



Central Bedfordshire Local Transport Plan: Appendix F  
Parking Strategy

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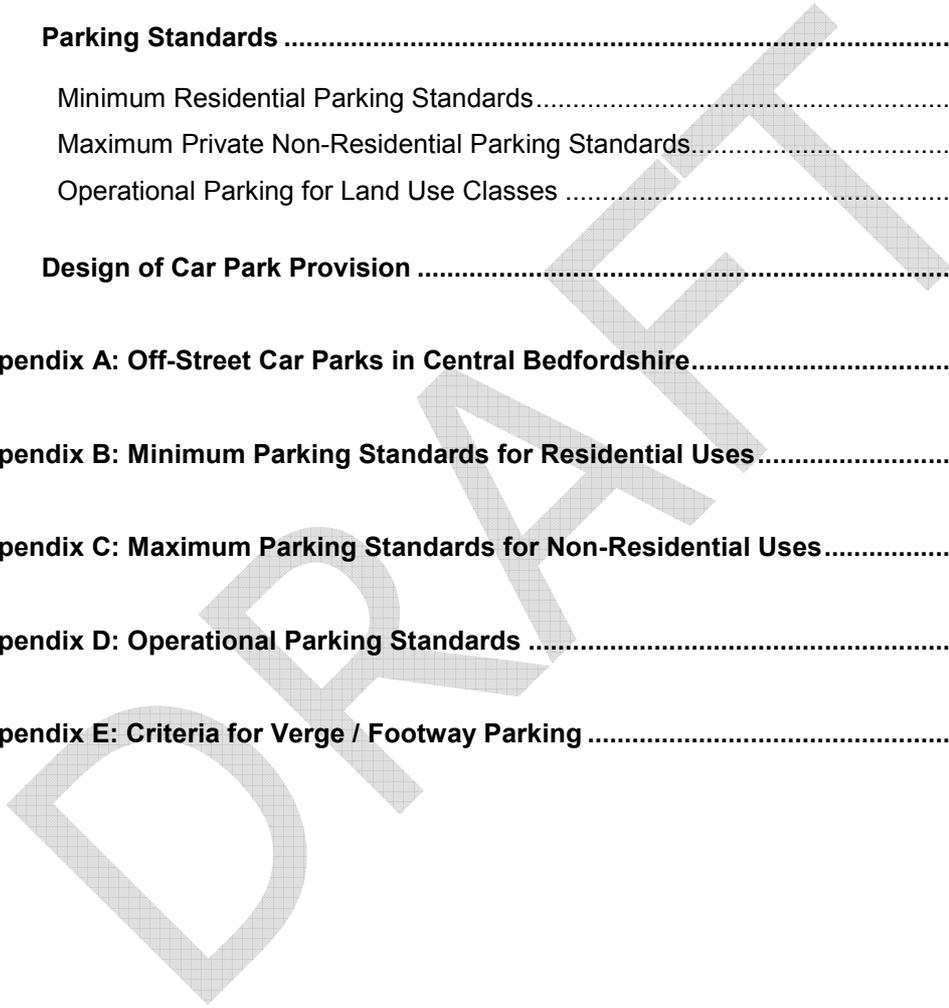
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# Executive Summary

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## Introduction

This document presents Central Bedfordshire Council's Strategy for managing parking, which forms part of the adopted Local Transport Plan 3 (LTP3) covering the period between April 2011 and March 2026. As the Council is a relatively new unitary authority, established in April 2009, this is the first parking related policy statement produced specifically for Central Bedfordshire, which succeeded the former county and district Councils in that area.

The vision of the Council's Sustainable Community Strategy is to ensure that Central Bedfordshire is:

**“.....globally connected and delivering sustainable growth to ensure a green, prosperous and ambitious place for the benefit of all.”**

This Strategy will support this vision for the area by helping to create the conditions for economic success, improving employment opportunities and facilitating the delivery of housing growth. It provides detail and clarity on how parking operates in Central Bedfordshire and provides parking guidance to facilitate achieving the objectives of the Local Transport Plan. The Approach refers to parking matters, dealing with cycling, motorcycling and freight, although cycling and freight will be considered in more detail with their own LTP strategies.

This Strategy aims to support the local economy and facilitate sustainable development growth. These policies will help to contribute towards the delivery of the objectives of the Local Transport Plan. It will aim to strike a balance between supporting economic growth, by not discouraging shoppers from visiting our town centres, and encouraging and supporting the use of more sustainable transport alternatives.

## Current Parking Provision

There are three broad categories of car parking in Central Bedfordshire available to the public:

- On-street.
- Public off-street.
- Private off-street.

And these can be further divided into short-stay and long-stay.

The majority of parking within Central Bedfordshire's major towns is provided by publicly operated off-street car parks, with mainly free on-street parking within villages. Typically, the parking stock is supplemented by large car parks operated by supermarkets, by car parks at rail stations operated by railway companies and by other smaller privately owned and operated car parks. In addition there is a large element of Private Non-residential (PNR) parking which is provided by businesses for the use of their staff and visitors.

Charging applies at public off street car parks in Dunstable and Leighton Buzzard but there is no charge for on-street parking anywhere in the Council's area.

Enforcement is carried out under the Statutory Instrument known as The Road Traffic (Permitted Parking Area and Special Parking Area) (County of Bedfordshire) (Districts of Mid



Bedfordshire and South Bedfordshire) Order 2004 which was made under the previous authority, Bedfordshire County Council.

Details of current parking stock and charges is provided in Chapter 2 for Dunstable, Leighton Buzzard, Biggleswade, Houghton Regis, Flitwick, Ampthill and Sandy and the other market towns and villages which have public parking available off street.

## **Parking Policies**

The Council's strategy for parking aims to meet a range of economic, social and environmental objectives, and the policies included in it seek to strike an appropriate balance given Central Bedfordshire's particular circumstances and the strategic approach being taken in the Local Transport Plan.

The availability of car parking can have a significant influence on travel behaviour and the patterns of movement. Consequently, car parking needs to be carefully managed in order to help to contribute to achieving the objectives of Central Bedfordshire's LTP3.

This Strategy also provides a high-level policy position on the following aspects of parking in Central Bedfordshire:

- overall management of car parking in Central Bedfordshire (policy P1);
- managing the Council's car parking stock (policy P2);
- setting of appropriate parking charges (policy P3);
- parking standards in new developments (policies P4, P5, P6 and P7);
- enforcement (policy P8);
- residents' parking zones (policy P9);
- visitor attraction parking (policy P10);
- parking at railway stations (policy P11);
- improving access and use (policy P12);
- workplace parking levy (policy P13),
- residential overspill parking (policy P14);
- Park and Ride (policy P15);
- localism and Parking (policy P16);
- dealing with complaints (policy P17);
- verge and footway parking (policy P18);
- overnight HGV parking in lay-bys and on country roads (policy P19), and
- dealing with persistent evaders (policy P20).

## **Residents' Parking Zones**

At present, there are only a limited number of residents' parking zones (RPZ) in operation in Central Bedfordshire - in Flitwick, Dunstable, Leighton Buzzard and Biggleswade. It is recognised that in some locations there is an increasing demand from the local community to control the negative effects of non-residential on-street parking. A process has been developed that sets out how Central Bedfordshire Council intends to investigate, implement and operate residents' parking zones across the Council's area. The Council will use the following steps in determining the creation of a new parking zone:

- Stage 1: Identification of Potential Scheme
- Stage 2: Definition of Scheme Type and Limits
- Stage 3: Justification of Scheme
- Stage 4: Prioritisation of Measures
- Stage 5: Consultation with the Local Community
- Stage 6: Permit Allocation and Pricing
- Stage 7: Approvals and Implementation
- Stage 8: Enforcement and Monitoring



## Parking Standards

A review of parking standards has been undertaken as part of the process to develop this document, including reviewing existing standards within Central Bedfordshire and those in neighbouring authority areas. A review has also been undertaken of best practice in parking standards across the country.

The determination and application of parking standards has to reflect and support the overall transport policies that form the basis of LTP3 while there must be consistency and clarity in the application of the standards to support the development process and minimize potential misunderstandings, disputes and delays.

Based on a review of the evidence and the responses to the consultation on parking standards, the Council believes it to be appropriate to implement a set of minimum parking standards for residential development across Central Bedfordshire.

The following minimum parking standards are proposed, based on allocated parking (that is, parking allocated to individual dwellings).

- 1 bedroom - 1 space per unit minimum
- 2 bedrooms - 2 spaces per unit minimum
- 3 bedrooms – 3 spaces per unit minimum
- 4+ bedrooms - 4 spaces per unit minimum

In addition the following unallocated level of parking should be provided

- Visitor Parking - 0.25 spaces per unit (unallocated)

Following a review of the parking standards previously used by Central Bedfordshire, the maximum parking standards to be utilized for private non-residential parking in new developments have been modified for certain classes. The Parking Standards which will be used in the future are listed in Appendix C.

The use of accessibility levels as a basis for the discounting of maximum parking standards for non-residential uses is now an established policy among many local authorities. The Council has identified a process, following best practice, to apply such an approach to private non-residential developments in Central Bedfordshire.

The discounting process has two broad stages:

1. assess the broad development location in terms of the spatial band in which it is located and apply a primary discount.
2. assess the actual site in terms of local accessibility to non-car modes of transport and apply a secondary discount based on the resulting score.

## Design of Car Park Provision

The Council has produced a Design Guide for Development in Central Bedfordshire which will be a material consideration in the determination of planning applications and so it is recommended that the design of parking provision at all new developments recognises the principles in the Design Guide.



# 1. Introduction

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## 1.1 Background

This document presents Central Bedfordshire Council's Strategy for managing parking, which forms part of the adopted Local Transport Plan 3 (LTP3) covering the period between April 2011 and March 2026. As the Council is a relatively new unitary authority, established in April 2009, this is the first parking related policy statement produced specifically for Central Bedfordshire, which succeeded the former county and district Councils in that area.

The vision of the Council's Sustainable Community Strategy is to ensure that Central Bedfordshire is:

**“.....globally connected and delivering sustainable growth to ensure a green, prosperous and ambitious place for the benefit of all.”**

This strategy for managing parking will support this vision for the area by helping to create the conditions for economic success, improving employment opportunities and facilitating the delivery of housing growth.

Central Bedfordshire has a significant, strong, growing and diverse economy. It is home to world leading companies, universities and educational institutions, a high quality built and natural environment and a skilled labour force and has effective communication links to major population centres regionally and nationally. Our strategy for managing parking must therefore support the economic life of our town centres and villages as well as supporting growth and regeneration in the area.

The rural nature of Central Bedfordshire means that the motor vehicle plays an important role in transport journeys for many Central Bedfordshire residents. As a result, this Strategy will consider how we can best improve parking management for our residents, not only in the area where they live but also in our centres of employment and also for those who travel into our area.

The Strategy provides detail and clarity on how parking currently operates in Central Bedfordshire, outlines how the Council will develop its parking services through a number of policies, and provides guidance on how parking can be managed to help us achieve the objectives of the Local Transport Plan.

The Council provides numerous off-street car parking facilities within Central Bedfordshire, mainly in Dunstable/Houghton Regis and Leighton Linlade which are our two largest areas of population and employment, but also in a number of our smaller settlements. We also provide “Residents’ Parking Zones” in these towns along with further minor provision in Biggleswade and Flitwick. These are zones where residents can purchase permits to park on the streets around their home giving them a fair opportunity to park in the road in which they live.

In addition to this there are other facilities which are run by the town & parish Councils, the rail operators and other private companies.



This document provides a high-level policy position on the following aspects of parking in Central Bedfordshire:

- overall management of car parking in Central Bedfordshire (policy P1);
- managing the Council's car parking stock (policy P2);
- setting of appropriate parking charges (policy P3);
- parking standards in new developments (policies P4, P5, P6 and P7);
- enforcement (policy P8);
- residents' parking zones (policy P9);
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- workplace parking levy (policy P13),
- residential overspill parking (policy P14);
- Park and Ride (policy P15);
- localism and Parking (policy P16);
- dealing with complaints (policy P17);
- verge and footway parking (policy P18);
- overnight HGV parking in lay-bys and on country roads (policy P19), and
- dealing with persistent evaders (policy P20).

The document also provides more background and detail on a number of these issues, for example, how parking charges are set.

It should be noted that parking issues for cycling and freight are referred to in more detail in other linked strategy documents and as such are only briefly referred to in this document.

