road (and in some cases block dropped kerbs).
- This can block access or delay response times for emergency service vehicles.
- This can cause localised congestion.

Relevant part of the Highway Code

DO NOT stop or park opposite or within 10 metres of a junction, except in an authorised parking space (Rule 243).

Solution

- Install no waiting at any time restrictions (double yellow lines) at junctions where there is a persistent issue with parking close to a junction.
- Use bollards or other street furniture to prevent parking on footways at a junction. Ensure that any street furniture doesn't restrict access for people that use a wheelchair, pushchair, or mobility scooter or
- Introduce and enforce footway parking orders*.

*As an authority we have adopted a blanket no footway parking order. To implement the order in a specific location, signs are put up on site. As a courtesy, in residential areas those that are likely to be affected by the introduction of the order are written to informing them of the date from which enforcement will start. Ward members should also be notified. Implementing the footway parking order works best in instances where there is sufficient carriageway width to allow vehicles to be fully parked on the carriageway on either one side or both sides of the road to meet parking demand.

Parking on footways

- Parking partially or wholly on footways can reduce the amenity of a walking route.
- It can cause a route to become unusable for more vulnerable users who need more space, such as those that use a mobility scooter, wheelchair, walking stick or those with young children in a pushchair.
- The repeated action of driving over or parking on a footway can weaken the footway structure and over time cause damage.

Relevant part of the Highway Code

You must not park partially or wholly on the pavement in London and should not do so elsewhere unless signs permit it. Parking on the pavement can obstruct and seriously inconvenience

pedestrians, people in wheelchairs or with visual impairments and people with prams or pushchairs). (Rule 244).

Solution

- Install bollards or street furniture where there is a persistent problem. Careful consideration to the placing of any bollards or street furniture will be required, so as not to constrain the useable footway width or restrict access for permitted users.
- Use in conjunction with waiting restrictions (where required) and marking out parking bays*.
- Introduce and enforce footway parking orders**.

* In some cases, demand for on-street parking may be much higher than the available on-street parking availability which results in footway parking. Implementing parking bays and waiting restrictions could displace several vehicles. Careful consideration should be given to where displaced vehicles could park, especially in locations where all vehicles are likely to belong to residents.

**As an authority we have adopted a blanket no footway parking order. To implement the order in a specific location, signs are put up on site. As a courtesy, in residential areas those that are likely to be affected by the introduction of the order are written to informing them of the date from which enforcement will start. Ward members should also be notified. Implementing the footway parking order works best in instances where there is sufficient carriageway width to allow vehicles to be fully parked on the carriageway on either one side or both sides of the road to meet parking demand.

Vehicles parking opposite junctions (particularly on narrow streets)

This will apply to roads where the road width is less than 7 metres wide but will also depend on the road width of the adjoining road, the junction layout, and the junction radii. Swept path analysis* should be completed to determine if restrictions are necessary, and the extents.

- This can prevent access for large vehicles (including refuse collection vehicles and fire appliances) which need more space than a standard sized vehicle to turn in or out of a junction.

*Swept path analysis is the calculation and analysis of the movement and path of different parts of a vehicle when that vehicle is undertaking a turning manoeuvre. Usually, the largest vehicle or vehicle with the largest swept path that is likely to use a particular junction will be tested to ensure that it is able to turn. Swept path analysis is often completed using a software package.

Relevant part of the Highway Code

DO NOT stop or park opposite or within 10 metres of a junction, except in an authorised parking space (Rule 243).

Solution

- Install no waiting at any time restrictions (double yellow lines) opposite junctions where there is a persistent issue with parking, which restricts access for large vehicles.
- Where the road width permits (7 metres +) and on-street parking demand is high, consider marking out parking bays opposite a junction.

Parking over uncontrolled pedestrian crossings (dropped kerbs)

Parking over dropped kerbs that are in locations to enable pedestrians and cyclists to cross the road can prevent anyone with 'wheels' from using the dropped kerb (for example those that use a mobility scooter, a wheelchair, pushchair, or cyclist on a cycle route).

Relevant part of the Highway Code

Do not stop or park where the kerb has been lowered to help wheelchair users and powered mobility vehicles. (Rule 243).

Solution

- Parking across dropped kerbs can be enforced under the Traffic Management Act, Section 86.
- Where the dropped kerb is at a junction, installing no waiting at any time restrictions (double yellow lines) at the junction could be considered, especially if there is a parking issue at the junction in general and not just across the dropped kerbs. This would help to highlight the dropped kerb to those looking for somewhere to park.
- In locations away from junctions, a H-bar marking could be installed over a dropped kerb. A H-bar is an advisory marking which is used to highlight to drivers that access is needed over a dropped kerb and that they shouldn't park there. This would work best where there is occasional infringement or where the dropped kerb is not in a location that would benefit from waiting restrictions being installed.

Maintain access along the entire length of each road for emergency service vehicles

- The largest emergency service vehicle is a fire appliance. A fire appliance requires a 3-metre-wide corridor on a straight section of road, which may need to be increased on a bend.
- A 3-metre-wide corridor should also be maintained for a refuse collection vehicle, removal, and delivery vehicles, buses (on bus routes) and gritters (on gritting routes).

Relevant part of the Highway Code

DO NOT stop or park anywhere you would prevent access for Emergency Services. (Rule 243).

Solution

If on-street parking is restricting access it may be necessary to consider the following:

- For streets that are less than 7 metres wide but more than 5 metres wide it may only be possible to allow parking on one side of the road, whilst maintaining a 3-metre-wide corridor for through traffic. *
- For streets that are less than 5 metres wide it may not be possible to allow any on-street parking.
- Install no waiting at any time restrictions (double yellow lines) as appropriate to ensure a 3-metre-wide corridor is maintained on every street. See *Appendix 1* for diagram showing the minimum carriageway widths to allow parking on one side or both sides of the road whilst maintaining access for a fire appliance to pass. * **
- Consider marking out parking bays with H-bars over accesses where on-street parking demand is high.

* An on-street disabled parking space marked parallel to the kerb is wider than a standard parking space (2.7 metres wide as opposed to 2 metres wide). Consideration will need to be given to any streets that have an existing disabled parking space or any streets where requests are subsequently received for a disabled parking space, to ensure that a 3-metre-wide corridor is maintained. A narrower disabled parking space is permitted when the overall width of the carriageway is insufficient to allow a wider bay width. Consideration will need to be given to the disabled person's needs, and whether a narrower disabled parking space would be of benefit to the user. Restrictions opposite the disabled parking space may be required to prevent the street from being blocked by parked vehicles.

**This would be the ideal solution. Consideration will need to be given to if treatment was applied whether several vehicles would be displaced, and if there is any alternative parking available (particularly if vehicles are likely to belong to residents).

Driving over a footway to gain access to private land without a vehicle crossover

Driving over a section of footway to access off-street parking requires a vehicle crossover to be installed. This is where the kerb is lowered to allow vehicular access; the footway is reconstructed at a greater depth than a standard footway to take the weight of a vehicle.

Relevant part of the Highway Code

You must not drive on or over a pavement, footpath, or bridleway, except to gain lawful access to a property, or in the case of an emergency (Rule 145).

Solution

- Residents who have a large enough frontage to park a vehicle and would like to apply for a vehicle crossover should read our guidance on *Providing a property with a vehicle crossover*, in the first instance, which sets out when a vehicle crossover is permitted. In some cases, planning permission may be required. The applicant will be responsible for the costs associated with installing a vehicle crossover, and any work required on the private land to make it suitable to park a vehicle on.
- Known offenders to be sent a letter asking them to stop driving over the footway or footpath and signposting them to our guidance on [Providing a property with a vehicle crossover](#).
- For persistent offenders who fail to comply with a letter sent to them, in exceptional circumstances it may be possible to physically prevent vehicular access by installing bollards or other street furniture. This is likely to only be considered as part of a wider scheme, where driving over the footway or footpath causes a safety concern or considerable damage to the footway, footpath, or verge.

