



MANOR ROYAL PARKING MANAGEMENT PLAN (PMP)

COMMON QUESTIONS AND ANSWERS

Summary

In response to concerns related to parking across the Business District, the Manor Royal BID has responded by working on a solution that could help. The problem is caused by out-dated Traffic Regulation Orders (TROs) allowing people to park for as long as they like on large sections of the public highway (roads) whether or not they actually work here.

Having investigated the issue in some depth the solution to the problem would involve introducing better arrangements for future management and control. This could be achieved by introducing a permit style scheme, or Parking Management Plan (PMP), so we could identify those cars that should be parking here and take action against those that should not.

This document, with the accompanying map and feedback form, allows us to share this solution with Manor Royal businesses to understand if it is something you would support. If you do we will liaise with West Sussex County Council and Crawley Borough Council to introduce the Manor Royal PMP. If not, we won't but the current situation would persist resulting in an inability to control the Manor Royal road space for Manor Royal businesses, staff and visitors.

This is a unique opportunity for you, Manor Royal businesses, to let us know what you think and to provide any thoughts for how the plan can be improved.

Hopefully most of the questions you have about the idea of a Parking Management Plan (PMP) for Manor Royal are covered in this document but if you do have any questions please contact the BID Office.

Steve Sawyer, Executive Director, Manor Royal BID
steve@manorroyal.org
01293 813 866

BID office address: Unit 38 Basepoint Business Centre, Metcalf Way, Crawley, RH11 7XX



MANOR ROYAL PARKING MANAGEMENT PLAN (PMP)

COMMON QUESTIONS AND ANSWERS

1. What is the background to this proposal?
2. What is a PMP?
3. What else is being done to support Manor Royal commuters and visitors?
4. How would a PMP in Manor Royal work?
5. Why might Manor Royal need a PMP?
6. Who would manage a PMP?
7. How would a PMP be enforced?
8. Advantages of a PMP
9. Disadvantages of a PMP
10. Where could I park within a PMP?
11. What if I have more than one car?
12. How much would permits cost?
13. Why do I need to pay for a permit?
14. Why doesn't Council Tax or Road Tax pay for a PMP?
15. Would the County Council make a profit?
16. Who could buy a permit?
17. Would I have to buy a permit?
18. Parking for Blue Badge holders
19. Loading and Unloading
20. What if an access is obstructed?
21. What happens to grass verges?
22. What happens if we don't adopt the PMP?
23. How can I feedback my thoughts on the PMP?
24. What happens next?
25. How will you use and protect my data?
26. What if I have further questions or want to discuss in more detail?

1. What is the background to this proposal?

The aspiration of the Manor Royal BID (The BID) is to improve the trading and working environment of Manor Royal by delivering improvements vital to both retaining existing employers and employees and attracting future employers and employees. Reducing the perceived transport issues in Manor Royal is therefore seen as critical to our long term success in sustaining and enhancing its attractiveness.

The BID with support from West Sussex County Council (WSSCC), Crawley Borough Council (CBC) and Gatwick Airport Ltd, has previously commissioned consultants Steer Davies Gleave to undertake a study to review the current transport situation within the Manor Royal Business District (MRBD) and develop an Action Plan to address current concerns.

The recommendations of the Manor Royal Transport Study (January 2017) included various recommendations including an area wide review of existing parking restrictions to tackle problems caused by inconsiderate and long-term parking. In other words the introduction of a Parking Management Plan (PMP).

The BID has prepared the initial proposals for a PMP and is now keen to share these ideas informally with Manor Royal businesses to gather their views, to understand where it might be improved and, ultimately, if the introduction of a PMP is something they would support.

2. What is a PMP?

In Manor Royal, workers, visitors, shoppers, delivery drivers and airport users currently compete for the limited on-street parking space and in some roads this can cause severe parking problems and congestion.

A PMP is a method of controlling/managing parking and could be introduced primarily to assist people working in the area where they experience difficulty in parking, for example, as a result of other users who park for long periods in particular roads. A PMP would be designed to prevent or manage all day on-street parking, make it easier for workers, shoppers and visitors to park, enhance road safety, and remove obstructions to accesses by eliminating indiscriminate parking.

A PMP would be similar in design/operation to WSSCCs Residents Parking Schemes (RPS), of which there are seven currently operating in Billingshurst, Bognor Regis, Chichester, Crawley, East Grinstead, Horsham and Worthing.

