

Draft Methodology

East Herts District Council Permit Parking Scheme
Review



To	From	Our reference
Dominique Kingsbury	Matthew Ring	326124/TPN/ITQ/0901
Revision	Date	Approved
A	05/03/2015	R Hearle

INTRODUCTION

Mott MacDonald (MM) has been asked by East Herts District Council (EHDC) to assist in the development of a scope of works to undertake a detailed review of the existing permit parking schemes in the district.

This is a draft methodology which is considered to meet the council's objectives and is issued for EHDC consideration and comment.

METHODOLOGY

The review is broken down to three stages. Below is a proposed methodology to complete each stage.

1. A SURVEY OF HOUSEHOLDS IN THE EXISTING SCHEME AREAS

It is proposed to undertake an online SNAP survey of all properties currently eligible for a permit in the ten RPS zones currently operating in the District.

To advise participants of the survey a black and white A4 letter will be sent by royal mail to all addresses within each zone. It is estimated this is approximately 2,600 properties. We estimate that this will cost in the order of £1,500 (excluding postage).

Our approved, external printing suppliers will be used to print and distribute this mailing. Letters will be delivered by Royal Mail 2nd class. For this exercise the council will need to provide a database of all addresses to be consulted.

The letter will advise of the council's consultation, the desired outcomes and provide a link to the EHDC website which will contain further information and a link to the online questionnaire created, hosted and managed by MM. An email address will be provided throughout the consultation period for any technical queries.

An EHDC website link will provide the appearance of a partnership approach between MM and EHDC and provide a recognisable link for consultees. The questionnaire will be branded using EHDC colours and logos.

It is anticipated that the questionnaire will be available online for four weeks.

Questions included on the questionnaire will correspond with those normally asked in an EHDC six month review. A sample of some possible additional questions could include (these will be developed/refined if appointed):

1. How well do you think the scheme works?
2. Would you like your street to be removed from the RPS?
3. In the streets around your home, what do you feel the level of availability of parking spaces for residents/visitors is?

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4. What is your predominant mode of travel?
5. Does your property have off-street parking?

A space for comments will be provided.

Reporting this consultation is discussed below.

2. A SURVEY OF HOUSEHOLDS IN STREETS SURROUNDING THE EXISTING SCHEME AREAS

It is proposed to undertake an online SNAP survey of properties located within a defined area (possibly a maximum of three streets) surrounding the existing RPS zone boundaries. Streets to be consulted will be discussed and agreed with EHDC.

To advise participants of the survey a black and white A4 letter will be sent by Royal Mail to all addresses in streets agreed with the council. For this exercise a database of all addresses to be consulted will need to be supplied by the council.

Again our external, approved printing suppliers will be used to print and prepare this mailing. Letters will be delivered by Royal Mail 2nd class.

The letter will advise of the council's consultation, desired outcomes and provide a link to the EHDC website which contains further information and a link to the online questionnaire which will be created, hosted and managed by MM. An email address will be provided throughout the consultation period for any technical queries should they arise.

This questionnaire will be unique to streets outside the existing RPS schemes.

It is anticipated that the questionnaire will be available online for four weeks and that it will run concurrently with the consultation discussed above.

Questions included on the questionnaire could include:

1. Since the introduction of a RPS in streets close to yours, has parking in your street?
 - a. Become easier
 - b. Become harder
 - c. There has been no change
2. In the streets around your home, what is the level of availability of parking spaces for residents/visitors?
 - a. Plenty of spaces
 - b. A few spaces
 - c. Very few spaces
 - d. No spaces
3. Would you like RPS controls to be added to your street?
4. Do you think parking is adequately enforced in the streets around your home?
5. How many cars/vans/motorcycles/electric cars/cycles are in your household?
6. Does your property have off-street parking?

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3. A SURVEY OF KERBSIDE OCCUPANCY LEVELS IN EXISTING SCHEME AREAS AT DIFFERENT TIMES OF THE DAY ON DIFFERENT DAYS OF THE WEEK

The council are seeking to understand occupancy levels in existing scheme areas.

We will commission an experienced, approved traffic survey company to undertake surveys within each RPS scheme as detailed below.

Roads listed below are initial thoughts and may vary before seeking a detailed parking survey quotation, pending detailed consideration and review by EHDC.

Stansted Road Area (Zone B1) – Surveyed every 3hrs on a weekday and Saturday between 7am – 7pm.

- Cherry Gardens
- Kingfisher Way
- Kingsbridge Road
- Kingsmead Road

Dunmow Road Area (Zone B2) – Surveyed every 3hrs on a weekday and Saturday between 7am – 7pm.

- East Road
- Elm Grove
- Manor Road
- Urban Road
- Wayletts Drive

Windmill Area (Zone B3) – Surveyed every 3hrs on a weekday and Saturday between 7am – 7pm.

- Basbow Lane
- Bells Hill
- King Street
- Regency Close
- The Stewarts
- Windhill

Newtown Area (Zone B4) – Surveyed every 3hrs on a weekday and Saturday between 6am – 9pm.

- Apton Court
- Apton Road
- Chestnut Close
- Newtown Road
- Portland Place
- Portland Road

Newtown Area (Zone B5) – Surveyed every 3hrs on a weekday and Saturday between 6am – 9pm.

- Bartholomew Road
- Castle Street
- Jervis Road
- Nursery Road
- Trinity Close
- Trinity Street

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- Wharf Road

Chantry Area (Zone B7) – Surveyed every 3hrs on a weekday and Saturday between 7am – 7pm. Sunday surveys could also be undertaken as the scheme operates between 11am and 4pm on a Sunday.

- Barrells Down Road
- Carrigans
- Chantry Road
- Elm Road
- Lindsey Road
- Pinelands
- Stane Close
- Thornfield Road
- Willow Close

Folly Island Area (Zone H1) – Surveyed every 3hrs on a weekday and Saturday between 8am– 10pm.

- Frampton Street
- Oldhall Street
- The Folly
- Thornton Street

Chambers Street (Zone H2) – Surveyed every 3hrs on a weekday and Saturday between 7am – 7pm.

- Chambers Street

Hertford East (Zone H3) – Surveyed every 3hrs on a weekday and Saturday between 7am – 7pm.

- Mead Lane
- Prioory Street
- Railway Street
- Talbot Street
- Townshend Street
- Villier Street

Coronation Road Area (Zone W2) – Surveyed every 3hrs on a weekday and Saturday between 7am – 7pm.

- Crib Street
- Coronation Road
- Century Road
- The Bourne

A weekday being a day between Tuesday and Thursday, inclusive. School holidays will be avoided when undertaking the surveys.

Due to the large number of RPS areas and therefore streets to be surveyed, occupancy surveys only are considered to be the most cost effective surveys. Duration of Stay surveys will be expensive and may not provide useful additional information to inform the study.

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SUMMARY REPORT

One report will be prepared and submitted to the council. This report will be in the usual format for uploading onto the council's website.

This report is likely to follow the following format:

1. Executive Summary
2. Introduction
3. Parking Survey Analysis
4. Discussion of results of consultation in existing RPS Zones
5. Discussion of results of consultation in areas adjacent to existing RPS Zones
6. Summary and Conclusion