## 1.2 Aim and Objectives

This Parking Strategy aims to support the local economy and facilitate sustainable development growth. The policies contained within this document help contribute towards the delivery of the objectives of the Local Transport Plan and more specifically to:

- encourage sustainable travel modes and help reduce reliance on the private car;
- enhance the built and natural environment (e.g. by reducing the amount of land required for parking and by improving the look of streets through better off-street provision and the enforcement of parking contraventions);
- meet residents' needs for car parking near their homes, thereby giving residents a fair opportunity to park on the streets where they live;
- improve journey time reliability for road users (e.g. by designing and managing future on-street parking controls to reduce traffic conflicts, obstructions and delays);
- support and enable Central Bedfordshire's town centres to thrive and prosper through appropriate parking provision and management including car parking charges;
- ensure that the provision of parking and wider enforcement duties are not a burden on the rate payer by ensuring, as a minimum, a cost neutral service provision;



- make Central Bedfordshire a safer place (e.g. by ensuring that car parks are 'safer by design' and that dangerous parking on street is actively discouraged or prevented);
- provide access to key services and facilities for special needs groups and the mobility impaired (e.g. by providing appropriate Blue Badge car parking spaces);
- improve the efficiency of the Council's parking service; and
- promote more sustainable transport.

There are clear tensions between trying to achieve the above objectives on the one hand and delivering an approach that supports a variety of economic, social and environmental goals on the other. This Strategy, therefore, will aim for a balance between supporting economic growth, by not discouraging shoppers from visiting our town centres, and encouraging and supporting the use of more sustainable transport alternatives.

### 1.3 Structure of the Report

- Section 2 describes the current situation regarding parking in Central Bedfordshire
- Section 3 presents the Council's policies for parking.
- Section 4 presents the Council's process for investigating, implementing and operating residents' parking zones.
- Section 5 describes the Council's parking standards and associated accessibility-based discounting system.
- Section 6 presents guidance on the design of car parking



# 2 Parking in Central Bedfordshire

## 2.1 Introduction

There are three broad categories of car parking in Central Bedfordshire available to the public:

- **On-street** – this is parking within the public highway boundary that is regulated by the Council acting as highway authority. Enforcement of on-street parking regulations is now carried out by the Council, following the introduction of civil parking enforcement, rather than by the police. Currently Central Bedfordshire Council has no managed on-street pay and display parking facilities and the only managed and enforced on-street parking facilities that currently exist within Central Bedfordshire are Residents Parking Zones (RPZs). Where there are no on-street parking restrictions, parking vehicles on-street in Central Bedfordshire is free of charge.
- **Public off-street** – these are parking areas provided by the Council which are open for use by the general public. Typically users are charged according to length of stay though in some areas parking is free.
- **Private off-street** – parking that is privately owned but is available for use by the public.

For the purposes of this document, short and long stay parking are defined as follows:

- short stay parking is generally managed to encourage customers to park for the duration of a normal shopping trip, which is generally considered to be less than three hours, beyond which parking is either prohibited or the tariff increases exponentially to discourage parking for a time in excess of the preferred duration.;
- long stay parking is where drivers are encouraged, by the tariff, to stay for a period, which usually encompasses the working day. It is not necessarily a car park where short term parking is discouraged, although some have a daily flat rate which can have that effect.

The Blue Badge Scheme provides a national arrangement of parking concessions for people with severe walking difficulties who travel either as drivers or passengers. The scheme also applies to registered blind people, and people with severe upper limb disabilities who regularly drive a vehicle but cannot turn a steering wheel by hand.

Under the Road Traffic Act 1991, as amended by the Traffic Management Act 2004 (TMA), highway authorities can apply to the Secretary of State for powers to establish special and civil enforcement areas which, once approved, transfer the responsibility for parking enforcement from the police to the highway authority.

The previous highway authority, Bedfordshire County Council, applied to the Department for Transport (DfT) for Permitted Parking Areas and Special Parking Areas for the then Mid Bedfordshire and South Bedfordshire Districts. As a result of the application a Statutory Instrument was made by DfT known as The Road Traffic (Permitted Parking Area and Special Parking Area) (County of Bedfordshire) (Districts of Mid Bedfordshire and South



Bedfordshire) Order 2004 commencing 2/2/2004.

As part of managing the parking service in Central Bedfordshire the Council will investigate all requests received for parking controls from residents, town and parish Councils and other interested organisations. In addition, where injudicious on-street parking results in problems with road safety or causes obstruction, the Council will seek to implement restrictions to prohibit parking. All parking restrictions are progressed through the traffic regulation order (TRO) process.

All new parking controls are monitored and, where the restrictions have not been as effective as anticipated, consideration will be given to further restrictions.

## 2.2 Current parking provision

The majority of parking within Central Bedfordshire's largest towns is provided by publicly operated off-street car parks, with mainly free on-street parking within villages. Typically, the parking stock is supplemented by large car parks operated by supermarkets, by car parks at rail stations operated by railway companies and by other smaller privately owned and operated car parks. In addition there is a large element of Private Non-residential (PNR) parking which is provided by businesses for the use of their staff and visitors.

Over recent years studies have been undertaken in Dunstable, Leighton Buzzard, Biggleswade, Flitwick and Ampthill to ascertain the demand, availability and quality of parking provision both on and off street. The Council will develop a programme of further parking studies in its towns and villages so that a complete picture can be formed of the parking needs in Central Bedfordshire.

The town centres of Dunstable, Houghton Regis and Biggleswade have adopted Masterplans which include car parking strategies and proposals for the town centres. The adopted Planning and Development Briefs for Land South of High Street and Bridge Meadow, Leighton Buzzard, include proposals for improved car parking provision.

### 2.2.1 Dunstable

#### 2.2.1.1 Off-Street Car Parks

There are **six** public and **three** private off-street car parks that serve Dunstable town centre which provide a total of 1,764 spaces. Beyond the town centre is a Sainsbury's superstore and a retail park but they are considered too far from the town centre to be included in this review.

There are six car parks which are operated by **Central Bedfordshire Council**, the locations of which are given in **Table 2.2.1**. by quadrant in relation to the town centre.

**Table 2.2.1: Council Car Parks in Dunstable**

Car Park	Quadrant	Short or Long Stay	Parking Normal (White Spaces)	Permit Holders (Yellow Spaces)	Market Traders (Red Spaces)	Blue Badge Holders' Spaces	Spaces in Each Car Park
Ashton Square	Southwest	Both	300	10	50	27	387
Priory Gardens	Southeast	Both	42	22	0	3	67
Matthew Street	Northwest	Both	41	28	0	3	72
Regent Street	Northwest	Both	56	0	0	3	59
St Mary's	Southwest	Both	43	13	0	2	58



Gate							
Grove Park	Northeast	Both	398	0	0	39	437

All of the identified Council car parks are located in the published Dunstable Town Centre Masterplan area, and only Grove Park is located outside the existing town centre boundary. There are currently no designated long stay car parks, although there are widespread opportunities for long stay car parking in the town centre.

Parking charges are in place at all of these car parks between 08:00 and 18:00, Monday to Saturday, with the tariff structure in **Table 2.2.2** in operation, correct as of June 2012 (subject to annual reviews).

**Table 2.2.2: Council Car Parks Tariff Structure (2011/12)**

Car Park	Up to 30 min	Up to 1 Hours	Up to 2 Hours	Up to 3 Hours	Up to 5 Hours	Up to 10 Hours	Up to 1 Week
Ashton Square	N/A	N/A	£0.50	£1.50	£3.50	£6.00	£12.80
Priory Gardens	N/A	£0.50	£1.00	£1.50	£3.50	£6.00	£12.80
Matthew Street	N/A	£0.50	£0.50	£1.50	£3.50	£6.00	£12.80
Regent Street	N/A	£0.50	£1.00	£1.50	£3.50	£6.00	£12.80
St Mary's Gate	N/A	N/A	£0.50	£1.50	£3.50	£6.00	£12.80
Grove Park	£0.20	£0.50	£1.00	£1.50	£3.50	£6.00	£12.80

All of the Council controlled car parks operate on a Pay & Display (P&D) basis. Parking on Sundays and Bank Holidays is free of charge, and free parking for motorcycles is available in Matthew Street. Free parking is available for Blue Badge Holders in designated bays only. In Ashton Square users have to input their vehicle registration number which is then printed on the ticket to avoid it being passed over to other users.

Parking for market traders is available in Ashton Square car park. The permit charge for a regular market trader is £64.00 per annum and this entitles the trader to park on one market day per week. Casual market traders can purchase a reduced daily ticket at the cost of £3.50 per day from the P&D machines located in the car parks. In addition, permits are available to business owners and employees working in the District as follows:

- One month £52
- Three months £129
- One year £386.

There are three **privately operated** off-street car parks that are available to the public, the locations of which are indicated in **Table 2.2.3** below by quadrant in relation to the town centre.

**Table 2.2.3: Privately Operated Car Parks in Dunstable**

Car Park	Quadrant	Normal Spaces	Disabled Spaces	Total Spaces	Operator
ASDA	Northeast	348	36	384	Town and City Parking Ltd
ALDI	Northeast	91	4	95	Parking Eye Ltd
Quadrant Centre	Northeast	190	15	205	Vinci Parking Services UK Ltd

ALDI is a customer only car park and free customer parking is limited to 1.5 hours (no return within 4 hours). Parking charges are in place at the Quadrant Centre and ASDA between 08:00 and 18:00 and 09:00 and 17:00 respectively, Monday to Saturday, and the tariff structures in **Table 2.2.4** are currently in operation (June 2012).



**Table 2.2.4: Privately Operated Car Parks Tariff Structure**

Car Park	Up to 1 Hour	Up to 2 Hours	Up to 3 Hours	Up to 4 Hours	Up to 10 Hours
ASDA		£1.00	£2.00		
ALDI	<b>Free customer parking limited to 1.5 hours (no return in 4 hours)</b>				
Quadrant Centre	40p	70p	£1.00	£1.50	£10.00

The ASDA and Quadrant Centre car parks operate on a Pay & Display basis, and parking on Sundays and Bank Holidays is free of charge. The maximum stay at ASDA is 3 hours and they offer refunds of up to £1 on parking tickets at the checkout when customers spend £5 or more. The Quadrant Centre car park is a slightly cheaper option than ASDA, although when taking into account the refund system the tariff for up to 3 hours at both car parks is the same and parking for up to 2 hours at ASDA can be free of charge.

In terms of comparison to the tariffs at the CBC operated car parks, the Quadrant Centre is generally cheaper in terms of short stay parking charges, with respective tariffs of 40p for 1 hour, 70p for up to 2 and £1 for up to 3 hours, compared to 50p, 50p/£1 and £1.50 in the CBC car parks.

### Disabled Parking

Dedicated disabled parking spaces are provided in all of the public and private off-street car parks that serve the town centre. Traffic Advisory Leaflet 5/95 'Parking for Disabled People' recommends a minimum provision of 6% of the total car park capacity for disabled parking. The Quadrant Centre, Grove Park and Ashton Square car parks currently meet this requirement, and the overall provision of approximately 132 disabled parking spaces serving the town centre equates to 7.5% of the total parking capacity, which is above the minimum recommended provision. Free parking is available for Blue Badge Holders in designated disabled bays within ASDA, ALDI and the six Council operated car parks. Charges for disabled parking within the Quadrant Centre car park are the same as for other motor vehicles.

### Location of car parks

In terms of the spatial distribution of car parks there is a good balance in terms of the availability of spaces in terms of proximity to retail, leisure and other town centre services, as summarised in **Table 2.2.5**.

**Table 2.2.5: Location of Car Parking Spaces in Relation to Town Centre Services**

Quadrant	Car Park	Number of Spaces	Retail, Leisure and Other Town Centre Services Served by Car Parks
Northwest	Matthew Street Regent Street	131	Dunstable Market and High Street (N) Grove Park and High Street (N)
Northeast	Grove Park  ALDI Quadrant Centre ASDA	1121	Leisure centre, Theatre, Bowling Centre and Grove Park ALDI / Priory Gardens and the Church Quadrant Centre / ASDA / High Street (N) ASDA / Quadrant Centre / High Street (N)
Southwest	Ashton Square  St Mary's Gate	445	Dunstable Market, Wilkinsons / High Street (S), Priory Gardens and the Church Dunstable Market and Wilkinsons / High Street (S)
Southeast	Priory Gardens	67	Quadrant Centre, High Street (S), Priory Gardens and the Church

The Quadrant Centre, ALDI and Priory Gardens car parks are well located to cater for traffic travelling into Dunstable from the east (A505); Regent Street, ASDA and Grove Park are accessible from the north (A5) and Matthew Street, St Mary's Gate and Ashton Square serve traffic travelling into the town centre from the west (B489 West Street). None of the nine off street car parks that serve the town centre are directly accessible for traffic from the south (A5), which means that any demand must be met by the six car parks served by the A505 and



the B489, adding to the traffic levels along these roads and at the town centre crossroads (A5 High Street / A505 Church Street / B489 West Street junction).