Other parking problems

Parking on verges and green space

- Green space within our communities is important to enhance the environment.
- Parking on verges causes damage to the verge, which particularly in wet or colder weather can quickly turn a verge to mud.
- Mud can then be tracked onto the adjacent carriageway which can create a risk of vehicles skidding.

- A muddy verge can detract from the area instead of enhancing it.

Solution

- Where there is sufficient parking nearby and no need for vehicles to park on the verge or green space, the verge parking order could be enforced. *
- If in a residential area (and likely to be the same vehicles parking on the verge or green space) a letter could be sent to nearby properties asking them not to park on the verge or green space.
- A physical restraint to prevent access could be considered (for example, wooden bollards, post and rail fencing, or a more natural approach, such as planting a hedge, trees, or other plants (these may need to be protected whilst they establish). Access for grass cutting will need to be considered when deciding on the most suitable approach.
- Consideration could be given to converting part of the green space to parking. **

*As an authority we have adopted a blanket no verge parking order. To implement the order in a specific location, signs are put up on site. As a courtesy, in residential areas those that are likely to be affected by the introduction of the order are written to informing them of the date from which enforcement will start. Ward members should also be notified.

**Whilst on occasions parking schemes are implemented as part of a wider highway improvement scheme, stand-alone parking schemes of this nature are difficult to justify. This is because the scheme is likely to benefit only a few people, and is unlikely to have a saving on collisions, so would be of a low priority. Schemes of this nature could be funded and promoted by other landowners such as housing associations or private landowners.

Insufficient parking to meet demand

- This can lead to parking in inappropriate locations, often in a way that causes an inconvenience for others.
- It is inherent that people want to park as close to their destination as possible – this is especially the case when parking on-street close to their property.
- Depending on the design of a street (including if the properties have off-street parking, how many parking spaces there are per property and the convenience of any parking provided) this can lead to the demand for on-street parking in a particular street being higher than the possible parking capacity.

Solution

- It is likely to be the case that the Highway Code is infringed, therefore refer to *Highway Code related*.
- Where parking demand is high, it may be beneficial to make it clear to those wishing to park where parking is and isn't permitted for the entire length of the street, through implementing waiting restrictions, H-bars, and parking bays as appropriate. Consideration will need to be given to if treatment was applied whether several vehicles would be displaced, and if there is any alternative parking available (particularly if vehicles are likely to belong to residents).
- Identify if there are any areas of amenity land nearby that could be converted to provide additional parking. If land is identified this would need to be investigated to determine who

the landowner is, if a dropped kerb is required and to gain relevant permissions which may include Planning Permission. If required, the planning process would consider the impact of the loss of amenity land on the area. Whilst on occasions parking schemes are implemented as part of a wider highway improvement scheme, stand-alone parking schemes of this nature are difficult to justify. This is because the scheme is likely to benefit only a few people, and is unlikely to have a saving on collisions, so would be of a low priority. Providing additional parking capacity may encourage higher rates of car ownership, instead of encouraging the use of sustainable modes of travel. Schemes of this nature could be funded and promoted by other landowners such as housing associations or private landowners.

Roads frequently become single track due to a high demand for on-street parking

- This can result in a vehicle having to reverse, sometimes for a relatively long distance.
- This can lead to localised traffic congestion, delays, and driver frustration.
- This can result in limited locations for a vehicle to pull in to let another vehicle pass
- This can lead to an increase in vehicle speeds when a vehicle decides to pass a parked vehicle when there is an oncoming vehicle, instead of waiting for the oncoming vehicle to pass first.

Solution

- Consider whether making a road or section of road one-way could be feasible. Usually this would need to be paired with another road in the opposite direction so to not hinder traffic flow. This would mean that it may be possible to relax parking restrictions opposite junctions and to remove any passing places that may currently be in place. This would improve traffic flow but may also increase vehicle speeds so would need to be carefully considered.
- Where implementing a one-way street order wouldn't be practical, passing places could be added in the form of no waiting at any time restrictions (double yellow lines).

There is a trip generator nearby which results in long-term parking of others in a residential area

- This can result in limiting on-street parking for residents, which can be problematic in streets where residents rely on on-street parking.
- In streets where residents have sufficient off-street parking, others parking all day can cause a nuisance and restrict access for any through traffic.

Solution

- In streets where residents have sufficient off-street parking, a single yellow line with different times on each side of the street could be implemented. This prevents all day parking but allows parking for a shorter period (this would depend on the times of the restrictions). Anyone wishing to park all day on-street would need to move their car to the other side of the road part-way through the day, which would prevent those working in a town centre or commuting by train from doing so.
- Consider implementation of a resident's parking scheme. A resident's parking scheme is most likely to be beneficial where there is a high demand for on-street parking by residents and by another group such as those accessing a town centre, a doctor's surgery, recreation ground, school, railway station or another trip generator. A resident's parking scheme works best for

an area (or zone) rather than an individual street. This is because a resident's parking scheme that covers an area should increase the parking opportunity. A resident's parking scheme that operates for a small zone or an individual street typically results in parking pressures transferring from one street to the next. See *Appendix 3* and *4* for further information on how a residents' parking scheme is considered, exclusions and limitations.

Stopping and waiting of vehicles causes congestion on heavily trafficked urban streets

- Where urban roads are heavily trafficked and there is a need to control parking to manage the free flow of vehicles, it is normally sufficient to prohibit waiting and loading at certain times of the day. However, this does not prevent stopping for the purposes of setting down or picking up passengers which, can cause congestion on very busy roads.

Solution

- An alternative type of control to 'no waiting' and 'no loading' is the red route, which prohibits stopping. Red routes are intended to be used strategically to deal with traffic problems on a whole route basis, not to deal with problems on relatively short sections of road. The prohibition of stopping extends to any verge or footway. A red route order should permit for a taxi to set down and pick up passengers and the driver of a vehicle displaying a blue badge to do the same. A red route does not need to operate for the whole day, provision can be made for stopping and loading at certain times. It is not possible to have both no stopping and no waiting restrictions on the same length of road, therefore red route controls either need to operate for 24 hours a day or, if overnight parking is permitted throughout the day. Consideration will need to be given to any loading requirements of adjacent businesses, especially those that have no other vehicular access. This could include a loading bay or for the times of the no stopping restriction to be limited to certain times of the day to allow times for loading. Time-limited waiting may be required where for example small retail businesses could be adversely affected by red route controls. Parking and loading bays should be the exception rather than the rule, so as not to undermine the concept of a red route. Further information on red routes can be found in Chapter 3 of the [Traffic Signs Manual](#).

Parking in town and village centres

As the population in Central Bedfordshire continues to grow, the number of people accessing our town and village centres is also increasing. The economic vitality of town and village shopping areas is extremely important. It is important to manage this demand to ensure those that do visit enjoy the time they spend there and want to return. Whilst it may be convenient to park very close to a village or town centre, sometimes right outside a shop, this can limit scope for pedestrian and cycle movements and increase pollution and carbon emissions in a location where there is likely to be a high number of pedestrians.

Most of the town and village centres across Central Bedfordshire are historic in nature; this can be seen as an opportunity, as the unique character attracts visitors and adds interest. At the same time, the historic nature often means there is a limited amount of space within the highway boundary to suit all user needs, often with competing demands to consider.