3. What else is being done to support Manor Royal commuters and visitors?

The Manor Royal Transport Study made approximately 38 separate recommendations for addressing travel, parking and congestion issues to help support predicted future growth and respond to existing concerns. Like many successful locations of similar size and popularity, if everyone working and visiting Manor Royal decided to drive there would not be enough space either in private car parks or on the road. This requires for us to adopt a range of measures to support sensible car use alongside other actions to encourage sustainable travel.

A number of actions have already been taken that include: improvements to pavements, free access to the easit travel scheme, enhanced and more frequent bus services,

improved cycleways, planned improvements to junctions and “pinch points”, better provision of public transport and travel information, the publication of a Manor Royal Travel Pack, improved bus stops with real time passenger information (RTPI), further planned investment in bus infrastructure and better cycling and walking infrastructure.

Some of these improvements have already been delivered and more is planned as part of the Crawley Growth Programme (CGP) over the next few years, a partnership project focussed on improving the key employment centres of Manor Royal, Gatwick Airport, Crawley Town Centre and key transport hubs and links that support them to generate significant economic growth and unlock investment opportunities through the delivery of a £60m package of improvements.

You can find out more about current projects, planned improvements and the Crawley Growth Programme on the Manor Royal website (www.manorroyal.org), where you will also be able to read the Manor Royal Transport Study.

4. How would a PMP in Manor Royal work?

Within a PMP, large signs would be located at all main entry points. These would inform motorists of the hours during which parking is controlled within the area they are entering. During the hours of control, parking would be permitted only in designated parking bays (marked with white lines). Signs would be positioned adjacent to all parking bays showing the hours of parking control and the type of parking permitted, e.g. Permit Holders only.

Workers holding a permit could park a vehicle in any parking bay where permit parking is allowed, within the area that is specified on the permit. Wherever possible parking bays would be located outside or near businesses in order to try to ensure that workers could park close to their workplace, although parking in a particular space could not be guaranteed.

Within a PMP there may also be free limited waiting and/or charged parking bays which would be clearly indicated by road signs. These could be used without the need for a permit and designed to allow more people to use local shops and facilities. Some of these bays could also be used by permit holders for unlimited stays i.e. Shared use bays, where signs permit shared use.

Double and single yellow lines would also prohibit parking on junctions and along certain lengths of road at certain (or all) times.

5. Why might Manor Royal need a PMP?

The BID has received a number of concerns/complaints regarding parking in many parts of Manor Royal. These are mainly due to roads being congested with vehicles for long periods, some of which have been inconsiderately or dangerously parked.

In addition to the impact upon local businesses, inconsiderate parking can be detrimental to both the environment and personal safety. Vehicles can be obstructed in narrow roads with parking on both sides. Footways and verges are often damaged and pedestrians obstructed by parked vehicles. Pedestrians are more likely to be involved in an accident when crossing the road if it is congested with parked vehicles.

The provision of yellow lines and/or limited waiting bays may improve the situation in certain roads but these restrictions also apply to local workers. A PMP incorporating permit parking would allow local workers to park for longer periods.

The management and control of parking also supports wider measures to tackle congestion and pollution, encourage use of public transport and walking/cycling and improve road safety.

6. Who would manage a PMP?

WSCC, as the local Highway Authority for West Sussex, is responsible for on-street parking policy across the county. It has powers to introduce and use a variety of waiting restrictions, charges and permits with the purpose of reducing congestion, improving road safety or giving priority to particular types of parking. It also oversees the management of Civil Parking Enforcement, including sign/line maintenance works, the design and development of each PMP/RPS, and any aspects relating to their on-going operation (including amendments and extensions as well as management guidelines).

WSCC has appointed contractors to undertake the day-to-day management of each PMP/RPS. In Crawley, this is CBC and they would therefore oversee the administration of all the relevant aspects of a PMP in Manor Royal i.e. permits, waiting lists, receipt of payment of Penalty Charge Notices

The table below clarifies who does what.

WSCC responsibilities:

Parking policy guidelines and strategy	<ul style="list-style-type: none"> • Civil Parking Enforcement policy decisions i.e. setting the guidance for Crawley Borough Council to implement • Traffic Regulation Orders • Setting on-street parking charges • Guidance for parking in new residential developments
Parking on the street	<ul style="list-style-type: none"> • Design, consultation and implementation of PMPs/RPS • Limited waiting bays in shopping areas etc. • Pay and Display bays • School Keep Clear areas • Yellow lines • Access Protection Lines
Parking for Blue Badge Holders	<ul style="list-style-type: none"> • Issue of Blue Badges • Reports of fraud • Disabled parking bays
Highway Maintenance	<ul style="list-style-type: none"> • Sign and line maintenance on the highway • Requests and applications for dropped kerbs (vehicle cross-overs)