The quality of the pedestrian routes between the car parks and the town centre is variable. There are generally direct and convenient routes connecting the car parks serving ALDI, ASDA and the Quadrant Centre. There are pedestrian crossings on the A505 linking the Priory Gardens car park with ALDI and the Quadrant Centre, and it also sits adjacent to the church and the gardens. St Mary's Gate is also conveniently located in relation to the pedestrian footways on the B489 that facilitate access to the wider town centre.

In comparison, Regent Street, Matthew Street, Ashton Square and Grove Park car parks are slightly detached from the existing main town centre areas in terms of pedestrian connectivity. Both Regent Street and Matthew Street car parks are set back from the A5 (N) and concealed by buildings and so pedestrian links to the town centre are less obvious and direct. While Ashton Square and Grove Park are slightly detached from the existing town centre they are still within comfortable walking distance of adjacent retail and leisure services.

The current balance between short and long stay parking is heavily weighted towards long stay, with 1285 available for both long and short stay compared to 479 designated short stay spaces (ALDI and ASDA car parks). It is considered that the current balance of provision is appropriate, given the existing constraints of the transport network in terms of the lack of a rail station and traffic congestion on the strategic roads (A5 and A505) reducing the reliability of bus services serving the town centre. In addition, the lack of an efficient rapid public transport system serving the surrounding area means there is little or no attractive alternative mode of transport to the private car for commuters to access the town centre. However, the committed strategic improvements to the transport network including the A5-M1 Link and the M1 Junction 10 to 13 Hard Shoulder Running Scheme should help to remove traffic from the town centre and reduce the congestion currently experienced.

The Luton -Dunstable Busway is planned to provide a frequent and dependable high quality bus service linking Houghton Regis, Dunstable and Luton providing better coverage to the surrounding areas, and the aforementioned reduced congestion could make both the Busway and conventional bus services a more attractive option for commuters. Therefore, it is possible that at some time in the future there may be the opportunity to reduce the level of long stay parking provision and have more dedicated short stay spaces.

### Use of Car Parks

Utilisation surveys were carried out in June 2009 at the following Council operated car parks:

- Regent Street;
- Ashton Square;
- St Mary's Gate; and
- Priory Gardens.

The survey results are presented in **Table 1.4.6**. These surveys were carried out on both market (Wednesday, Friday or Saturday) and non-market days, and the table compares occupancy levels at the 4 car parks. The Institute of Highways and Transportation (IHT) document 'Guidelines on the Preparation of Parking Strategies and Management' defines a car park with an observed occupancy rate of 85% or above as operating at its theoretical capacity. It can be seen that all of these car parks operated in 2009 within their theoretical capacity on both market and non-market days.

**Table 2.2.6: Car Park Occupancy 2009**

Year	Car Park	Percentage Occupancy	
		Market Day (Wed, Fri and Sat)	Non- Market Day
2009	Ashton Square	77%	48%
	Priory Gardens	79%	73%



	Regent Street	44%	49%
	St Mary's Gate	81%	76%
	<b>2009 All</b>	<b>74%</b>	<b>54%</b>

St Mary's Gate had the highest occupancy levels on both market and non-market days while levels were also at Priory Gardens. These two car parks are generally busy owing to their location. St Mary's Gate is situated adjacent to Ashton Square car park, which is where Dunstable Market is based three days a week, and also in close proximity to Wilkinsons and the shops in the southwest quadrant. The Priory Gardens car park is opposite the southern entrance to the Quadrant Centre, which is located on the north side of the A505 Church Street, and it also provides access to the church and the gardens.

In comparison, occupancy levels of the Regent Street car park are considerably less. The car park is located in the northwest quadrant, isolated from the main town centre areas and is enclosed by buildings and garages. In addition, the pedestrian exit point is actually alongside the vehicle access, which initially directs pedestrians away from the main town centre.

Ashton Square occupancy levels are much lower on non-market days. The sprawling layout of the car park means that some areas, particularly in the southwest corner, are quite far from Wilkinsons and the shops in the southwest quadrant making this car park less attractive than others on non-market days.

## 2.2.2 Leighton Buzzard

### 2.2.2.1 Off-Street Car Parks

There are **five** public and **four** private off-street car parks that serve Leighton Buzzard town centre which provide a total of 1906 spaces.

There are five car parks which are operated by **Central Bedfordshire Council**, the locations of which are given in **Table 2.2.7**. below.

**Table 2.2.7: Council Car Parks in Leighton Buzzard**

Car Park	Parking Normal (White Spaces)	Permit Holders (Yellow Spaces)	Market Traders (Red Spaces)	Blue Badge Holders' Spaces	Spaces in Each Car Park
West Street MSCP	252	0	0	14	266
Hockcliffe Street	84	40	0	2	126
Baker Street	40	0	0	2	42
Duncombe Drive	65	29	42	3	139
New Road	6	2	0	0	8

Parking charges are in place at some of these car parks between 08:00 and 18:00, Monday to Saturday, with the following tariff structure in operation correct as of June 2012 (subject to annual reviews). At the two car parks which are free (Baker Street and New Road) there is a 2 hour waiting limit with no return within 1 hour.

**Table 2.2.8: Council Car Parks Tariff Structure in Leighton Buzzard (2011/12)**

Car Park	Up to 1 Hours	Up to 2 Hours	Up to 3 Hours	Up to 5 Hours	Up to 10 Hours	Up to 1 Week
West Street	£0.50	£1.00	£1.50	£3.50	£6.00 (24 hours)	£12.80



MSCP						
Hockcliffe Street	£0.50	£1.00	£1.50	£3.50	£6.00	£12.80
Baker Street	Free (2 hours maximum – no return within 1 hour)					
Duncombe Drive	n/a	£0.50	£1.50	£3.50	£6.00	£12.80
New Road	Free (2 hours maximum – no return within 1 hour)					

Parking for market traders is available in Duncombe Drive car park. The permit charge for a regular market trader is £64.00 per annum and this entitles the trader to park on one market day per week. Casual market traders can purchase a reduced daily ticket at the cost of £3.50 per day from the P&D machines located in the car parks (charges correct as of June 2012 subject to annual review). In addition, permits are available to business owners and employees working in the District as follows:

- One month £52
- Three months £129
- One year £386.

There are four **privately operated** off-street car parks in the town that are available to the public, though the railway station is some way from the town centre, the locations of which are indicated in **Table 2.2.9**

**Table 2.2.9: Privately Operated Car Parks in Leighton Buzzard**

Car Park	Normal Spaces	Disabled Spaces	Total Spaces	Restrictions / Charges
Tesco / Homebase, Vimy Road	468	30	498	Free - 3 hours maximum
ALDI, Vimy Road			100	Free - 1½ hours maximum
Waitrose, West Street			60	Free - 1½ hours maximum
Rail Station			667	£6.90 per day (£4.80 off-peak) £29 per week £109 per month £211 for 3 months £793 per year £4.80 Bank Holiday (prices correct at June 2012)

## 2.2.3 Biggleswade

### 2.2.3.1 Off-Street Car Parks

There are ten public and private off-street car parks serving the town centre. Of these, seven are managed by Biggleswade Town Council, providing a total of 427 spaces.

All the car parks provided by the Town Council are FREE and have no limit regarding the length of stay, except for the area in High Street outside the White Hart and the car park in Chestnut Avenue (see **Table 2.2.10**). The Dan Albone Memorial Car Park is a little bit out of the town centre and serves the Biggleswade Common area.

**Table 2.2.10: Town Council Car Parks in Biggleswade**

Car Park	Number of Spaces	Max Duration
Chestnut Avenue	37	3 hours (no return within 2 hours)
Dan Albone Memorial, Shortmead	130	no restrictions



Street		
Rose Lane	136	no restrictions
St Andrews Street	39	no restrictions
St Andrews Street / Mill Lane	21	no restrictions
White Hart, High Street	14	2 hours (no return within 2 hours)

A parking survey carried out by Bedfordshire County Council Highways in June 2006 found that the off-street car parks near to the town centre, which were not subject to any restriction on waiting, were full throughout the day and experienced little turnover. These unrestricted car parks are seen as attractive for use by rail commuters and people who work locally, thus preventing their use for shorter stay parking by shoppers. In addition the Rose Lane car park is heavily used in the afternoon for school pick-ups at the nearby school and nursery and also used by residents in the evening.

In addition to the Town Council managed car parks, there are three private cars parks. The rail station car park in Station Road, managed by First Capital Connect, provides 186 spaces for rail commuters and the two supermarkets in the centre of the town, ASDA and ALDI, have car parks providing 369 and 79 spaces respectively for their customers.

The supermarket car parks are free but have a limit of 90 minutes per stay at ALDI and 2 hours per stay (no return within 2 hours) at ASDA, while the only off-street parking area to be subject to charges (see **Table 2.2.11**) is that for the Railway Station which includes a number of spaces around the foyer of the station as well as the main car park providing a total of 186 spaces.

Surveys undertaken of these areas showed that the occupancy of the main station car park was under 30% and parking around the foyer of the station was at or close to full occupancy. There is also evidence to suggest that parking on residential roads near the town centre is the result of parking by rail commuters: surveys carried out in 2006 indicated that 124 cars not belonging to residents were parked in the streets close to the station (assessed by comparing cars parked on a weekday and at the weekend). Given the low occupancy levels at the station car park, and the popularity of the other unrestricted car parks as highlighted above, pricing policy is clearly affecting parking behaviour.

Registration plates were also recorded as part of the 2006 surveys for the station parking, and these showed that there had been no turnover in parking between 0830 and midday, although a small number of additional cars were recorded between 1100 and midday which had not been present prior to 0900.

**Table 2.2.11: Privately Operated Car Parks in Biggleswade (charges correct at June 2012)**

Car Park	Location	Normal Spaces	Disabled Spaces	Charges / Max Duration
ASDA	Church Street	348	21	2 hrs free (no return within 2 hours)
ALDI	Bonds Lane	74	5	1½ hrs free to customers
First Capital Connect	Rail station, Station Road	183	3	£4.50 per day (£3 off-peak) £21 per week £78 per month £205 for 3 months £675 per year £2.00 Bank Holiday

## 2.2.4 Houghton Regis

In **Houghton Regis** there are 3 public car parks operated by Central Bedfordshire Council in and around the Bedford Square area. On the East side of Tithe Farm Road there are 53 free spaces, off the High Street there are 32 spaces where a 3 hour time limit applies and behind the Co-operative Store on the South side of the High Street is a customer car park which is



open to the public and has no time limit and contains approximately 75 spaces plus an unmarked area for approximately 15 more. A Morrison's store to the West of the town centre has 75 spaces with no time limit while a new Morrison's supermarket was under construction in 2012. The new Morrison's car park due to open in November 2012 which will add a major new facility to the town centre.

## 2.2.5 Flitwick

There are a number of car parks in the centre of Flitwick - one at Tesco in Coniston Road (401 spaces) which has a 3 hour limit, two at the railway station, one operated by First Capital Connect (257 spaces) and one by Cowlgrove (180 spaces), and one in Station Road managed by Central Bedfordshire Council on behalf of Flitwick Car Park Limited.

The charges at the two station car parks are:

- First Capital Connect: £5.50 per day, (£3 off-peak and £2 in evening and weekends), £26.00 per week, £90.00 per month, £260.00 three-monthly, £825.00 per annum. There is also a Premier car parking area which is slightly more expensive - £7.90 per day (£3.90 off peak and £2.30 evenings and weekend), £34.30 per week and £1200 per annum.
- Cowlgrove: £5.50 per day, £22 per week and £86 per month.

The Station Road Car Park has the following charging structure:

Car Park	Up to 30 min	Up to 1 Hours	Up to 2 Hours	Up to 3 Hours	Up to 5 Hours	Up to 10 Hours	Up to 1 Week
Station Road	N/A	N/A	£0.50	£1.50	£3.50	£6.00	£12.80

There is a car park at the Russell Centre off Coniston Road though this is strictly for customers of the businesses in the Russell Centre and has a 2 hour waiting limit.

There is a car park attached to the Leisure Centre (200 spaces) and one attached to the Rufus Centre (140 spaces) though these are both some distance from the town centre.

Charges at the First Capital Connect railway station car park are as follows:

In a number of streets around Flitwick Station there are parking restrictions in place for certain periods of the day to prevent parking by commuters – typically restrictions apply between 0800 and 1245 or 1315 and 1800 (sometimes the restriction is just for 0800-1000).

A Residents' Parking Zone has also been implemented in Grasmere Close, close to the station.