To ensure that our town and village centres remain pleasant places to visit, in some locations it may be necessary to review the balance of all user needs. Our priority must be on sustainable forms of travel such as walking, cycling and use of public transport. In some cases, this may mean reallocation of space from parking to provide wider footways, cycleways, shared space schemes and improved bus stops. Any loss of parking will need to be carefully considered and looked at in comparison to any remaining provision nearby including off-street car parks and reviewing the spare capacity.



The trial closure of High Street, Leighton Buzzard allowed more space for pedestrians, the market, and enabled cafes and restaurants to use the outside space for seating.

Short-stay parking in town and village centre streets

In most of the streets that are close to our town centres (also some villages) we have in place short-term parking provision, which is often free of charge. Providing free short-term parking often in premium locations that are sometimes closer to the shops and facilities than car parks can have a negative impact on our town centres.

- Providing free short-term parking close to town centres doesn't incentivise the use of sustainable forms of travel, such as walking, cycling and use of public transport.
- Capping the amount of time that someone spends visiting a town or village centre reduces the opportunity for browsing and encouraging longer term visits such as visiting a hairdresser, a restaurant or café, and therefore brings little economic value for businesses. Short-term trips may include collecting items already purchased, banking or using cash machines. Short-term parking is beneficial for some businesses however, such as fast-food takeaways and convenience shops.
- Short-term parking tends to generate more vehicle movements, as the bays are designed to have a quick turnaround. This can increase vehicle emissions, particularly in areas where there is a high demand for parking spaces. This can frequently result in drivers waiting for others to leave a space often with their engines idling and can also cause localised congestion.
- To minimise the environmental impact of vehicles in town and village centres, the use of car parks should be encouraged over on-street parking. This could be incentivised through introducing charges for parking in town centre streets at a higher level to car parks to reflect the premium location, whilst removing time restrictions. This would need to be carefully considered so as not to have a detrimental impact on the economic vitality of town and village centres and could include an initial free period before charges started. If CBC decides to

implement on-street charging, initial pilot schemes will be closely monitored so their impact can be comprehensively evaluated. Prior to implementation of on-street charging any necessary consultation will take place relating the scheme and level of charging. A different approach to charging may be needed for different towns and villages in Central Bedfordshire, to reflect the local economic circumstances and the views of town and parish councils and elected members. The charging structure of any car parks nearby owned by the Council would also need to be taken into consideration if charging for on-street parking was considered.

Disabled parking in town and village centres

The Council recognises the importance of providing parking in convenient locations for those with a disability that significantly affects their ability to walk. In March 2021, there were 10,377 blue badge holders registered in Central Bedfordshire, which is 3.5% of the population (DfT Blue Badge Survey, Office for National Statistics population estimates). Documented standards for disabled parking bay allocation relates to off-street car parks but can equally be applied to town or village centre streets where on-street parking is available. The following table shows the recommended number of disabled parking spaces in relation to the overall number of parking spaces:

Carpark size (or total number of parking spaces)	Recommended number of disabled parking spaces:
1-50	2 +3% of total number of parking spaces
51-200	3 +3% of total number of parking spaces
201-500	4 +3% of total number of parking spaces
501-1,000	5 +3% of total number of parking spaces
1,001+	6 +3% of total number of parking spaces

Information referenced from BPA Parking Know How Bay Sizes (2016).

It is noted that this is guidance. Monitoring of any existing provision is important to determine if these standards meet demand at any given location and point in time. Over provision can result in those without a disabled person's blue badge using the spaces when they aren't entitled to. Under provision can result in disabled blue badge holders parking on single or double yellow lines (which they are entitled to do so for up to 3 hours, providing that there are no loading restrictions in place). This can result in localised congestion and can put a disabled person at risk when getting in or out of their vehicle. We monitor and review the number of disabled persons parking spaces in line with demand and currently have well above the recommended amount in town and village centre streets throughout Central Bedfordshire.

Disabled parking spaces should wherever possible be provided within 50 metres of the building or location that the disabled person is likely to be visiting. In a town or village centre this may not always be possible, as a disabled person may wish to visit any number of shops or facilities. In this case a proportion of disabled parking spaces should be provided on-street wherever standard parking spaces are provided within the vicinity of the town or village centre.

Where there is a high demand for disabled parking spaces it may be advantageous to limit the amount of time a disabled person can park in a disabled parking space. The time limit should not

be less than 3 hours where this might encourage blue badge holders to park on an adjacent length of road on a single or double yellow line.

It is important that any disabled parking spaces that are provided are well designed to accommodate all disabled users' needs. Disabled parking spaces should be provided on firm ground with a level surface. A dropped kerb should be provided to allow access for a wheelchair user onto an adjacent footway. The dropped kerb should have a maximum upstand of 5mm. See *Appendix 2* for Diagram showing the minimum dimensions for disabled parking bays and standard parking bays perpendicular to the kerb.

Taxis in town and village centres

Taxis are commonplace in many town and village centres throughout Central Bedfordshire. Taxis provide a valuable service for those that don't have access to their own vehicle and may not be able to use a public transport service such as a bus. This may be because a bus service doesn't go close enough to their property, they wish to travel outside the hours that a bus service operates, or for those that need help getting in and out of a vehicle and help with carrying shopping. Part of a taxis' popularity is the convenience of being able to get one close to a trip generator such as a town centre. Many of our town centres have a designated taxi rank, where taxis can wait, and members of the public are familiar with the location. Whilst this is convenient for the taxi service to successfully operate, it can raise other concerns.



The former taxi rank in Market Square, Leighton Buzzard and additional taxis waiting in a loading bay opposite.

Problem

Increased air pollution and carbon emissions due to taxis idling engines. When the weather is very warm or very cold, taxi drivers often leave their engines idling so that they can maintain a reasonable temperature in their vehicle, through either air conditioning or heating. This leads to an increase in air pollution and carbon emissions, in a location where there is likely to be many pedestrians.

Solution

Incentivise taxis to be electric vehicles. Provide electric vehicle charging points specifically for taxi use in a designated area.

Problem

A taxi rank can be seen as free, unrestricted parking for taxi drivers, often in prime locations where parking is at a premium.

Solution

Relocate taxi ranks away from busy pedestrian areas. Encourage a 'come meet me' model and provide a designated space for a taxi to set down and pick up passengers only. Encourage the use of the designated space by providing a bench / shelter for waiting passengers and an information board with taxi numbers and other information. It may be necessary to review nearby waiting and loading restrictions to prevent taxis from waiting or loading in other nearby areas.

Problem

In some cases, there is a mismatch of the number of available taxis vs demand. Too many taxis can lead to overspill into adjacent parking areas aimed at other users, and taxi drivers waiting for long periods of time without making any journeys.

Solution

Relocate taxis away from busy pedestrian areas and encourage a 'come meet me' model. It may be necessary to prohibit taxis from using any other parking bays intended for other users such as loading bays and short-term parking bays.

Deliveries in town centre streets

Allowing deliveries to take place in town and village centres is essential to ensure that businesses have the supplies they need to successfully trade. Many of our town and village centre streets were not designed to accommodate large delivery vehicles. Such vehicles carrying out deliveries in busy pedestrian areas can have a negative impact on the environment, especially for pedestrians, and in some cases cause a safety concern.

Problem:

Large vehicles loading or unloading in town or village centre streets at peak times.

- This can inconvenience pedestrians, especially if footways are blocked or partially blocked during loading or unloading.
- This can cause localised traffic congestion.