CBC responsibilities:

Off-street parking (car parks, except for private car parks such as NCP)	<ul style="list-style-type: none"> • Off-street parking charges • Maintenance of the signs and lines within the car park
Day to day management of on-street parking schemes	<ul style="list-style-type: none"> • Parking shops / offices handle any parking enquiries relating to a PMP/RPS • Issue permits • Issue dispensation notices • Parking bay suspensions • Maintenance of Pay and Display machines
Enforcement	<ul style="list-style-type: none"> • Recruitment of Civil Enforcement Officers (CEOs) • Issue of Penalty Charge Notices (PCNs), handling challenges and appeals • Enforcement patrols

7. How would a PMP be enforced?

Civil Enforcement Officers, working for CBC would enforce the waiting restrictions in the area. Any cars parked in contravention of the controls would be liable to receive a Penalty Charge Notice.

8. Advantages of a PMP

A PMP could

- improve traffic flow by preventing dangerous, obstructive or inconsiderate parking
- improve safety for all road users
- reduce congestion from traffic circulating in an area looking for free parking
- improve access for emergency vehicles
- share out the parking amongst different users and for different purposes
- increase the opportunities for short term parking close to businesses by promoting turnover of vehicles
- make parking enforcement easier as vehicles need to display a valid permit.
- All of the money raised from the sale of permits and by the issue of Penalty Charge Notices would be used to pay for administration, maintenance and enforcement. Any money left over could be spent on improving transport facilities in the local area.
- Support other measures designed to support sustainable travel.

9. Disadvantages of a PMP

- During the hours that a PMP operated there would be a charge to park on the road
- The total amount of space on the road used for parking may be reduced.
- Unless someone is a permit holder, parking in some areas would be limited to short stays only
- Depending on the demand, the number of permits issued could also be limited
- A new PMP could result in more cars parking in surrounding roads that are unrestricted
- Having a permit would not be a guarantee of a particular parking space at all times

10. Where could I park within a PMP?

Each road within a PMP would be marked with parking bays reserved only for permit holders at certain times of the day and/or short stay bays that anyone could park in for a certain period. Outside of these times, anyone could park in a PMP. Permit holders would be able to park within the bays anywhere in a PMP. It would not be possible to reserve/guarantee anyone a permanent space outside their business. Parking would not be permitted on double yellow lines and only permitted on a single yellow line outside of the hours of restriction and as long as an obstruction was not being caused.

11. What if I have more than one car?

Each vehicle parked on the road during the hours of control needs to display a valid permit. If a worker makes use of many different vehicles but only ever parks one at a time (e.g. company cars) a permit could display more than one registration or display 'pool car'.

12. How much would permits cost?

At this stage, the actual cost has yet to be determined but it is envisaged that a permit could cost around £100-£150 per annum. We would like to hear your views on this proposed charge before we propose that WSCC consider introducing a PMP.

13. Why do I need to pay for a permit?

The simple answer is 'to pay for the PMP'. The money collected from the purchasing of permits would be used to employ Civil Enforcement Officers to enforce the PMP and also to cover set up as well as administration and maintenance costs.

14. Why doesn't Council Tax or Road Tax pay for a PMP?

It has been decided by the County Council that PMPs which offer a benefit to a select few (in this case an improved environment for Manor Royal workers) should finance themselves and specifically should not draw on funds from any other budget i.e. the Council Tax. The reasoning is that the large majority of people would be paying for a scheme that does not offer them a benefit and in fact limits their right to use public highway.

The payment of road tax does not grant any rights on the highway such as exclusivity to the road outside your house/business. There is no right in law to park on an uncontrolled highway and the only right that a vehicle-user has on the highway is the right in Common Law to pass along it.

West Sussex County Council is empowered to control parking by Act of Parliament and we do this for traffic management and parking management purposes. PMPs, incorporating the use of permits, provide exclusivity, a benefit not enjoyed by the general public and therefore should be paid for.

15. Would the County Council make a profit?

NO – Revenue raised from PMPs and the issue of Penalty Charge Notices is ring-fenced by law and must be used to pay for implementation/on-going costs or for other transport improvements in the local area.

16. Who could buy a permit?

Any bona fide worker within the boundary of the PMP who owns a vehicle would be automatically entitled to buy a permit.