## 2.2.6 Ampthill

There is a major car park at Ampthill, attached to the Waitrose supermarket in Bedford Street, which has a 2 hour limit with no return within 2 hours. It is signposted as "Public Free Parking" from Church Street and Bedford Road. . There is a public car park (25 spaces) with no time restriction on Woburn Street (near the Alameda Restaurant), Parking is also available on Weekends and Bank Holidays in the Aragon Housing Association Car Park (45 spaces).



## 2.2.7 Sandy

In Sandy there is a car park in Belfry Court off the High Street where there are spaces for 114 cars (plus 3 disabled) and also a space for commercial vehicles which is also marked out and used as a car park with 27 spaces. A Budgens supermarket has a 72 space car park in the town centre with a 2 hour time limit, while the railway station has a car park with 142 spaces where the charges are: £5.00 daily, £23.00 weekly, £88.00 monthly, £240.00 three-monthly, £775.00 annually. On – street parking is also available in the Market Square.

## 2.2.8 Other Towns and Villages

There is a car park at **Arlesey** railway station (91 spaces) where the charges are: £6.20 per day, £29.00 per week, £105.00 per month, £290.00 three-monthly, £925.00 per annum.

There is a car park at **Harlington** railway station where the charges are: £7.50 daily (£3 off peak and £2 at evenings and weekends), £35.00 weekly, £125.00 monthly, £350.00 three-monthly, £1250.00 annually with a small area of Premier parking available for £1350 annually.

In **Potton** there is a small free car park (30 spaces) in Brook End while there are a further 30 spaces at Tesco in King Street. There are also 14 spaces in the Market Square.

In **Shefford** there is a 40 space free car park in Old Station Way while the car park attached to Morrison's supermarket, which has a capacity of 180, offers 2 hours of free parking with no return within 3 hours, though the car park shuts one hour after the supermarket.

**Stotfold** has a small (13 space) "shoppers' car park" at the junction of Brook Street and High Street which is operated by Stotfold Town Council.

In **Woburn** there is a large (200 spaces) free car park in Park Street operated by Bedford Estates.

In many of the towns and villages there are other public buildings, e.g. village halls or community halls which have parking spaces attached to them. The availability of these spaces is variable through the area and depends upon the particular circumstances at that location. For example particular covenants or Parish Council decisions may determine whether or not they can be used by the public when the facility is not in use.

## 2.2.9 Rural Areas

Central Bedfordshire own and manage a number of sites in the countryside which are open to the public, sometimes in partnership with the Greensand Trust. A number of them have car parks. The locations of these and the responsible organisations are as follows:

**Aspley Woods** - The Greensand Trust

**Dunstable Downs** - The National Trust

**Stockgrove and Rushmere Country Parks** - The Greensand Trust

**Sundon Hills Country Park** - The National Trust

**Totterhoe Knolls** - The National Trust

**Whipsnade Heath** - The National Trust

**Tiddenfoot Waterside Park** - Central Bedfordshire Council



# 3 Policies

## 3.1 Background

The Council's strategy for parking aims to meet a range of economic, social and environmental objectives, and the policies set out in this section seek to strike an appropriate balance given Central Bedfordshire's particular circumstances and the strategic approach being taken in the Local Transport Plan.

The availability of car parking can have a significant influence on travel behaviour and the patterns of movement. Consequently, car parking needs to be carefully managed in order to help to contribute to achieving the objectives of Central Bedfordshire's LTP3 which are as follows:

**Table 3.1 Local Transport Plan Objectives**

	Objective	LTP Theme	Related Sustainable Community Strategy Priorities
<b>A</b>	<b>Increase the ease of access to employment by sustainable modes</b>	<ul style="list-style-type: none"> <li>Journey to Work</li> </ul>	<ul style="list-style-type: none"> <li>Maximising employment opportunities</li> <li>Getting around and caring for a clean and green environment</li> </ul>
<b>B</b>	<b>Reduce the impact of commuting trips on local communities</b>	<ul style="list-style-type: none"> <li>Journey to Work</li> </ul>	<ul style="list-style-type: none"> <li>Keeping our communities safe</li> <li>Getting around and caring for a clean and green environment</li> <li>Promoting health and reducing health inequalities</li> </ul>
<b>D</b>	<b>Improve access to healthcare provision by the core health service (hospitals and GPs)</b>	<ul style="list-style-type: none"> <li>Access to Healthcare</li> </ul>	<ul style="list-style-type: none"> <li>Getting around and caring for a clean and green environment</li> <li>Promoting health and reducing health inequalities</li> <li>Supporting and caring for an ageing population and the most vulnerable</li> </ul>
<b>E</b>	<b>Ensure access to food stores and other local services particularly in local and district centres</b>	<ul style="list-style-type: none"> <li>Access to Retail</li> <li>Access to Council Services</li> </ul>	<ul style="list-style-type: none"> <li>Getting around and caring for a clean and green environment</li> <li>Promoting health and reducing health inequalities</li> </ul>
<b>F</b>	<b>Enable access to a range of leisure, cultural and tourism facilities for residents and visitors alike by a range of modes of transport</b>	<ul style="list-style-type: none"> <li>Access to Leisure</li> </ul>	<ul style="list-style-type: none"> <li>Nurturing a sense of pride and belonging</li> <li>Getting around and caring for a clean and green environment</li> <li>Promoting health and reducing health inequalities</li> </ul>
<b>J</b>	<b>Reduce the risk of people being killed or seriously injured</b>	<ul style="list-style-type: none"> <li>All</li> </ul>	<ul style="list-style-type: none"> <li>Keeping our communities safe</li> </ul>

In addition the National Planning Policy Framework (NPPF) was published by Government on 27th March 2012 and supersedes the previous policy which was contained in PPG13. The relevant paragraphs in the NPPF concerned with parking are:



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

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

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

## 3.2 Overall Management of Parking

The policy for overall parking management is set within the context of the wider objectives of the Council's Local Transport Plan as listed above.

### **Policy P1 - Overall Management of Parking**

**The overall parking stock will be efficiently and effectively managed through the implementation of appropriate supply, maintenance, charging and enforcement measures to help achieve relevant local objectives.**

This means that the Council will:

- effectively manage the Council owned off-street public car parking stock to a safe and high quality. The Council will, subject to funding:-
  - introduce automatic number plate recognition (ANPR) into the majority of its off-street car parks;
  - where ANPR is not possible 'pay on foot' will be introduced, and
  - where neither ANPR nor 'pay on foot' is workable, traditional pay and display (P & D) will be employed as the most appropriate and economical way of managing the car park.
- effectively manage competing demands for on-street parking through the implementation of appropriate measures (e.g. residents' parking zones (RPZ) and controlled parking zones (CPZ));
- enforce parking regulations effectively and, in modernising this service to deliver greater efficiency, will:
  - introduce mobile ANPR vehicles to patrol the highway network;
  - empower the Council's existing 'Visible Presence' enforcement officers to enforce parking restrictions on street and well as in non-ANPR managed car parks;
  - provide an out of hours telephone line for enforcement issues linked to the 'Visible Presence' team.



- define the standards for the provision of private non-residential (PNR) and residential parking associated with new developments / re-developments (See Section 5)

In managing the parking stock, while it is important that the Council reflects the range of economic, social and environmental differences found in Central Bedfordshire, it needs to do this within a workable framework that provides a level of consistency. Given this, the management of car parking will be undertaken in relation to a number of specified categories. The Council will manage parking based on the role and function of settlements, their level of facilities and services, their populations, the availability of sustainable transport alternatives and operational parking issues.

### **Growth Areas**

In LTP3 four growth areas are defined:

- Dunstable and Houghton Regis;
- Leighton Linlade;
- Biggleswade and Sandy, and
- Arlesey and Stotfold.

Within each of these areas it is also necessary to look at different land uses which have different demands for parking:

- Regional / Sub-regional shopping / commercial centres;
- Local shopping / commercial areas;
- Central employment areas;
- Other employment areas;
- Central residential areas, and
- Other residential areas.

**Other Market Towns** – Flitwick, Ampthill, Shefford

**Villages**

**Rural Areas**

## **3.3 Managing the Parking Stock**

In considering the mix and number of parking spaces the Council's approach will be very much based on 'managing parking demand' rather than simply on a 'predict and provide' calculation. Where there is no local evidence of parking demand, an evidence-based 'predict and provide' calculation will be used. A strictly empirical 'predict and provide' calculation would be likely to encourage people to use their car more often, leading to increased congestion and increased greenhouse gas emissions as well as leading to valuable land being used for parking which could be better used for other purposes, e.g. housing, retail and employment.

The Council's approach is to 'manage demand' by having a parking policy which supports the vitality and vibrancy of local economies and seeks to promote more sustainable



transport choices. We aim to do that by setting charges which encourage short-stay parking (e.g. by shoppers) and discourage long-stay parking (e.g. by commuters).

By relocating and increasing charges for long-stay spaces we aim to encourage commuters to use other transport modes rather than having their cars occupy parking spaces for the whole of the working day in our town centres. As they travel in peak periods this would also reduce congestion, another key driver for the LTP3.

### **Policy P2 - Managing the Parking Stock**

**The Council will manage the parking in its area in accordance with the following principles:**

#### **Off-Street Public Parking:**

- **Short-stay parking will be prioritised on sites within an acceptable walking distance of shopping and commercial centres to ensure adequate accessibility.**
- **Longer-stay parking will be prioritised on sites further away from shopping and commercial centres.**
- **Long stay commuter parking will be reduced where adequate sustainable transport alternatives exist.**
- **The mix and number of off-street parking spaces will be periodically reviewed to ensure they continue to meet Local Transport Plan objectives and reflect local circumstances.**

#### **On-Street Parking:**

- **Short-stay parking (up to a maximum of 2 hours) will be given priority at on-street parking locations in or near shopping or commercial centres. An appropriate level of Blue Badge Bays will also be provided at such locations although these may also be time limited to ensure fair availability for all Blue Badge holders.**
- **Adequate provision will be made for the delivery of goods and for public service and emergency vehicles where required.**
- **In residential roads, priority will be given to meeting residents' parking needs.**
- **Where there is a significant conflict of need for the use of the kerbside space the following will be the prioritisation: buses, taxis, Blue Badge parking, deliveries, residents' parking, short-stay parking, long-stay parking. In these circumstances the Council will consider the implementation of CPZs to best manage the competing needs of the area.**
- **The mix and number of on-street parking spaces will be periodically reviewed to ensure they continue to meet Local Transport Plan objectives and reflect local circumstances.**

However, the Council's strategy for parking must be realistic and therefore we recognise that in some of our towns with commuter rail stations (Leighton Buzzard, Biggleswade, Flitwick, Arlesey, and Sandy) there will always be a demand for long stay commuter parking. In the first instance, we will ensure that commuter parking is provided by on-site rail station car parks.



Where on street commuter parking creates road safety or congestion issues on the road network we will look at introducing parking restrictions to prevent this. Where commuter parking creates difficulties for local residents, the Council will consider the introduction of Residents' Parking Zones or Controlled Parking Zones. The objective is to recognise that the car journey to the rail station is the first stage in a longer more sustainable journey and therefore in some of our towns, commuter parking needs to be effectively managed rather than totally discouraged.

Long stay commuter parking will be pushed towards car parks and non-residential roads, which are at the outside edge of our town centres. Where the opportunity and funding exists we will consider the creation of long stay car parks at the edge of our commuter towns.

### 3.4 Parking Charges

The Council currently charges for off-street parking in Dunstable and Leighton Buzzard only. The setting of an appropriate level of charges for parking in these towns has to attain a balance between protecting the vitality and vibrancy of the town centres, by ensuring that there is adequate, affordable parking for those wishing to shop, do business or simply visit the town centres, while at the same time discouraging commuting by car and / or providing long-stay parking at the edge of town for those who are commuting to the area for their daily employment.

It is also necessary, in a region where there are numerous competing locations for people to shop and visit, that we aim to make Central Bedfordshire's towns the destinations that people choose to come to.

The Council's off-street parking charges seek to reflect the retail, leisure and employment offerings of both Dunstable and Leighton Buzzard town centres and should help to ensure that the town centres remain competitive. Substantially higher charges could undermine the vitality of both town centres and, with this in mind, care will be taken in determining any future charges.

Central Bedfordshire Council does not currently have any on-street parking facilities for which it charges. However, it is the Council's aspiration to develop these facilities and, to reflect its greater convenience, charges for on-street parking would be set at a higher level than the equivalent off-street parking charge.

Details of the current charges in the off-street car parks operated by Central Bedfordshire are provided in Chapter 2 above.

Within this context, recommended parking charges would be proposed for each growth area in accordance with **Policy P3**.