Solution:

- Encourage businesses that have access to a loading area to use it, rather than loading or unloading on-street. This may require staff to park their vehicles elsewhere and the loading area to be cleared of any stored materials to enable the loading area to be used.
- For businesses that don't have a vehicular access to a loading area, consider implementing loading restrictions to limit the times that loading can take place on-street. Each town or village will have its own peak times – where footfall is highest. Prohibiting loading at the busiest days and times on-street or when the shops are open will help. Before any restrictions are considered, knowledge of the businesses and their loading requirements will need to be understood.
- Where space permits, provide loading bays within or near to town centre streets, especially if loading restrictions are implemented on-street. Although it won't be possible to provide a loading bay outside every business, this will allow some space for a larger vehicle to load during times where loading restrictions may prevent loading on-street. This will especially help delivery drivers who may have frequent visits to a town or village centre area with a small number or size of delivery.

- Promote the use of parcel collection points for small deliveries.
- Promote the use of low or zero-emission vehicles for deliveries, E-cargo bikes, drones, and any other emerging last mile solution that reduces the reliance on large vehicles carrying out regular deliveries in town and village centres.



A delivery vehicle parked partially on a footway in a town centre street.

Business and employee permits

There is a need to balance the parking needs of those that work within a town or village centre with visitors. Having conveniently placed parking spaces taken up by those that work within a town or village centre for most of the day, reduces the opportunity and convenience of on-street parking for visitors. Business and employee parking permits can be purchased to allow the use of designated Central Bedfordshire owned car parks, subject to conditions. Business and employee permits can be used Monday to Friday and offer a significant reduction in parking charges for those wishing to park all day on weekdays. Further details can be found [on our website](#).

Workplace Parking Levy

A workplace parking levy is where (if implemented) employers pay an annual fee to the Council for every parking space they provide for employees, with some exceptions. Each employer can either pay the fee themselves or pass on the costs to its employees who would usually drive to work and park in their car park. The funds raised from the levy are then reinvested in providing or upgrading existing sustainable modes of travel. The levy was introduced to help encourage modal shift from travelling to workplaces by car to walking, cycling, or using public transport services and to reduce congestion and air pollution. It also introduced an additional form of revenue income for local authorities, at a time when central government grants were reduced. Under the Transport Act 2000 local traffic authorities in England and Wales, outside London, may introduce a Workplace Parking Levy, but very few have chosen to do so.

Whilst as an authority we do encourage the use of sustainable modes of travel to workplaces, a Workplace Parking Levy may be detrimental in Central Bedfordshire for the following reasons:

- A Workplace Parking Levy works best in areas where walking, cycling, or getting public transport to work is possible, and is used to incentivise the switch from travelling to work by private car. The predominantly rural nature of Central Bedfordshire doesn't provide a viable alternative to car travel for many.

- Unrestricted parking on neighbouring streets is likely to see an increase in on-street parking, as those that drive to work try to avoid paying the levy. This would require further thought, with the possibility of a parking study required. If unrestricted on-street parking is available nearby, a Workplace Parking Levy is unlikely to encourage modal shift to more sustainable modes of travel.
- Introducing a Workplace Parking Levy could be detrimental to the future growth and economy in Central Bedfordshire, as businesses may choose to relocate outside of the authority to avoid paying the levy, particularly as neighbouring authorities have so far not introduced a levy.

Currently Central Bedfordshire Council does not intend to implement a Workplace Parking Levy, for the reasons given above. The possibility of introducing a Workplace parking levy will be kept under review.

Abandoned vehicles

Abandoned vehicles can create a nuisance for others living nearby, particularly if there is a high demand for on-street parking in the area. Abandoned vehicles are often unsightly in that their condition has deteriorated, and they can sometimes become a target of vandalism. We have a duty under Section 3 of the Refuse Disposal (Amenity) Act 1978, to remove a vehicle which is abandoned within Central Bedfordshire. We can issue a fixed penalty notice to the registered keeper of any vehicle found to be abandoned under Part 2 Section 10 of the Clean Neighbourhoods and Environment Act 2005.

Spotting an abandoned vehicle

Characteristics of an abandoned vehicle may include:

- untaxed or no valid MOT certificate
- stationary for a lengthy amount of time
- significant damage to the vehicle's bodywork
- open / broken windows or windscreen
- doors open / unlocked
- flat tyres or missing wheels
- other signs of vandalism
- burnt out
- missing one or more number plates
- containing waste or other items not consistent with day-to-day use
- mouldy and unkempt interior and / or exterior
- deteriorating in condition over time

There is no legal definition of an abandoned vehicle and before we can decide that the vehicle is abandoned it must be investigated and attempts made to give any parties a reasonable amount of time in which to make their interest known. When we receive a report of an abandoned vehicle, an investigating officer will inspect the vehicle. The officer will consider a range of factors that may indicate if the vehicle has been abandoned and is therefore fit for removal and destruction. In some instances, we will continue to monitor the vehicle's condition before deeming it abandoned.

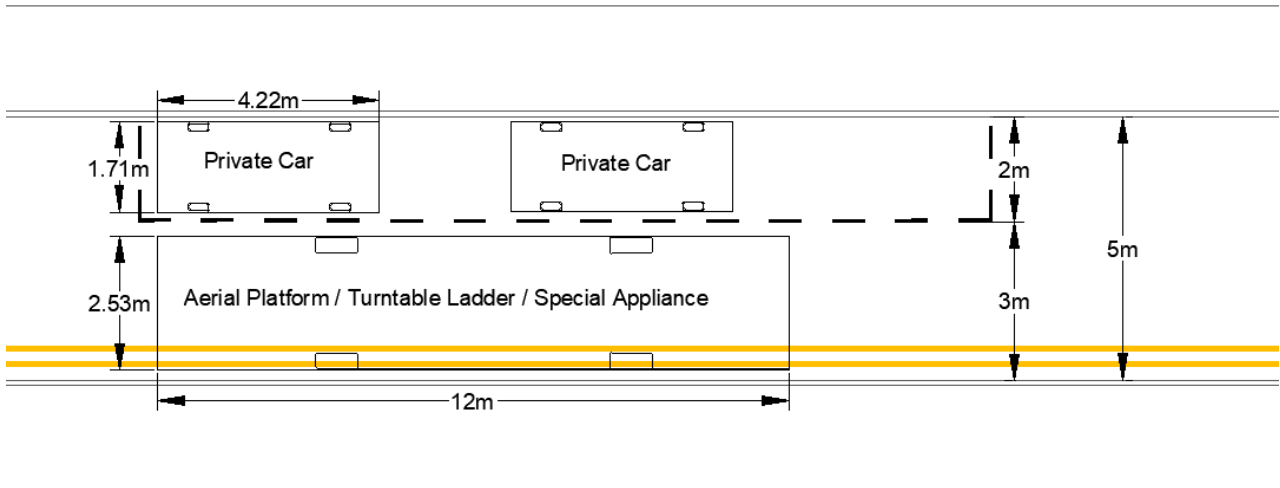
We won't normally remove a vehicle that is taxed and in reasonable condition, unless there is very strong evidence to suggest:

- That it has not been in use for a lengthy period
- It has been left on the highway or on private land without permission of our highways team / the landowner

If an owner claims a vehicle, it can no longer be deemed abandoned. If a vehicle is untaxed or declared with a SORN (statutory off-road notification) it can be reported to the DVLA. It is no longer a legal requirement to display a tax disc on a vehicle. Further information on how to report an abandoned vehicle can be found [on our website](#).

