



Amersham Community Board

Parking Review Procedure

Date: November 2020

Dealing with Parking Queries submitted to the board

Amersham Community Board will review Parking in a three or four year cycle. Implementation of the last review took place in 2020 and the next scheduled review will commence in 2023.

Road Safety and Highway Code issues will be prioritised and these will be reviewed by the Transport Working Group when they arise, advice will be sought from the Road Safety team to identify which parking queries are considered to cause safety concerns.

Non-safety related parking controls or changes to existing ones will be reviewed based on any requests for changes or new restrictions that are received since the previous review.

Safety Measures to include (but not limited to):	Non-Safety Measures to include (but not limited to):
Pedestrian Safety	Permit Parking
Highway Code Supported Restrictions	Double or Single Yellow Lines
Speed Issues	One Way Roads
	Removal of Commuter Parking

Suggested process:

1. A parking enquiry is received from a member of the public, elected member, local organisation, local business etc. This could be by email, letter or verbally.
2. The recipient of the enquiry acknowledges its receipt and then passes it to the Community Board Coordinator to register on a rolling log sheet for all such enquiries.
3. The Community Board Coordinator then:
 - a. Shares the log sheet with the Parking Team (see 'Parking Team Process' below)
 - b. Informs the recipient or the enquirer when the next scheduled review will take place and keeps them informed of any scheduled dates when they will be able to present their enquiry to the Transport Working Group.

Parking Team Process:

Our engineers assess each request, taking into account a number of factors, including:

- road safety
- accessibility
- congestion
- the possibility of displacing a problem and
- how many people support the request.

When the Transport Working Group are due to review parking, the engineers will review the list and can help to prioritise with recommendations of the most necessary and important roads to consider and take forward. The support gained by local residents will carry some weight, so residents are advised to carry out their own local consultation before submitting a request (see 'Residents Requests' below).

Budget:

Each year the Community Board will discuss allocating a portion of its budget to the next cycle of parking reviews. Reviews can typically cost approx. £30-50k and the amount of funding set aside would determine the level of review possible to address the highest priority areas.

It is recommended that the board review safety related highway issues as priority when they arise to mitigate any potential impact. Any remaining budget can be used towards the next scheduled review.

Resident Requests:

Residents are advised to gain support of at least 60% of the properties in the street in question to be considered for implementation. This would include permit parking zones or other parking management schemes. Having gained support, this will not necessarily mean that the parking scheme will automatically go ahead as engineers will need to assess the impact on other roads as well as road safety and passage of vehicles and pedestrians in the area.

In order to capture support for a new parking management system, residents can request a template which, once completed, will need to be sent through to the Community Board.

How to submit a request:

Once you have sufficient support for your scheme, you can contact either your local member or the Community Board Coordinator: Amersham@Buckinghamshire.gov.uk. You will be advised when the next scheduled review will take place and kept informed of any opportunity to discuss with the Transport Working Group.

The Legal Process

Waiting restrictions are known as Traffic Regulation Orders (TROs). They can only be put in or changed through a legal process which is governed by legislation.

If the legal process isn't followed they cannot be enforced.

Where and how the various TROs are used is governed by guidance issued by the Department for Transport

A TRO can only be implemented for one or more of the following:

- Avoiding danger to persons or traffic*
- Preventing damage to the road or to buildings nearby*
- Facilitating the passage of traffic*
- Preventing use by unsuitable traffic*
- Preserving the character of a road especially suitable for walking or horse riding*
- Preserving or improving amenities of the area through which the road runs*
- For any of the purpose specified in paragraphs (a) to (c) of the Environment Act 1995 in relation to air quality*

These are known legally as the Statement of Reasons

The legal process that must be followed is:

- 1. A consultation on the proposal with all frontages that will be affected and with statutory consultees*
- 2. Advertising the proposals and statement of reasons in the local press*
- 3. A review of all the feedback*
- 4. The formal and documented decision to proceed*
- 5. Advertising the proposals in the local press*
- 6. Making the legal TRO (legal sign off)*
- 7. Then the lines and signs can be implemented*
- 8. Enforcement can start*

The hardest part of every scheme is getting everyone to agree. This can take up to 18 months before any lines can be painted.