### **Policy P3 - Parking Charges**

**Parking charges (on and off-street) will be set for each 'growth area' taking account of the following factors:**

- **the service role and strength of the local economy;**
- **the utilisation of existing parking spaces;**
- **traffic conditions on the local highway network;**
- **the availability of sustainable transport modes;**
- **parking charges in neighbouring areas;**
- **the convenience of parking locations;**
- **local environmental conditions;**
- **the requirement to provide an efficient Council parking service;**
- **relevant LTP objectives and targets, including support for Council transport services, and.**
- **the prevailing retail prices index at the time.**

A fundamental review of parking charges will be undertaken by the Council as and when required based on the factors outlined in **Policy P3**.

The Council also offers the option of purchasing season tickets for many of its car parks and while these do offer convenience and cost savings to holders, they can also reduce the Council's parking revenue and can encourage increased car trips and use. Given these factors, the Council will consider its terms and conditions on season tickets as part of the above review process and implement any changes as deemed necessary to achieve our overall objectives.

## **3.5 Parking Standards in New Developments**

Controlling the amount of parking provided for new business developments (private non-residential (PNR)) and for new housing (residential) is used to influence both car use and car ownership levels. However, it is unrealistic to seek to influence car ownership levels through parking measures as the majority of people will still want to own a car for the flexibility it provides, particularly as Central Bedfordshire is a predominately rural area.

There is good local evidence, for example from the Fairfield Hall development near Stotfold, that restricting residential parking has little to no impact on either car usage or levels of ownership. However, what has become abundantly obvious is that the restriction of off-street parking provision has increased the amount of on-street parking associated with new developments.

The focus of this strategy is therefore on trying to influence car use through appropriate parking measures at destinations (e.g. retail, commercial and employment areas) and not seeking to control car ownership levels through overly restrictive residential parking measures which can cause safety issues as a result of parking overspill.

### **3.5.1 Private Non-Residential Parking Standards**

Given the above argument, it is considered that, together with parking charges, it should be the number of parking spaces at destinations (e.g. retail, commercial and employment areas) that is used to influence car use. However, concern is often expressed that a restriction in parking standards could:

- discourage businesses from locating or expanding in Central Bedfordshire;
- encourage perverse incentives for development in out-of-centre locations;



- be generally unrealistic given the lack of suitable sustainable transport alternatives, and
- transfer unmet parking demand onto residential streets.

Consequently, parking standards will be considered in a sensitive and flexible way that reflects local circumstances. Given this, an accessibility framework has been developed to determine reductions, or discounts, in recommended maximum parking standards.

**Policy P4 - Private Non-Residential Parking Standards**

**The provision of parking associated with new private non-residential development will be limited to maximum parking standards (except for mobility impaired spaces). These maximum standards will be reviewed to reflect local circumstances and the relative accessibility by sustainable transport modes in accordance with an accessibility framework.**

**The actual parking provision for developments will be negotiated between the Council and developers, taking account of a range of issues including the mix of land uses, ancillary uses, scale of development and opportunities for sharing parking.**

Mobility impaired motorists need special provision and new developments will have to ensure that 'Blue Badge' holders have an adequate number of properly designed, conveniently located and dedicated car parking spaces (in line with current best practice).

The Council will use transport assessments, business and school travel plans and other 'key' measures to help reduce the need for, or usage of, PNR parking spaces. In reviewing transport assessments, travel plans and associated measures, in terms of required parking provision, the Council and developers will need to consider the impact of the development mix (i.e. the range of land uses), ancillary land uses, the scale of development and opportunities to share parking provision.

More details on maximum parking standards and the associated accessibility framework are presented in section 4 and Appendix C.

Managing Council owned parking is made more complicated where there is significant publicly available private non-residential parking (e.g. at shopping centres and supermarkets). Particular concerns include that:

- people may park in a supermarket car park for free (or a fee smaller than a Council operated car park) when visiting a town rather than using a nearby Council short-stay car park – this could cause both parking overspill onto residential roads, if the supply of supermarket spaces is insufficient, and a loss of revenue to the Council, especially at peak trading times such as Christmas; and
- people may decide to shop at a supermarket because it has free car parking rather than in the local high street which relies on Council car parks – this could undermine the vitality and vibrancy of small retailers.



**Policy P5 - Managing Publicly Available Private Non-Residential Parking**

**Any planning application which includes provision for publicly available private non-residential parking will be required to provide an accompanying car park management plan and to implement parking restrictions and charges consistent with those of Council run car parks in the local area.**

Where an existing Council car park forms part of a planning application, the presumption will be that the Council will manage and operate the whole of any publicly available private non-residential car park associated with the new development.

**Policy P6 - Reductions in Private Non-Residential Parking Stock**

**Where appropriate, the Council will encourage efficiencies in the number and/or use of existing privately owned non-residential parking stock.**

The shared use of parking, particularly in town centres and as part of existing major developments, will also be encouraged to reduce the overall amount of parking provision and to reduce land take.

**3.5.2 Residential Parking Standards**

The methodology for determining residential car parking standards is based on the following parameters:

- historic and forecast levels of car ownership;
- factors influencing car ownership:
- dwelling size, type and tenure;
- dwelling location;
- availability of allocated and unallocated parking spaces;
- availability of on-street and off-street parking;
- availability of visitor parking;
- availability of garage parking, and.
- residential car parking demand (with 2026 as the recommended prediction year).

**Policy P7 - Residential Parking Standards**

**The provision of well designed car parking associated with new residential development will be determined in accordance with an approach which takes account of**

- dwelling size; and
- the appropriate mix of parking types (e.g. unallocated, on-street, visitor etc).

**A set of minimum parking standards for residential development (based on allocated parking) has been developed to provide a basis for this approach (see Appendix B). In determining the appropriate mix of parking types, the presumption will be that unallocated communal parking will be included in the majority of new residential developments.**



It is recognised that in certain exceptional circumstances it may be appropriate to allow reduced residential parking standards where parking demand is likely to be lower (e.g. because of the availability of high quality local sustainable transport facilities) and where any tendency for potential parking overspill onto nearby streets is or can be controlled. Where this is the case, the Council will use and/or require transport assessments, residential travel plans and other 'key' measures to help reduce the need for, and/or usage of, residential parking spaces.

More details on residential parking standards are provided in section 5.

## 3.6 Parking Enforcement

Civil Parking Enforcement returns the issue of parking enforcement to the time when the Police and Traffic Wardens had sufficient resources to ensure that parking restrictions were respected. Over a number of years this resource has reduced as the Police have had to face new challenges but legislation, first introduced in 1991, has allowed Central Bedfordshire Council to take responsibility for parking enforcement from the Police as many authorities have now done.

The money raised from the issue of penalty charge notices (PCNs) is used to pay for the enforcement service. With any surplus having to be spent on improving local transport, including improving parking, traffic management, better public transport facilities for pedestrians or cyclists and environmental enhancements. Policy P8 reinforces our overall Parking Management Policy P1:

### **Policy P8 - Parking Enforcement**

**The Council will enforce parking restrictions effectively and efficiently under its civil parking enforcement regime.**

**The Council will undertake enforcement by static and mobile Automatic Number Plate Recognition (ANPR). The information collected may also be shared with the Police.**

**The Council will issue Penalty Charge Notices (PCNs) by post where it considers appropriate and in conjunction with the use of ANPR.**

**The Council will expand the powers of its existing visible enforcement officers to enable them to enforce parking restriction and issue PCNs accordingly**

Following the introduction of Civil Parking Enforcement (CPE), Central Bedfordshire Council is now responsible for the enforcement of both off-street and on-street parking restrictions (including resident parking zones). The benefits of CPE are many and varied:

- A coordinated and locally accountable parking enforcement service across the whole of the Council's area.
- The ability to keep roads clear of vehicles which are creating safety and obstruction issues when parked in contravention of a restriction.
- The increased turnover of short-stay spaces and the encouragement of the appropriate use of long-stay spaces through better enforcement resulting in less circulating traffic and helping to support the vitality and vibrancy of town centres.



- Residents' parking schemes can be introduced in the knowledge that they will be effectively enforced allowing residents a fair opportunity to park in the streets in which they live.
- Improved enforcement helps 'Blue Badge' holders by ensuring that dedicated spaces are not used inappropriately.
- More reliable access to designated loading bays and facilities for deliveries.

However, it is recognised that, with improved enforcement, parking patterns tend to change as previously illegally parked vehicles, as well as commuters, move to unrestricted areas. We will therefore review parking schemes post implementation and take any additional action as necessary.

The Council employs teams of enforcement officers to patrol the streets and off-street car parks who have the responsibility for issuing Penalty Charge Notices (PCNs). The Council does not have quotas or targets or offer any other incentives but instead instructs its officers to work to clear guidelines which are targeted at achieving the Council's objectives. In order to reduce the revenue burden of this service area, and to improve effectiveness of parking management and enforcement, the Council has introduced Automatic Number Plate Recognition (ANPR) and will continue with a programme to automate the car parks under its control.

Income from the payment of PCNs and from ticket sales is used to finance the operational costs of the Council's parking service. In the event that any surplus income is achieved then this will be used to enhance parking services or support essential core highways services.

As part of the development of its Strategy for Parking, the Council will investigate the use of technology to maintain effective enforcement and ensure that Traffic Regulation Orders are reviewed on a regular basis. Consideration of investment in such technology will depend on future potential income from parking and how the Council is affected by budget cuts in light of Central Government Spending Reviews.

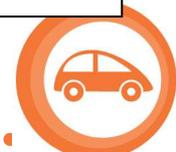
### 3.7 Residents' Parking Zones

It is recognised that seeking to reduce car use through the use of higher parking charges or reduced time limits may prompt drivers to park in residential streets. In addition to preventing residents from parking their own cars, the ability for drivers to make use of unrestricted spaces in residential streets does not encourage them to switch to more sustainable transport modes.

#### **Policy P9 - Residents' Parking Zones**

**In those residential areas which suffer from the significant effects of on-street commuter and/or shopper parking, the Council will, subject to available resources, investigate and where appropriate, introduce residents' parking zones. Such a proposal will not be brought forward unless there is a robust business case which demonstrates that the costs of implementing such schemes will be recuperated within a reasonable time scale. This will be undertaken in full consultation with local residents and businesses. The decision to proceed with a Residents' Parking Zone will be on the consensus of opinion and robust business case following consultation.**

**The Council will periodically review any provision of non residential parking with its Parking Zones with a view to increasing the availability of residential spaces.**



The investigation and implementation of any residents' parking zones will not be made in a piecemeal manner as this could result in drivers simply relocating to areas where restrictions are not in place.

Further details of the policy on the main principles under which the Council will investigate, implement and operate residents' parking zones are provided in Section 4.

### 3.8 Visitor Attraction Parking

Given the attraction of Central Bedfordshire's built and natural environment to tourists, the provision of adequate parking for visitors' cars and coaches at attractions is an important consideration. However, the typically seasonal nature of tourism can sometimes present problems in dealing with the associated increase in parking demand.

The Council will manage the demand for visitor attraction parking through Policy P2 'Managing the Council's Parking Stock' and Policy P4 'Private Non-Residential Parking Standards'. As part of this approach, the Council will work with tourist attractions to develop and implement transport assessments, green travel plans and other 'key' measures to reduce the demand for visitor parking.

The provision of adequate facilities for coaches to park and set-down / pick-up also needs to be included as part of the Council's approach to visitor attraction parking (HGV parking will be considered as part of the review of the LTP Freight Strategy). In doing so, it is acknowledged that there can be a number of difficulties and tensions related to the operation of coaches as experienced by drivers (e.g. a lack of adequate parking facilities), other road users (e.g. traffic disruption caused by inappropriate parking) and local residents and businesses (e.g. noise disturbance).

#### **Policy P10 - Visitor Attraction Parking**

**The Council will work with visitor attractions to manage the demand for parking.**

**The availability of coach parking and set-down / pick-up spaces will be periodically evaluated considering the needs of coach operators, other road users, residents and local businesses.**

### 3.9 Parking at Railway Stations

The provision of adequate car parking at railway stations can help to reduce the length of car journeys by attracting people onto rail for the major part of their journey but it can also encourage people to use their car instead of more sustainable modes to travel to the station.

Moreover, it can also influence people's location decisions: for example, a person may move from a market town location, where they used relatively good local public transport services to get to the station, to a more rural location where they now use their car to travel into the town's station...

The provision of a station car park should avoid overspill parking on residential roads around the station but, conversely, its presence can make a station more attractive to the



extent that the car park is eventually not big enough to meet the demand and parking on residential streets around the station then becomes a major issue with the local population.

Therefore, in looking at parking issues at railway stations, the Council will consider a number of factors to seek to gain a better understanding of the local context:

- the quantity of parking presently available at stations and in the surrounding areas;
- the level of charges for those parking spaces, if any are in place, and charges at other nearby stations serving the same destinations;
- the length and type of rail journeys;
- the number of stopping train services;
- the origin (catchment area) and journey mode of station users;
- the impacts of station traffic and parking on the local highway network and community, and
- the availability of sustainable transport modes to and from the station.