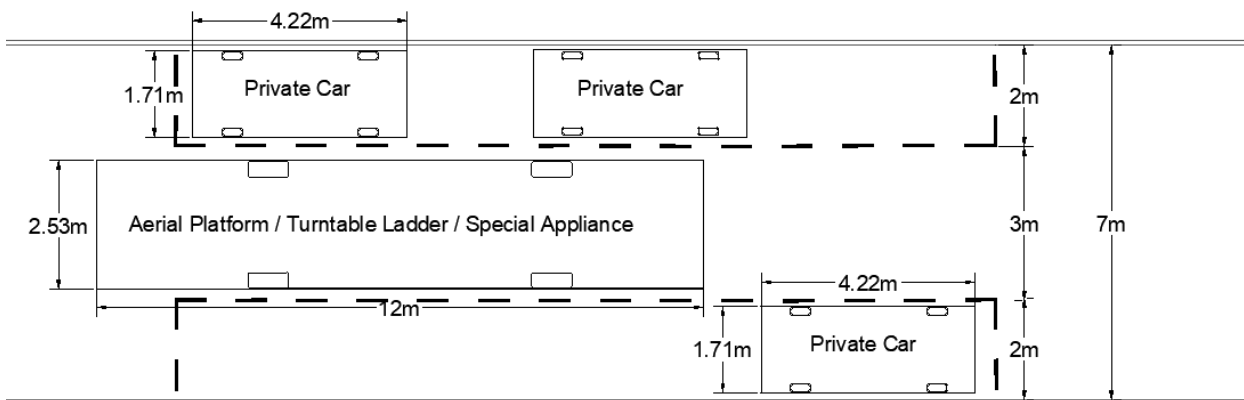
Appendix 1 Carriageway Widths

Diagram showing the minimum dimensions where parking is permitted on one side of the road, with a remaining single carriageway width for through traffic. For carriageway widths from 5 metres to 6.9 metres. *



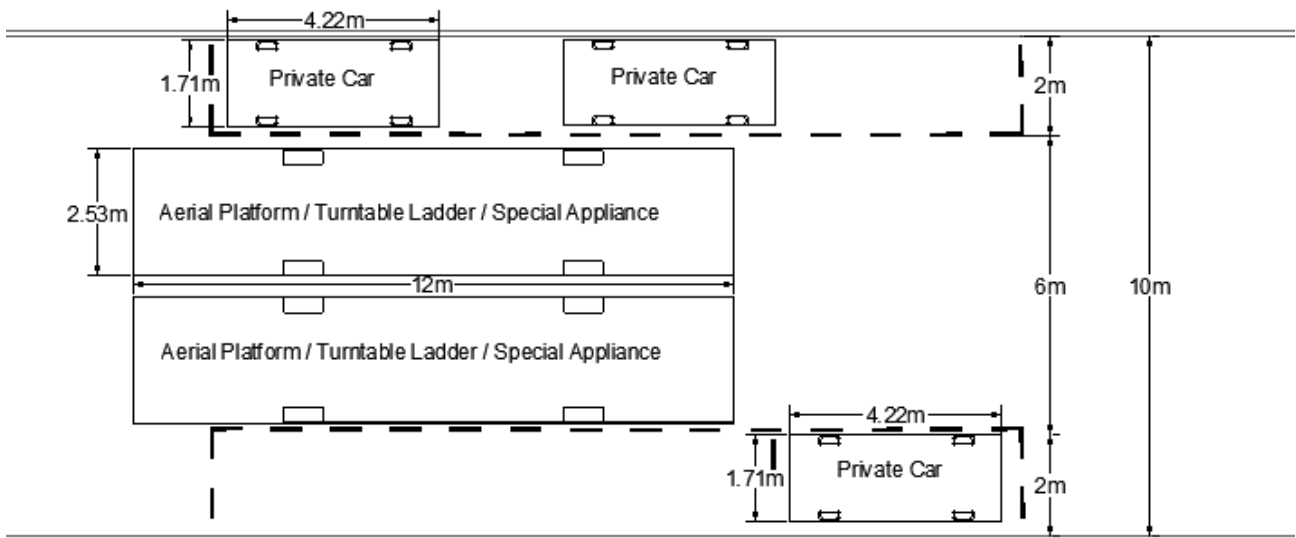
* It is noted that the dimensions shown in the diagram above are intended for use on the existing public highway. For standards relating to road widths and parking provision in new developments refer to [Highway Construction Standards & Specification Guidance](#), [Highways Development Management Handbook](#) and [Design Guide](#).

Diagram showing the minimum dimensions where parking is permitted on both sides of the road, with a remaining single carriageway width for through traffic. For carriageway widths from 7 metres to 9.9 metres. *



* It is noted that the dimensions shown in the diagram above are intended for use on the existing public highway. For standards relating to road widths and parking provision in new developments refer to [Highway Construction Standards & Specification Guidance](#), [Highways Development Management Handbook](#) and [Design Guide](#).

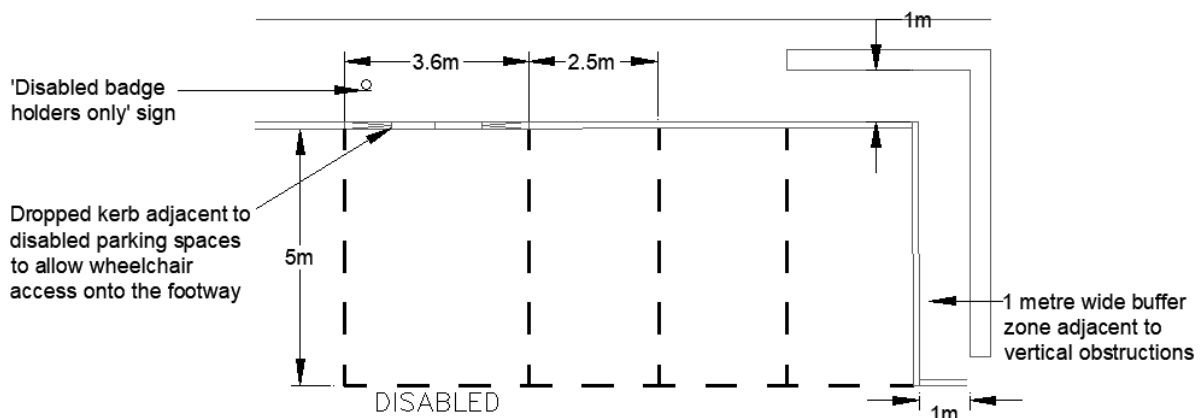
Diagram showing the minimum dimensions where parking is permitted on both sides of the road, with two traffic lanes for through traffic. For carriageway widths of 10 metres +. *



* It is noted that the dimensions shown in the diagram above are intended for use on the existing public highway. For standards relating to road widths and parking provision in new developments refer to [Highway Construction Standards & Specification Guidance](#), [Highways Development Management Handbook](#) and [Design Guide](#).

Appendix 2: Parking Bay Dimensions

Diagram showing the minimum dimensions for disabled parking bays and standard parking bays perpendicular to the kerb. *



* It is noted that the dimensions shown in the diagram above are intended for use on the existing public highway. For standards relating to parking provision in new developments refer to [Highway Construction Standards & Specification Guidance](#), [Highways Development Management Handbook](#) and [Design Guide](#).

Appendix 3: Resident's parking schemes

What is a resident's parking scheme?

A resident's parking scheme is where a street or group of streets is restricted, so that on-street parking can only be used by those that have a valid permit. A residents parking scheme can operate for specific times or all the time, depending on the reason why a residents' parking scheme is introduced. Exceptions can also be introduced, for example to allow short stay parking for those without a permit, disabled blue badge holders, on-street charging or any other exception that is relevant to a specific street or area. A Traffic Regulation Order (TRO) is required for a resident's parking scheme to be implemented. Details relating to the area the scheme covers, who may apply for a permit and any exceptions and limitations are included in the Traffic Regulation Order.

Where would a residents parking scheme be beneficial?