17. Would I have to buy a permit?

No, the decision would be yours. Of course, if you did not buy one you would not be able to park in on-street bays in the area of the PMP during the hours of restriction or in other bays for longer than the period stated on the signs. There may be other roads in the surrounding area that are unrestricted (no parking bays or yellow lines) which you may use as long as you do not cause an obstruction. However, as part of a wider parking strategy currently being progressed, WSCC may consider introducing restrictions into these roads in the future so that the impact of overspill parking upon local residents is minimised. Regardless of the extent or area of restriction, the BID would continue to work to support alternative ways of getting to work for those people for whom this is an option.

18. Parking for Blue Badge holders

Within a PMP, any disabled parking bay would need a sign and be backed up by a Traffic Regulation Order in order for it to be enforceable. Once an application for a new bay had been approved by WSCC, it would be marked out within a PMP but remain advisory (i.e. a non-badge holder may still use it) until such time as a new Traffic Regulation Order was approved.

Blue Badge holders could also park for up to three hours on double or single yellow lines, as long as an obstruction is not caused.

19. Loading and Unloading

It is generally accepted that loading and unloading is permitted in a parking bay or on yellow line restrictions if impractical to conduct elsewhere. Although discretion will usually be given, there is no right to park and under normal conditions a vehicle parked in contravention or left unattended would be observed for a reasonable amount of time so that a Civil Enforcement Officer could state that no active loading or unloading was taking place. In such cases a Penalty Charge Notice may be issued.

Loading and unloading activity should be continuous and vehicles should not be left unattended other than for the purpose of loading/unloading. Vehicles must be parked near to the premises being serviced and it must be reasonably necessary to park there in order for the activity to be carried out.

A vehicle should be able to stop briefly to pick up or set down passengers but not to wait in that position. If a vehicle is to remain at rest for anything more than a few seconds it is required to be lawfully parked where it is not causing an obstruction or a risk to others using the public highway.

20. What if an access is obstructed?

Until a kerb has been formally dropped and a driveway/access laid, so making it suitable to carry vehicles, it is not legally in use so there is no access to be obstructing.

Obstruction of the highway is a matter for Sussex Police (call 101). There are 2 possible offences - unnecessary obstruction and willful obstruction. The Highway Code section 243 also forbids a motorist to park in front of the entrance to a property/premises.

Sussex Police will generally only respond if a vehicle is prevented from leaving a property/premises and even then it would only be if the owner reported it and if they have an officer available. There is a right of exit from an access but there is often no remedy if someone is blocking you from getting in.

21. What happens to grass verges?

Within a PMP, grass verges will not normally be converted to hardstanding for the purposes of parking. A PMP simply intends to make better use of the available space on the highway. The conversion of grass verge is an expensive and environmentally damaging option that does not necessarily address the wider parking issues in an area. It is only carried out in exceptional cases where the demand for parking exceeds available on-street space and sometimes where grass verges have become damaged through overuse.

While the conversion of grass verges for parking is not specifically being considered for the reasons given, if there are areas you believe are suitable for conversion you are invited to feed this back as part of your response.

22. What happens if we don't adopt the PMP?

If through this feedback businesses do not support the idea of a PMP for Manor Royal, or later through the formal process WSCC have to follow, then the BID will feed that back and the PMP will most likely not be introduced. That would mean the current situation where the parking cannot be controlled for the benefit of Manor Royal workers and visitors will persist as it would not be possible to control for those outside of Manor Royal parking here inconsiderately or for long periods.

23. How can I feedback my thoughts on the PMP?

Using the feedback form available on the Manor Royal website and sending it to the BID Office either by post or email. Deadline for responses is **Friday, 21 December 2018**.

24. What happens next?

Assuming businesses are supportive of a Manor Royal PMP, the BID would provide evidence of support to WSCC and CBC and ask them to consider the introduction of the PMP. Following dialogue with WSCC and CBC we, the BID, would use our normal channels of communication to inform businesses of the next steps once details of the formal process are known.

If the introduction of a PMP is not supported we will also feed that back to WSCC and CBC, the PMP will most likely not be introduced and the current situation would continue.

25. How will you use and protect my data?

The information you provide in response to this proposal will only be used for parking related purposes for which it was obtained. This may involve sharing it with partner agencies with a responsibility for dealing with parking management and enforcement in Manor Royal e.g. West Sussex County Council, Crawley Borough Council and the Police. In carrying out this exercise we will comply with the General Data Protection Regulations (GDPR). Our Privacy Policy can be viewed on our website (www.manorroyal.org)

26. What if I have further questions or want to discuss in more detail?

Feel free to contact the BID office shown on page 1.