If appropriate, the Council will then work with Network Rail, station operators and public transport providers to evaluate the situation further and investigate possible solutions that take account of the needs of both rail users and the local community. In line with LTP objectives, the Council will ensure that any solutions also promote modal shift by encouraging the use of walking, cycling and public transport, and the implementation of station travel plans.

#### **Policy P11 - Parking at Railway Stations**

**Increased parking provision at railway stations will only be supported if it is included as part of a station travel plan. The Council will consider the provision of on-street restrictions to prevent on-street commuter parking in the vicinity of rail stations.**

A similar approach will be followed when considering increased parking provision at other public transport interchanges.

### **3.10 Improving Access and Use**

Good signing can be an effective tool in managing parking: clear signs to car parks and on-street parking can reduce unnecessary driving, thereby reducing congestion and other traffic impacts. Signing, particularly interactive signing which can respond to changing circumstances, for example by displaying the available spaces in particular car parks, can also encourage or discourage the use of particular car parks and roads.

In today's mobile society, cash is no longer the common currency and often motorists do not have the coinage available for payment at the ticket machine nor do they like those machines which do not give change, so that they overpay for their parking. The Council has introduced facilities to pay by debit/credit card at ticket machines and where this is not possible payment can be made by telephone or text message. This service coupled with ANPR car park management allows the Council to offer our customers greater flexibility in using our car parks by registering their details on our web site. This allows them to use Council car parks without worrying about payment at the time of entry as they will automatically be billed for their time spent in Council car parks and have the added



advantage that they will never incur a PCN for an overstay.

With an ageing population, more careful consideration needs to be given to the access and use of parking facilities. Interactive signing is expensive and balanced decisions will be made by the Council, in terms of how future growth in Central Bedfordshire dictates supply and demand.

**Policy P12 - Improving Access and Use**

**The Council will promote the convenient access to parking facilities in Central Bedfordshire by:**

- **providing mobility impaired parking in line with recognised national guidance and good practice;**
- **ensuring that parking facilities are clearly signed and that good levels of information on the location and availability of parking are provided;**
- **provide facilities for payment by debit / credit card, either over the phone, via text or online,**
- **ensuring that parking facilities are 'safer by design', and**
- **ensuring that facilities for service vehicles or those delivering goods are, as far as possible, segregated to avoid conflict and their use as overflow car parking areas.**

### 3.11 Workplace Parking Levy

A Workplace Parking Levy (WPL) is a charge on employers that provide free or relatively cheap workplace parking. The workplace levy may become an important and necessary tool in reducing traffic growth and encouraging the use of sustainable transport modes over the timeframe of the LTP3. However, given the predominantly rural nature of Central Bedfordshire, it is unlikely that it would have a significant impact on traffic levels outside of the main urban areas. At this time the implementation of a Workplace Parking Levy would be detrimental to the future growth and economy of Central Bedfordshire.

In addition, in December 2011, the Department for Transport, as part of the announcement on the Red Tape Challenge announced that Local Authorities will now have to ensure business interests are properly considered as part of any future proposed Workplace Parking Levy scheme. They must show they have properly and effectively consulted local businesses, have addressed any proper concerns raised and secured support from the local business community.

**Policy P13 - Workplace Parking Levy**

**The workplace parking levy will be kept under review.**

### 3.12 Residential Overspill Parking

The overflow of residential parking onto local highways has been raised as a significant issue by residents in a number of areas, especially in some of the more congested historic market towns. It can also cause problems in terms of highway safety, traffic management and streetscape. Residents have suggested that the Council should convert green space (including verges) close to these areas into additional residential parking.



However, there is presently no obligation on local highway authorities to provide parking for residential premises and there is no automatic right for residents to park on the highway.

#### **Policy P14 - Residential Overspill Parking**

**Requests for residential overspill parking will be considered by the Council on a case-by-case basis where there is a clear requirement and demand. In providing residents with overspill parking the Council will charge residents for the use of such facilities.**

**Where overspill parking schemes are promoted by Town & Parish Councils or other such bodies (for example residents or a housing association) all assessment and implementation costs will be charged to the scheme sponsor.**

### **3.13 Park and Ride**

The term “Park & Ride” (P&R) refers to remotely located car parking linked by an attractive public transport service with a key urban or other high demand centre(s). Services are usually provided by a dedicated bus, rail or tram service, providing a high quality and, usually, high frequency transport link between the car park and the relevant centre for which the service has been established. The overall package is of a standard commensurate with attracting car drivers to use the facility.

Bus based P&R services usually run non-stop between a peripheral car park and the urban centre. P&R associated with rail and tram usually provides a car parking facility for use with existing rail services at key stations, although a new station may be created where the P&R demand is predicted to be sufficient to make it viable. Successful P&R achieves the following key benefits:

- effectively increasing central area parking without increasing central area land take;
- reducing car journeys and levels of traffic congestion downstream of the facility, usually on key corridors;
- reducing accidents downstream of the facility;
- reducing air and noise pollution downstream of the facility;
- reducing demand for urban road construction downstream of the facility;
- reducing the need for long stay car parking in the relevant centre;
- improving the accessibility of town and district centres;
- freeing central area space for other uses, and
- generating new opportunities at the site.

In addition the most successful P&R should not significantly worsen any of the above upstream of the facility.

#### **Policy P15 - Park and Ride**

**The Council will consider the implementation of Park and Ride sites, subject to the availability of funding and robust business cases, at locations where they logically promote modal transfer from car to public transport and where environmental dis-benefits can be mitigated or removed entirely.**

**The Council will not charge for vehicle parking, provided that the onward journey is completed by a Council approved form of sustainable transport.**

The purpose of this policy is to determine where P&R can make a valuable contribution to Central Bedfordshire and/or its close neighbours and ensure that the P&R facilities and



services are optimised to successfully realise the benefits shown above and make an effective contribution towards achieving LTP targets.

### 3.14 Localism and Parking

The concept of 'decentralisation' is at the heart of the Government's agenda. The idea of devolving power from the centre to local government, communities and individuals is now central to the reforming ambitions of the Government, particularly in the wider set of policies within the idea of the 'Big Society'.

The Council currently delivers a complete range of parking services across its geographic area and the cost of providing these services is heavily subsidised by the income generated from the off-street car parks in Leighton Buzzard and Dunstable. Without this income the delivery of parking services across Central Bedfordshire would place a heavy burden on the local tax payer and so handing over parking services to Town and Parish Councils is not a financially viable proposition. However, the Council recognizes that local communities need a greater say in how, what and where parking services are provided for them.

#### **Policy P16 – Localism and parking**

**The Council will explore ways of involving the local community in the delivery of parking services.**

### 3.15 Dealing with Complaints

How the Council deals with parking complaints is of great importance to the public and to the Council's reputation. Complaints can take many forms – they may be about perceived or actual incorrect enforcement; they may be from residents about all day commuter parking near rail stations or vehicles being parked across private driveways, or they may be about the abuse of Blue Badge spaces for example. The Council will record and act upon such complaints and, where necessary, will undertake additional enforcement as required within resource and practicable constraints. Where common complaints are received, for example commuter parking in a particular location near to a railway station, the Council's highways department will investigate further to see if there are any possible parking schemes that could be introduced that would resolve those issues. Such schemes will be collated and put forward for consideration for funding in the Council's forward programme of highway works.

Whilst recognising that we operate in a difficult and sensitive environment, we aim to provide services with respect, courtesy, consistency and fairness and to provide accurate information. We welcome all feedback about the services we provide. Where a complaint arises from the conduct of an employee the Council will deal with that through its complaints procedure. If the complaint arises as a result of a challenge to a Penalty Charge Notice then this will be managed through the parking appeals process details of which are printed on every Penalty Charge Notice issued by the Council.

#### **Policy P17 – Dealing with Complaints**

**The Council will record and collate complaints about parking problems on its highway network and consider schemes to resolve such issues for inclusion in its future highways programme.**

**Where the complaint results from the conduct of an employee this matter will be dealt with through the Council's complaints procedure, and where the complaint arises from the issue of a Penalty Charge Notice, this will be dealt with through the Council's Parking Appeal Process details of which are printed on the reverse of all Penalty Charge Notices.**

### 3.16 Verge and Footway Parking

Inappropriately parked vehicles cost the Council thousands of pounds each year in repairing damage to paving and to grass verges. These vehicles can also cause serious problems for pedestrians, particularly blind, disabled and older people, as a result of them having to step off the footway and onto the road thus putting them in danger. The Council, however, does understand that in many of the historic residential areas of our towns and villages, streets are narrow and limited off-street parking is available to residents. This creates a situation where residents park their vehicles either partially or fully on the footway / verge to avoid blocking the road.

The Council has powers available to it to prevent parking on verges and footways and will consider enacting these powers to help prevent persistent parking on verges and footways by issuing penalty charge notices in streets where such parking is deemed to be unacceptable. In streets where parking either partially or fully on the verge / footway is the only practicable option for residents, the council will consider introducing a formalised system of parking with marked bays and signing.

#### **Policy P18 – Verge and Footway Parking**

**The Council will consider the introduction of formalised verge / footway parking where justified and prohibit such parking where it is deemed unacceptable / unnecessary. Criteria for such schemes is set out in Appendix E.**

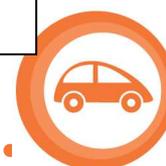
### 3.17 Overnight HGV Parking in Lay-bys and on Country Roads

The movement of freight into, out of and around Central Bedfordshire is important in realising the Council's vision is to be "globally connected, delivering sustainable growth to ensure a green, prosperous and ambitious place for the benefit of all". Lay-bys on Central Bedfordshire's highway network are available for use by all motorised road user groups and are of particular importance to lorry drivers as legally, they are required to take a 45 minute break after a period of 4.5 hours of driving / working. Lorry drivers are also required to rest for 11 hours between working days (with certain exceptions).

From national surveys it is understood that 20% of all lorry drivers will park up for the night in lay-bys despite nearly half of them receiving some form of financial contribution towards overnight parking. Whilst the Council does not wish to be unduly restrictive over this practice owing to obvious driver health and safety concerns as well as legal issues the Council does recognise that lorries parking in lay-bys and on country roads overnight can be a disturbance to local residents. In addition, such locations are not equipped with permanent facilities and therefore there is an associated cost to the Council of 'cleaning up' waste materials and maintaining sites to an acceptable level. In addition to the negative environmental and maintenance issues there is also the potential for an increased risk of crime associated with overnight lorry parking in lay-bys and country roads.

#### **Policy P19 – Overnight HGV Parking in Lay-bys and on Country Roads**

**Where there is an identified problem, be it traffic, road safety, environmental or crime related, with overnight lorry parking in lay-bys or on country roads the Council will consider introducing overnight parking restrictions preventing stays of more than 4 hours between the hours of 9pm and 7am.**



### 3.18 Dealing with Persistent Evaders

Whilst the majority of motorists comply with parking restrictions, there are a number who continue to park in contravention of them, or who park in such a way that they obstruct the flow of traffic, endangering other motorists, cyclists and pedestrians. In addition, there are motorists that regularly park in our off-street car parks and refuse to pay the required parking charges. A high proportion of these motorists do not register their vehicle with the Driver and Vehicle Licensing Agency (DVLA) and therefore avoid payment of Penalty Charge Notices, as we do not hold a valid address for them and cannot process any related documents.

The definition provided by the Department for Transport (DFT) of a persistent evader is "a vehicle owner with three or more recorded contraventions for the vehicle and the Penalty Charge Notices for these have not been paid, represented against or appealed against within the statutory time limits, or their representations and appeals have been rejected but they have still not paid". The Council will use this criterion and accompanying powers given to it under the Traffic Management Act 2004 to clamp and then remove persistent evaders from the public highway and from its off-street car parks.

#### **Policy P20 – Dealing with Persistent Evaders**

**Where a persistent evader is identified, the Council will clamp and subsequently remove the vehicle to a safe and secure compound. The vehicle will not be returned to its owner until such time as all debt to the Council on that vehicle has been paid in full. If the vehicle owner does not settle the debt within a reasonable timescale the vehicle will be disposed of and any proceeds used to settle the outstanding amounts.**

### 3.19 Other Policy Context

Urban Development and Town Centre Master Plans feature parking as a key element in delivering sustainable, vibrant and viable regeneration and new development. We balance a wide range of transport measures along with parking controls to ensure the promotion of more sustainable travel choices.