The most obvious scenario where a residents parking scheme would be beneficial is where many of the properties in a street or area don't have off-street parking, and residents rely on parking on-street. There is also a trip generator near to the street or group of streets which results in those that don't live in the street or area from parking there, often for long periods of time. This reduces the opportunity for residents to park close to their property. A trip generator could include a town centre, train station, hospital, offices, doctors' surgery, leisure attraction or any other public building that is likely to attract frequent visitors that park on-street. This may be because the trip generator doesn't have sufficient parking to meet demand, or because parking charges apply and those visiting choose to park on-street for free, even if that means walking the last part of their journey to their destination.

Zonal approach

Where a request is received for a residents parking scheme for an individual street, the wider area should also be considered as part of a zonal approach. This is because a single street approach can significantly limit parking availability, particularly where the demand for parking from residents is higher than the number of legal parking spaces. A zonal approach would allow more flexibility in that residents could park in a neighbouring street if there were no spaces available in their own street. It is often the case that if neighbouring streets have a similar style of property with the same level of off-street parking provision, they will experience the same parking issues.

The public highway is free for anyone to use, a resident has no legal right over a neighbour in an adjacent street to park outside their own property. Providing a residents parking scheme for a single street can give a certain level of entitlement to those residents over their street, by prohibiting its use by others.

Where may a residents parking scheme not be beneficial?

Many of our town centres and railway stations are surrounded by streets where properties are historic in nature, therefore the majority of which have limited or no off-street parking. Even if a trip generator is present nearby and a resident's parking scheme was introduced, in some cases the likelihood is that the demand for on-street parking from residents alone would outweigh the available kerb space on-street to accommodate parking demand.

Introducing a residents parking scheme in these circumstances could result in residents paying for a permit but the opportunity to park doesn't increase. This can result in indiscriminate parking within the residents parking scheme area, as those that have a valid permit feel entitled to park

within the area, even when there aren't any on-street parking spaces available. This wouldn't address the road safety issues common in areas where there is a high demand for on-street parking such as parking on footways and verges, parking close to junctions, parking on waiting restrictions during their times of operation and parking so that it blocks a vehicle crossover to a neighbouring property. It is noted that formalising parking to address any safety concerns is likely to result in less parking availability overall.

Implementing a residents parking scheme in one street, but not the neighbouring streets that have similar parking pressures could see additional vehicles displaced to neighbouring streets. If neighbouring streets are not already similarly controlled, this can have the effect of displacing the issue.

Restricting permits per property

Where demand for on-street parking from residents outweighs the number of legal parking spaces, the only way that a permit scheme could successfully operate is if the number of permits issued was restricted to match the available number of on-street parking spaces. During the consultation period residents would need to be made aware of how many permits they could apply for per property. In some cases, there may not be sufficient on-street parking capacity to allow one permit per property. If this is the case, then a residents' parking scheme is unlikely to work, unless a significant number of properties have off-street parking and are unlikely to need a permit. Residents should be able to make an informed decision dependent on their circumstances whether a residents parking scheme would benefit them, or whether they would prefer the existing situation to remain. If implemented, careful consideration would need to be given to how many displaced vehicles this could result in, and where they then may choose to park.

If the outcome is that a resident's parking scheme isn't favourable, it may be beneficial to review the existing parking and consider whether there are any road safety concerns that should be addressed. Equally any existing waiting restrictions should be reviewed to see if there could be opportunity to remove or reduce any to provide more space for parking. Where practicable, measures could be considered to reduce the need to own a vehicle and park it on-street, such as Car Clubs, improved public transport and improved walking and cycling routes.

Streets where most residents have off-street parking

For streets where most residents have off-street parking but there is also parking from a nearby trip generator, a different approach could be considered. Implementing waiting restrictions to prevent all day parking may be more suitable and may be less restrictive for residents. This could be in the form of a single yellow line with different times implemented on each side of the road. Restrictions should only be considered if parking is causing a safety concern, as the public highway is free for everyone to use. Consideration would need to be given to where displaced vehicles may choose to park, and if any nearby streets also need any treatment.

Identification of a potential scheme

There are four main ways in which a residents parking scheme may be requested or considered:

1. A resident's parking scheme is recommended as part of a parking study. This is where data on parked vehicles is collected for an area and recommendations are taken forward to resolve identified parking issues.
2. A Councillor for the area requests a resident's parking scheme. It is expected that a Councillor should be able to support their request with evidence, for example

correspondence from residents, photos etc. It may be recommended that an e-petition is created, to gauge the opinion of all residents who may be affected by the introduction of a residents parking scheme, particularly if the evidence gathered is from only a handful of residents. An e-petition is where signatures are collected online, [via our website](#). A minimum of 100 signatures are required for an e-petition to be further investigated. The e-petition remains active on our website for 6 weeks. The completion of an e-petition requesting a resident's parking scheme demonstrates that there is a level of local support for such a scheme. The person that has requested a residents parking scheme (the lead petitioner) may be encouraged to include neighbouring streets within the e-petition, particularly where neighbouring streets have similar parking issues. The lead petitioner can publicise the e-petition locally and invite those that live within the defined area to respond to the e-petition. In response to the e-petition a CBC Officer will complete a report which is taken to Traffic Management Meeting (see Glossary of Terms for explanation). This will require some initial investigation work to take place to determine whether a resident's parking scheme is feasible or not. The outcome of the Traffic Management Meeting is either to further consider a residents parking scheme which will involve a public consultation, or for no further action to be taken.

3. A request is received from a resident. An individual who requests a residents parking scheme will be encouraged to create an e-petition. The same process as outlined in 2 is then followed.
4. A request is received (from either a resident or a Councillor) to expand an existing residents parking scheme, to include an additional street or streets. This should be treated in the same way as a request for a new residents parking scheme, with the completion of an e-petition in the first instance to gauge opinion. Residents of the existing scheme should be invited to respond to the e-petition. A more accurate assessment of the number of permits issued within the existing scheme can be compared to the number of available parking spaces to highlight any spare capacity. Consideration will need to be given as to whether including any additional streets will have a negative impact on capacity within the existing parking scheme area, and whether introducing residents parking in additional streets could displace vehicles to other neighbouring streets outside of the proposed expanded scheme area.

Deciding on the suitability of a residents parking scheme

Before a formal consultation takes place, it is necessary to determine if a resident's parking scheme is being considered, if its introduction is likely to resolve the parking issues that have been identified. To determine this some initial investigation work will need to take place. The information collected can be collated in the example spreadsheet in *Appendix 4*.

Working out on-street parking capacity

- The first stage should be to define the scheme area – the streets that potentially could be included in a residents parking scheme. It may be necessary to include some streets that don't have any on-street parking issues currently; if changes to parking are made in adjacent streets the likelihood is that vehicles could be displaced to neighbouring streets that remain unrestricted. It may be decided that some streets or properties should not be included in the zone, for example private streets, or developments that have sufficient off-street parking. Any

properties that aren't intended to be included but are located within the scheme area should be made aware of the proposals at the consultation stage.

- In determining the amount of available space for on-street parking and to ensure that all schemes are treated in a consistent way, it is considered appropriate to adopt a set of criteria for maintaining available widths of carriageway for traffic movements. Parking bays don't have to be marked out, but this is likely to be beneficial in streets where there is a high demand for on-street parking. See *Appendix 1*, Diagrams showing carriageway widths with various parking layouts.
- Areas where parking is undesirable should be treated with waiting restrictions (no waiting at any time). The restrictions should align with the rules related to parking set out in the Highway Code. This includes preventing parking close to junctions, bends or where parking would reduce the carriageway width to less than 3 metres.
- If there are any existing restrictions in the street they should be reviewed to determine if any could be removed, reduced, or if they need to be increased in length, or if the timing of an existing restriction requires amending. Any proposed amendments to the existing waiting restrictions should be advertised as part of the scheme.
- Vehicle crossovers need to be kept clear. The length of the vehicle crossover and approximately 1 metre either side should be kept clear of parked vehicles to allow sufficient space for a vehicle to turn in or out of the access. If desired H-bars can be used to mark the extents (a H-bar is an advisory marking).
- If on-street parking demand is likely to be high and where parking is proposed which reduces the carriageway width to a single lane, a one-way street order could be considered. Consideration would need to be given as to if this would affect traffic flow in the area. A one-way street could be paired with an adjacent street, with traffic flow in opposite directions. If a one-way street order wouldn't be practical passing places could be provided through implementing sections of no waiting at any time restrictions.
- Discount any parking bays within the street that are proposed for specific users, such as a disabled persons parking space, or any limited waiting or loading bays which aren't always available for residents to use.
- The remaining kerb space can then be measured in 5 metre sections. The location of vehicle crossovers will need to be taken into consideration when calculating this. For example, where there is a length of 8 metres between two vehicle crossovers this will count as one parking space.

This will give the number of legal parking spaces. This calculation should be completed individually for each street where a resident's parking scheme is considered. The information collected can be collated in the spreadsheet in *Appendix 4*.

Parking occupancy surveys

The number of vehicles parked on each street that is being considered for a residents parking scheme should be counted at least twice on two 'typical' days, which includes a weekday and a weekend day. The times chosen should reflect the times that the trip generator is likely to generate on-street parking, and when it is not likely to generate on-street parking, so that the data collected can be used to compare parking levels.

Comparing the data

The data collected when the trip generator is not likely to have contributed to the on-street parking demand should be compared to the number of legal parking spaces, defined above. If the number of vehicles counted is higher than the number of legal parking spaces it is unlikely that a residents parking scheme would be beneficial, as it is likely that demand for parking spaces from residents alone outweighs the number of parking spaces available. In this instance, a residents parking scheme could only work if the number of permits issued per property was limited, which residents may find to be more restrictive than leaving parking unrestricted.

In assessing any street, a parking occupancy survey won't determine who each vehicle parked within a particular street belongs to, so will not give a definitive answer of how many vehicles belong to residents and how many vehicles belong to others. The parking occupancy survey data can give an indication of this figure, by comparing the data collected when the trip generator is likely to have generated additional parking and when not. This can be supported by anecdotal evidence from residents and Councillors and could be further supported by observation if vehicles of others looking to park arrive or leave at specific times. An online questionnaire could be completed, where residents are asked about vehicle ownership and how many vehicles, they routinely park on-street. This may not give a true picture unless every resident responds to the questionnaire.

From the data collected a decision can then be made as to whether a resident's parking scheme is likely to be feasible or not. If not, alternative parking measures could be considered (see *Managing On-Street Parking*).

Exclusions and limitations

If it is decided that the data collected suggests that a residents parking scheme could work, before carrying out a public consultation, any exclusions or limitations to the scheme should be defined.

Limiting the number of permits each property is eligible to apply for

- Going forward, for all residents parking schemes, it may be necessary to limit the number of permits issued per property. This is to ensure that there are enough parking spaces for all residents that wish to park on the public highway. Resident's parking schemes are often introduced in areas where a high proportion of properties rely on on-street parking. Car ownership in Central Bedfordshire is continuing to rise, but the available space for parking in each street remains the same. If we don't address this and continue to issue permits to residents as requested, more and more residents parking permit areas will have more vehicles than parking spaces. This is likely to result in indiscriminate parking, and complaints from residents who have purchased a permit but frequently find that they can't find a parking space.
- For areas where demand for parking outweighs the number of available parking spaces, it may only be possible to offer 1 resident's parking permit per property. Consideration would need to be given as to whether implementing a permit scheme with 1 permit per property is likely to displace vehicles to neighbouring streets, and whether residents would find this to be more restrictive than not having a residents parking scheme.
- If necessary, the maximum number of permits per household may be amended during a review of any residents parking scheme if the review highlights that such a change would increase the effectiveness of the scheme.

The maximum number of permits to be issued to each property would need to be calculated before a consultation takes place. This will enable residents that live within the proposed residents parking scheme area to understand how the introduction of a residents parking scheme may affect them, so that they are able to make an informed response to the consultation.

Excluded properties

Some properties that are located within the proposed residents parking scheme area won't be eligible to apply for any resident parking permits. This may include:

- Private roads
- Residential developments that have their own off-street parking
- Additional dwellings that are constructed within a resident's parking scheme area after a resident's parking scheme is implemented. This is because adequate off-street parking should be included as part of the proposal.
- Businesses within a residents parking scheme area.

Houses of Multiple Occupancy (HMOs)

Houses of Multiple Occupancy (HMOs) will be treated as one property and will be eligible for the same number of residents permits as a single property. Permits will be issued on a first come, first served basis.

Parking within the proposed parking scheme area for non-residents

To ensure access to the proposed residents parking scheme area is maintained for non-residents, it may be beneficial to consider implementing parking bays aimed at specific users. Possible options could include:

- Limited waiting bays, for example 30 minutes. This may be beneficial if there is a shop, business or another trip generator within the proposed scheme area which generates frequent short-term visits. The times of the bay should reflect the amount of time that a visitor is likely to visit the trip generator for, up to a maximum of 2 hours. Those visiting a trip generator within a parking scheme area that would frequently require visits for longer than 2 hours should be encouraged to park elsewhere.
- Whether a parking bay per street should be allocated for delivery vehicles, with a limited loading or waiting time.
- Whether any parking bays should be allocated to meet our sustainability objectives, for example electric vehicle charging points or Car Clubs.

Dual-use bays

To maximise usage, consider if any of the bays could be dual use. This would require understanding of the specific parking requirements of both residents and others that frequently park within the proposed scheme area. Any dual use parking bays considered should ensure that there are still sufficient parking spaces for resident permit holders.

Disabled parking

Any existing disabled parking spaces that are associated with a particular residential property within the proposed parking scheme area should be checked to see if they are still required, and where they are included in the scheme.

It is noted that a consultation for a residents parking scheme may generate new requests for disabled persons parking spaces. Any requests received will be assessed using the criteria set out in the [Disabled Persons Parking Bay Guidance Document](#). To implement a disabled persons parking space a public consultation is required, where members of the public can comment on the proposal. It is noted that although implementing a disabled persons parking space in theory reduces the number of parking spaces available for others to use, if the disabled person is already living and parking a vehicle in the street this isn't likely to affect capacity.

A disabled blue badge holder that is visiting a residents parking scheme area can park for up to 3 hours in a residents parking bay, providing that they display a valid blue badge. A visitor permit would need to be displayed for a longer stay. A disabled blue badge holder who is a resident in a residents parking scheme area can either park in a disabled persons parking space or purchase a residents parking permit to park in a resident permit holders' space.

Hours of operation

Many of the existing residents parking schemes in place throughout Central Bedfordshire operate all the time. There is the opportunity for a residents parking scheme to only operate at certain times, for example, Monday-Friday 8am-6pm. If specific days and times are chosen, these should reflect the times that any adjacent trip generator is likely to generate possible parking. Whilst limiting the times of operation is likely to be more flexible for residents, this won't prevent others from parking within the proposed scheme area at times outside the hours that the residents parking scheme operates for, so would need to be carefully considered.

On-street charging

On-street charging could be considered for non-resident permit holders. This would allow others to park for a limited time, but they would need to pay to do so. Consideration would need to be given to the likely level of uptake of those willing to pay to park on-street vs resident permit holders, to ensure that sufficient parking spaces are still available for resident permit holders. This could be managed by implementing a designated number of dual use parking bays at targeted locations within the zone.