The Council will not require developers to provide more parking space than is absolutely necessary. However, in delivering development, we must ensure realistic levels of parking are provided network. For example, over the past 10 to 15 years we have restricted the amount of car park spaces within residential developments in the hope that this would suppress car ownership and usage. This approach has been relatively unsuccessful, even where other transport modes have been provided, and has resulted in the Council adopting roads with already severe parking problems.

Where mixed use development is planned, particularly within our town centres we will ensure parking is shared particularly where the peak levels of parking demand between the individual developments does not coincide such as between offices and leisure uses. In developing our policies we will not create a situation where there are perverse incentives for development to relocate away from our town centres or threaten the future of our town centres. Our town centre car parks in Leighton Buzzard and Dunstable offer good quality and 'regionally'



competitively priced car parking that takes into account their leisure, retail and employment offers against neighbouring town centres.

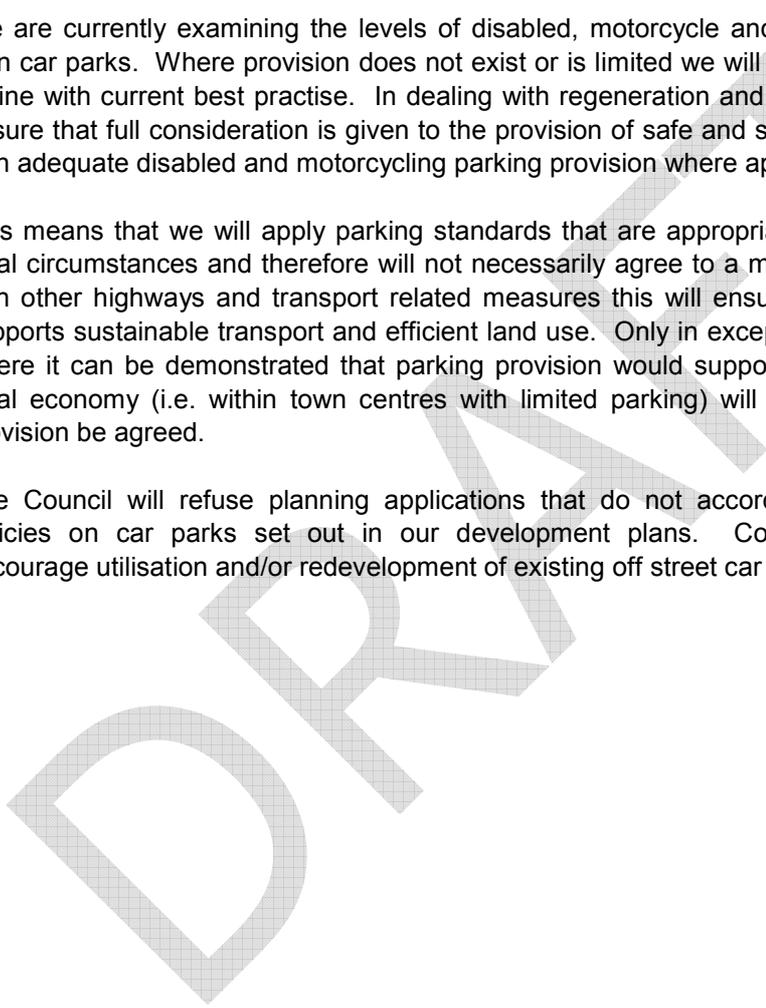
Council car parks provide designated parking spaces for disabled people and we require new developments to afford appropriate levels of disabled parking in line with current best practise. Disabled parking in all of Central Bedfordshire's off street car parks is free for three hours, even with the multi-storey car park in Leighton Buzzard.

When determining new development and regeneration we are mindful of the potential adverse effects of parking on the existing road network. In this respect we will look to introduce appropriate on-street parking controls to minimise the displacement of parking where on-site parking has been limited.

We are currently examining the levels of disabled, motorcycle and cycle parking within our own car parks. Where provision does not exist or is limited we will seek to improve provision in line with current best practise. In dealing with regeneration and new development we will ensure that full consideration is given to the provision of safe and secure cycle parking along with adequate disabled and motorcycling parking provision where appropriate.

This means that we will apply parking standards that are appropriate and take into account local circumstances and therefore will not necessarily agree to a maximum provision. Along with other highways and transport related measures this will ensure that new development supports sustainable transport and efficient land use. Only in exceptional circumstances and where it can be demonstrated that parking provision would support and enhance the wider local economy (i.e. within town centres with limited parking) will a greater than maximum provision be agreed.

The Council will refuse planning applications that do not accord with our guidance and policies on car parks set out in our development plans. Council development plans encourage utilisation and/or redevelopment of existing off street car parks.

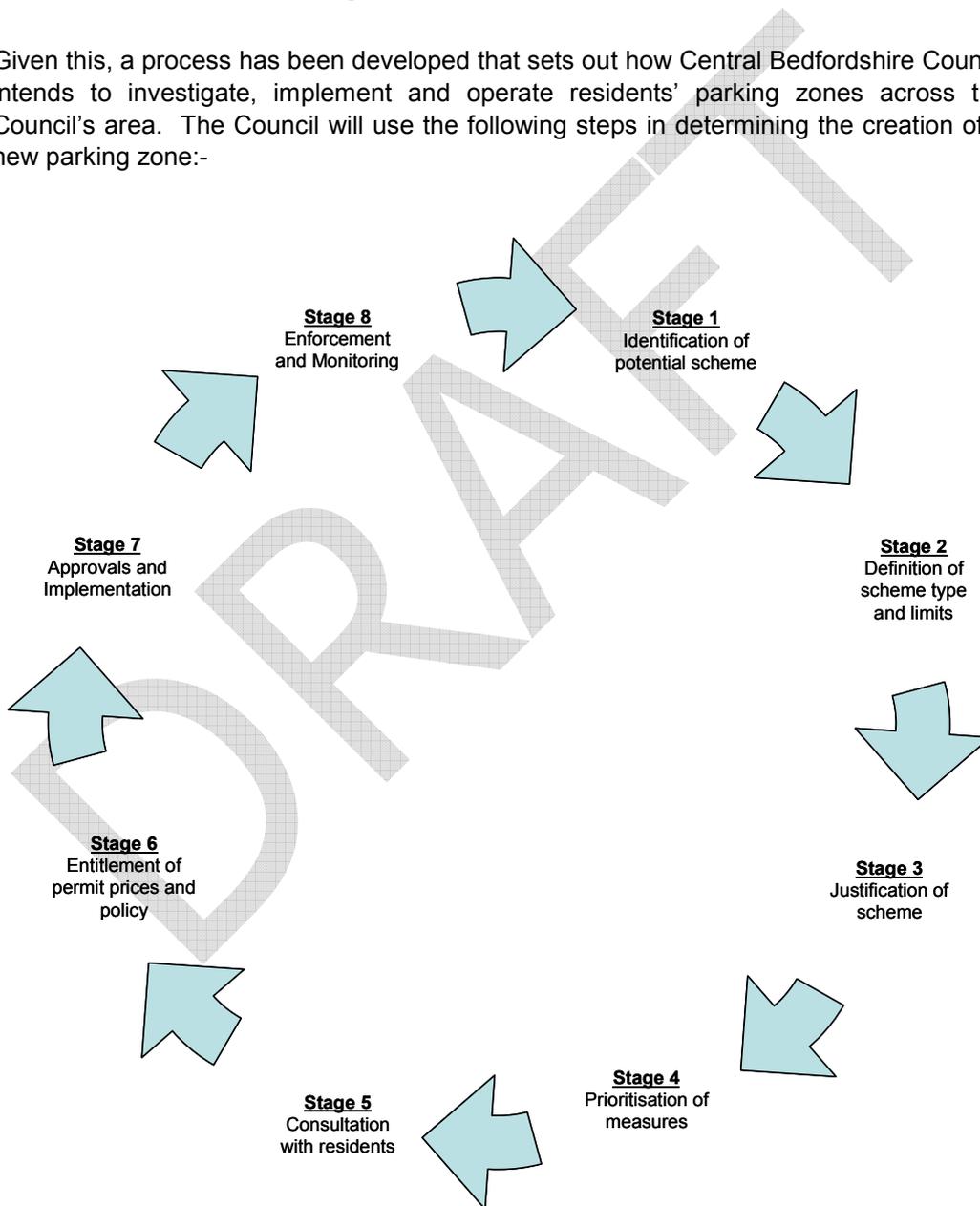


# 4 Residents' Parking Zones

At present, there are only a limited number of residents' parking zones (RPZ) in operation in Central Bedfordshire - in Flitwick, Dunstable, Leighton Buzzard and Biggleswade. It is recognised that in some locations there is an increasing demand from the local community to control the negative effects of non-residential on-street parking.

## 4.1 Process for Implementation of RPZ

Given this, a process has been developed that sets out how Central Bedfordshire Council intends to investigate, implement and operate residents' parking zones across the Council's area. The Council will use the following steps in determining the creation of a new parking zone:-



## Stage 1: Identification of Potential Scheme

Stage 1 of the process will be based on evidence from a significant proportion of the local community, Town or Parish Council or by the Council itself. The Council encourages residents to register requests for consideration of a residents' parking scheme through its highways help desk or via the web site.

Before the Council proceeds with any formal investigation it will seek the opinion of the Town or Parish Council which covers the area of the request in question. If the relevant Town or Parish Council does not support the request then the Council will take no further action unless there are extenuating circumstances. Following on from this request, it is at the Council's discretion where and when to conduct surveys to analyse the presence or severity of the problem. The Council has set the following as the standard criteria for the level at which local community consultation may take place.

### Criteria which Provide Evidence of a Residential Parking Problems

- **Daytime problem** - 60% of available kerb space is occupied by non-residents vehicles for more than 6 hours during which 85 % of the available kerb space is occupied by all parked vehicles.
- **Nighttime problem** - 40% of available kerb space is occupied by non-residents' vehicles for more than 4 hours during which 85% of the available kerb space is occupied by all parked vehicles.

The cost of developing a residents' parking scheme is high and in some cases schemes do not justify the cost of further development if there is not a readily identified problem. There is also significant risk to the Council of promoting schemes which may not be self supporting. No schemes will be implemented unless there is a sound financial case which will justify the expense of the scheme and its enforcement.

## Stage 2: Definition of Scheme Type and Limits

Stage 2 of the process follows on from the site observation and an agreement that the criteria for a Residents Parking Scheme have been met. It is at this stage that the type and limit of the scheme needs to be agreed. The scheme could address a long-stay or short-stay problem.

### *Residents owning too many cars – No Scheme*

If it is found that problems exist due to residents owning too many cars, a residents' parking scheme will not normally be pursued.

### *Long stay problem – Shared Use*

A 'Type 1' scheme is one in which existing or proposed parking restrictions are believed to place a disadvantage on the residents. In this case, residents' parking permits could be allocated, with parking restricted to non-residents to two hours, for example, in order to allow access to local facilities but prevent all day parking in the area.

### *Short Stay Problem – Exclusive Use*

A 'Type 2' scheme would arise where the demand for parking by residents and visitors is currently greater than the existing number of parking spaces. In this case, restrictions are required to provide an equal advantage to residents and visitors to park.



### **Stage 3: Justification of Scheme**

This stage involves gathering the evidence from Stages 1 and 2 to assess the feasibility of promoting a scheme. From the evidence of a problem at Stage 1 and the identification of the possible type of scheme at Stage 2, an assessment can be carried out as to the scope and impact of implementing a scheme. From this, the possible capital and revenue implications can be calculated. These must be set out in a report showing the conclusions of the findings to date. This will support the consultation and marketing process. The report should provide justification for the scheme or the need for support from the Highways Department to progress.

### **Stage 4: Prioritisation of Measures**

If there are a number of requests for schemes then the Council must prioritise these. The promotion of schemes is costly and, with only a finite amount of funding to implement, it is likely that requests will be prioritised. Rankings will be completed against common criteria such as the scale of parking problem assessed in Stage 1, the likely cost of implementing a scheme and the extent of the local community support for the scheme. This will provide a ranked list of requests that can be progressed as funding becomes available.

### **Stage 5: Consultation with the Local Community**

Stage 5 is a key and significant stage within the whole process. Developing a strategy for parking which reflects the views of residents needs careful preparation. The Council needs to identify the area which will be consulted, a methodology for doing the consultation and also set a budget for the process. The streets adjacent to those under investigation can also be considered in the consultation process and the views of surrounding local businesses and any within the proposed area are also important in the potential implementation of a scheme.

One further key point is the level at which responses will be considered. It has been identified that local authorities generally take a majority result from the people that respond although in some places only a minimal response rate is required which has been found to be too low in certain cases. It appears that the majority response is the most suitable criterion to use but it must be emphasised to the local community that in the event that they do not vote, the majority response will prevail. It is therefore important to ensure each and every household / property / business within the proposed zone has a fair opportunity to make their views known to the Council through the consultation process.