Types of vehicles

- A residents parking permit will be issued for a car or van with a maximum height of 2.28 metres. Taller vehicles will not be eligible for a resident's parking permit.
- Motorcycles can park in a residents parking bay without a permit.
- Vehicles are not permitted to park in a residents parking place with a trailer or caravan attached.

Types of permits

Resident's parking permits

To qualify for a resident's parking permit, the applicant must provide evidence that they are a permanent resident within a resident parking scheme area. The applicant must also prove that the vehicle that the permit applies to is registered to them. If the permit applies to a work vehicle, an authorisation letter from their workplace is required.

Visitor's parking permits

Visitor parking permits are for short-term visitors to a residents parking scheme area who wish to park a vehicle on-street. Displaying a visitors permit allows a non-resident to parking in a bay which is signed for resident permit holders. Visitors may include friends or relatives who are not permanent residents within the parking scheme area. A resident can apply for up to 3 visitor permit books per year (each book contains 25 visitor permits).

Carer's parking permits

Residents who receive regular care will normally qualify for a parking permit which can be used by the carer who visits them. With a carers' permit, the resident's carer can park where there are signs to say the bays are for resident permit holders.

Business and employee permits

Any businesses located within a residents parking scheme area are not permitted to apply for residents parking permits. Some short-term parking may be provided if the type of business is likely to generate short-term visits such as convenience stores and fast-food takeaways.

Those that work at a business may be able to apply for a business or employee permit which allows discounted rates at CBC owned public car parks. More information can be found [on our website](#).

Consultation

Once it is decided that a resident's parking scheme is feasible and the exclusions and limitations have been determined, the next stage is to complete a public consultation.

Pre-consultation

For proposed schemes that may affect several streets, a public exhibition or pre-consultation including a questionnaire may take place first. This would be to ascertain the level of support for a residents parking scheme, prior to a statutory public consultation taking place. The pre-consultation may include frequently asked questions, which would include specifics relating to the scheme, to give residents all the information required to respond to the consultation or questionnaire. The outcomes of any pre-consultation completed is summarised in a report which is taken to Traffic Management Meeting to agree a way forward. See *Glossary of Terms* for Explanation of *Traffic Management Meetings*.

Statutory consultation

- For all proposed schemes the statutory consultation will include public notices erected on street furniture at regular intervals within the proposed residents parking scheme area.
- The public notices will be advertised in a newspaper that covers the area where the proposed residents parking scheme is considered and will also be available to view on our website.
- All properties (both residential and businesses) within the proposed zone are written to, outlining the proposed scheme. Information is provided about the proposal, the limitations, and exclusions and how to comment on the proposal. A public consultation will last for a minimum of 21 days.

Analysing the consultation comments

Once the consultation is complete, the comments received are analysed.

- More than one comment received from the same person will be counted as one comment.
- All schemes that have reached a public consultation stage should have already demonstrated that a resident's parking scheme is the correct solution to resolve the parking issues identified.
- Proposed schemes that are consulted on where less than 40% of residents respond to the public consultation will not proceed. This will be deemed as there being insufficient support.

The main outcomes of the consultation are:

- The number of comments supporting the proposed residents parking scheme, split between residents and non-residents.
- The number of comments objecting to the proposed residents parking scheme, split between residents and non-residents.
- Comments received from ward members, town, and parish councils.
- Any comments relating to a specific part of the proposed scheme that may need further consideration or clarification.

The overall decision on whether a resident's parking scheme is implemented or not will be based on an officer recommendation which will be discussed at a Traffic Management Meeting. The following scoring system will be used to assist the officer in making their recommendation, and to rank potential residents parking schemes against one another to determine which schemes are funded:

	Negative -1	Neutral 0	Positive +1	Positive +2
Confirmation that a parking problem has been identified, and a resident's parking scheme is considered a feasible solution	No	-	-	Yes
Do the ward member(s), town or parish council support the scheme?	No	No response received / no strong view / mixed opinions	Yes	-
Level of support from residents that responded to the consultation	-	0-40% of residents' comments received are in favour of the scheme	41-60% of residents' comments received are in favour of the scheme	61-100% of residents' comments received are in favour of the scheme
Level of support from non-residents that responded to the consultation	0-40% of comments received from non-residents are in favour of the scheme	41-60% of comments received from non-residents are in favour of the scheme	61-100% of comments received from non-residents are in favour of the scheme	-

- A score of +6 demonstrates that there is sufficient support for a residents parking scheme to be implemented. A report should be taken to Traffic Management Meeting to summarise the outcome of the consultation.
- A score of 0 to +5 demonstrates that there is some support for a residents parking scheme, but not unanimous support. A report with an officer recommendation should therefore be taken to Traffic Management Meeting. Comments received from residents should be prioritised over comments received from others. If there is sufficient support from residents for the scheme, but non-residents are against the proposal a scheme could still be implemented.
- A score of between -1 and -3 demonstrates that there is insufficient support for a residents parking scheme to be implemented or that the scheme is not feasible. Even if the outcome is not to continue with a residents parking scheme, a report should be taken to Traffic Management Meeting to summarise the outcome of the consultation.

Appendix 4: Example Residents Parking Assessment Form

Central Bedfordshire Council
www.centralbedfordshire.gov.uk



Residents Parking Assessment Form

This form is intended to be completed when there is a request or proposal to consider a Residents Parking Scheme. Two site visits should be completed, one at a time when parked vehicles are mostly going to belong to residents, and one when other vehicles are likely to be parked. The form should highlight if parking demand from residents outweighs the number of available parking spaces, in which case a Residents Parking Scheme may not be feasible.

Street Name	Number of legal parking spaces within the street*	Number of vehicles parked counted during first site visit**	Number of vehicles parked counted during second site visit***	Difference between the number of legal parking spaces and residents vehicles
				0
				0
				0
				0
				0
				0
				0
				0
Totals:	0	0	0	0

*Exclude any parking spaces that are proposed for other uses. **Record information in this column when the count data was completed at a time when parked vehicles are mostly likely to belong to residents. *** Record information in this column when the count data was completed at a time when parked vehicles may belong to both residents and vehicles associated with an identified trip generator.

Central Bedfordshire in contact

Find us online: www.centralbedfordshire.gov.uk

Email: strategic.transport@centralbedfordshire.gov.uk

Write to: Central Bedfordshire Council, Priory House,
Monks Walk, Chicksands, Shefford, Bedfordshire SG17 5TQ

Your ref:

Our ref:

Date: 16 August 2022

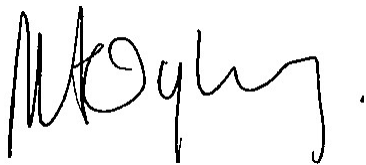
Dear Colleague

Outcome of the formal investigation works at Windsor Drive, Houghton Regis

I am writing to advise you that Central Bedfordshire Council will not be progressing any further works on the proposed development of affordable housing at Windsor Drive, in Houghton Regis at this time. The decision to pause this proposal has been made because the construction sector is exceptionally volatile currently and costs are rising rapidly. Instead, the Council will proceed with the delivery of other affordable housing schemes that are further along in the design stage.

Julie Ogley, Director of Social Care, Health and Housing, at Central Bedfordshire Council, said: "Whilst these cost pressures are having an adverse impact on all construction schemes, we think that by waiting 2-3 years, we will be in a better position to revisit and consider the Windsor Drive site. Central Bedfordshire Council will always endeavour to balance local concerns when exploring potential sites to better meet the demand for more affordable homes in Houghton Regis."

Yours sincerely,



Julie Ogley,
Director of Social Care, Health and Housing
Email: julie.ogley@centralbedfordshire.gov.uk