The Council will therefore not adopt a minimum consultation response rate for schemes and will use a majority of 51% or above to carry the vote.

### **Stage 6: Permit Allocation and Pricing**

Stage 6 of this process is another significant stage involving setting permit entitlements and the level of charging. In terms of residential entitlement, this may be based upon a maximum number of permits per household, e.g. one, two or in some cases three or more. In other cases, permits have been allocated based on the availability of parking spaces e.g. 75-100% – allow two permits / household and visitors' permits. Visitor permits may be awarded by the number of people aged over 18 in a household, at set amounts per year or as above based on space availability. The number of business permits also needs to be considered.

In terms of charging, current annual permit costs are reviewed each financial year and will



normally increase by the percentage Gross Domestic Product (GDP) relevant at that time. A review of neighboring authority charges will also be undertaken every 5 years and charges adjusted in line with neighboring averages. The cost of permits will increase for each and every vehicle registered to an address within the proposed zone. This is to give fair opportunity to all to park within streets with limited kerb side space.

## **Stage 7: Approvals and Implementation**

At this point there needs to be an analysis of the consultation responses, New or amended Traffic Regulation Orders need to be drafted as part of the implementation process and this provides an opportunity to invite formal objections to the scheme. These must be resolved or overridden by the appropriate elected member committee before the scheme can be implemented.

## **Stage 8: Enforcement and Monitoring**

Stage 8, the final stage of the process is applied when the scheme is in effect. The Council will decide the level at which to monitor or enforce the scheme. In most cases a residential parking scheme is defined as a low priority within the Council's overall traffic management issues. If the Council receives a significant number of complaints from residents and compliance is low, it may then be necessary to enforce the scheme further.

## **4.2 Current Residents' Parking Permit Areas**

### **1. Prince Regent area, Dunstable**

- Albion Street (from Princes Street to its junction with Edward Street/Matthew Street)
- Edward Street (whole)
- Matthew Street (whole)
- Princes Street (whole)
- Regent Street (whole)
- Union Street (south-east side from High Street North to Princes Street)
- Victoria Street (from West Street to Union Street)
- Winfield Street (whole)

### **2. Ickniel Street, Dunstable**

- Ickniel Street (anyone with a postal address in that road)

### **3. Springfield Road, Linslade**

- Springfield Road (anyone with a postal address in that road) excluding Springfield Court.

### **4. Central Linslade area**

- Church Road (whole)
- New Road (whole)
- Old Road (whole excluding the north side between Stoke Road and Soulbury Road)
- Ship Road (whole)
- Soulbury Road (south side from Old Road to Station Road)
- Station Road (whole)
- Vicarage Road (whole)
- Victoria Road (whole)
- Waterloo Road (whole)
- Wing Road (west side from Old Road to the south side of no. 120, but excluding Ivester Court)

### **5. Saffron Road Biggleswade**



- From 1a to 17and including Sandbrook and No 20 Saffron Road.

**6. Grasmere Close Flitwick**

- Grasmere Close (whole)

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# 5 Parking Standards

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A review of parking standards has been undertaken as part of the process to develop this document, including reviewing existing standards within Central Bedfordshire and those in neighbouring authority areas. A review has also been undertaken of best practice in parking standards across the country.

The Council has produced a Design Guide for Development in Central Bedfordshire which identifies certain standards which should be met with respect to the amount of parking that is provided and the design of that parking.

While parking standards are bound up with local transport and parking policy and local implementation through development control they were influenced for many years by national guidance in the form of PPG13:Transport (2001). A revision of PPG13 was published in 2011 which gave local authorities more power to set locally-generated parking standards while the National Planning Policy Framework (2013) has increased that freedom even more.

The determination and application of parking standards has to reflect and support the overall transport policies that form the basis of LTP3 while there must be consistency and clarity in the application of the standards to support the development process and minimize potential misunderstandings, disputes and delays.

In areas of good accessibility to public transport it is proposed that non-residential standards will be more restrictive because of the higher accessibility.

## 5.1 Minimum Residential Parking Standards

There are conflicting outcomes which make it difficult to set parking standards for residential areas. The Council's desire for an increase in sustainable travel would suggest that parking standards for residential areas should be set at a low level to encourage residents not to have a car, but there is the opposite viewpoint which says that the parking provided for housing should meet the expected demand and not lead to additional parking pressures on the public roads. In addition a lack of sufficient off-street parking combined with an increase in sustainable transport, without a decrease in car ownership, would exacerbate the on-street parking problem by extending it throughout the day and not just in the evening. It is also the case that garages and drives in existing housing areas are underused if there is parking freely and conveniently available on the public roads.

In January 2011, the Minister of State at DCLG announced the removal of the requirement for local authorities to set maximum parking standards for residential developments and National policy is now to permit local authorities to decide what level of parking is right, based on the needs of their community, provided they have regard to the need to promote sustainable transport outcomes.

Based on a review of the evidence and the responses to the consultation on parking standards, the Council believes it to be appropriate to implement a set of **minimum** parking standards for residential development across Central Bedfordshire.

The following **minimum parking standards** are proposed, based on allocated parking (that



is, parking allocated to individual dwellings) See also Appendix B.

- 1 bedroom - 1 space per unit minimum
- 2 bedrooms - 2 spaces per unit minimum
- 3 bedrooms - 3 spaces per unit minimum
- 4+ bedrooms - 4 spaces per unit minimum

In addition the following unallocated level of parking should be provided

- Visitor Parking - 0.25 spaces per unit (unallocated)

These standards should ensure that sufficient parking is provided in new developments to cater for demand. If developers wish to implement a lower standard and can demonstrate it is robust for a particular location / particular set of circumstances (for example a block of flats on a cramped town centre site near a railway station) then this would be considered a departure from policy and would need the approval of the Council's Planning Committee. Where planned parking provision is below the parking standards, any potential for on-street parking overspill from residential dwellings will be weighed in relation to the potential harm to environmental amenity and road safety.

Garages will generally be deemed to be part of the parking provision, as long as there is also space in them for general storage and / or cycles but for particular developments the following issues may be taken into account in determining whether or not they are to be included:

- where alternative parking, including on-street parking, is carefully controlled through the layout or by parking restrictions, residents are more likely to use their garages;
- the size of the garages - larger garages can be used for both storage and for car parking (minimum single garage size should be no less than 7.0m x 3.2m);
- whether separate cycle parking is provided or not, as garages are often used for this purpose, and
- the scope for residents to use front gardens for parking.

The Council has a concern that garages are often not used for car parking, resulting in additional demand for on-street parking. Available research does show that in some developments less than half of garages are used for parking cars, and that many garages are used primarily as storage or have been converted to living accommodation.

Where there could be a significant potential impact on highway safety and / or traffic flow if garages are not used for parking, increased parking provision may be required within a development site over and above the minimum specified above.

## 5.2 Maximum Private Non-Residential Parking Standards

Following a review of the parking standards previously used by Central Bedfordshire, the maximum parking standards to be utilized for private non-residential parking in new developments have been modified for certain classes. The Parking Standards which will be used in the future are listed in Appendix C.

The standards are considered appropriate for new developments as well as proposals for the redevelopment of existing buildings, including change of use. So far as possible these



standards relate to the classification of land use specified in the Town and Country Planning Use Classes Order 1987 (as amended). It is recognised that the information provided is not exhaustive nor is it possible to cover all eventualities. Any proposed land use or built development not specifically mentioned will be considered on a site specific basis on its individual merits. The standards aim to provide developers with a clear statement of the level of car parking provision that will be acceptable to the Council for any proposed use and in any specific location within Central Bedfordshire.

The previous standards were at or close to the maximum ones which were advised in PPG13, and although this document is no longer Government policy the principles behind the definition of many of the standards are still valid and so no changes have been proposed to the majority of them.

In all cases, the developers will be expected to demonstrate that adequate arrangements for the correct amount of vehicle parking, including loading and servicing, are included in their proposal and should ensure that the use of the parking will not result in road safety, amenity or traffic management problems. Proper account will need to be given, in particular, to the servicing requirements for non-residential development in relation to on-site loading, unloading, maneuvering and waiting space so that the largest vehicles likely to serve the development can be accommodated and such that all vehicles can enter and leave the site in a forward gear.

The PNR standards which have been adopted reflect a balance between meeting parking demand in the varied locations in the Council and respecting the sustainability policies set out in the LTP.

### **General Commercial Development**

Commercial development in areas of good public transport accessibility will have more restrictive maximum parking standards. In larger developments, the developer and occupier of the commercial site will have responsibilities for restricting staff parking through implementation of a Travel Plan. Parking facilities will be expected to include appropriate provision of disabled parking spaces and secure parking for powered two wheelers and cycles.

### **Retail Development**

Parking requirements for retail development will vary depending on the size, nature and location of the development. For most retail developments, cycle, motorcycle and disabled driver parking will also be required where visitor parking is being provided as part of the development. In centres where parking is being provided as part of a retail development, it should be available for shared public use by visitors to the wider centre.

### **Educational Establishments**

Standards for parking at schools have been set to limit the amount of space within the school grounds dedicated to parking provision. The parking allocation covers staff, visitors and parents. The allocation does not include the potential for parking by pupils. Only in exceptional circumstances where road safety is the prime consideration, should drop off and pick up points for pupils (including school buses) be within school premises (a full justification must be submitted to the Council along with a Travel Plan and arrangements for managing the on-site parking).



All new or expanded educational establishments that are likely to generate more traffic movement or parking requirements will be required to implement a Travel Plan. The school Travel Plan will make provision for the appropriate management of overspill parking and the enforcement of any provisions relating thereto.

Bus / coach loading and waiting areas, either on the premises or on the highway, will be required for most new schools and tertiary education facilities. Sufficient space should be reserved to allow buses to enter and leave the site safely and secure cycle parking at all schools and higher education establishments must be provided.

### Health and Medical Establishments

All new health establishments or major expansions of more than 1,000m<sup>2</sup> will require a Transport Assessment and a Travel Plan. The level of parking below the maximum standard will be based on the transport assessment and the Travel Plan.

### Leisure Facilities and Conference Centres

This is a broad category that includes a wide range of uses. Not all forms of leisure facility are covered by the parking standards and individual assessments will be required. However, the categories listed here provide an indication of the level of parking the Council would expect to see associated with similar developments. Transport Assessments will be required for larger leisure and conference developments to establish parking levels and access. Where developments are mixed, for instance incorporating a café, the parking standards for this use will apply alongside those required for the primary use.

#### 5.2.1 Discounting Maximum Non-Residential Parking Standards

The use of accessibility levels as a basis for the discounting of maximum parking standards for non-residential uses is now an established policy among many local authorities. The Council has identified a process, following best practice, to apply such an approach to private non-residential developments in Central Bedfordshire.

The discounting process has two broad stages:

3. assess the broad development location in terms of the spatial band in which it is located and apply a primary discount.
4. assess the actual site in terms of local accessibility to non-car modes of transport and apply a secondary discount based on the resulting score.

##### 5.2.1.2 Broad Development Location

For the first stage of the approach, according to the spatial band in which a development is located, the following **primary** discount would be applied to the parking standard.

- Band 1 and 2 Town Centres - 10%
- All other areas in Bands 1, 2, 3 and 4 - 0%

Spatial Area	Initial Discount	Location
Band 1 & 2 Town Centres	10%	Dunstable, Houghton Regis



		Leighton Linslade
Market Towns	0%	Flitwick Amphill Biggleswade Sandy Shefford, Arlesey, Potton
Villages	0%	All Remaining
Rural Areas	0%	All Other

### 5.2.1.3 Local Accessibility

The second stage of the process is an assessment of the local levels of accessibility for the development site.

The assessment will result in a development being scored on the basis of the current level of accessibility it has to non-car modes of transport. The score will enable the site to be assessed as having low, moderate, high or very high local accessibility. This score will be translated in the **secondary** discount using the percentages identified in the table below.

Low (0 to 14) - 0%

Moderate (15 to 22) - 5 to 10%

High (23 to 30) - 10 to 25%

Very High (30 to 36) - At least 25%

It should be noted that the discounts identified above would not be applied to mobility impaired spaces.

### 5.2.1.4 Discounting Process

The key steps in the overall accessibility-based discounting process are as follows:

- Assess the development location in relation to the spatial areas and identify primary discount (if applicable).
- Complete local accessibility assessment from information gathered from site visits and other sources, and calculate score.
- Identify appropriate secondary discount based on assessment score.
- Add the primary and secondary discounts together to calculate the overall discount.
- Identify the basic parking standards for the land use from the parking standards' table and apply to the size of the development to calculate basic parking provision.
- Apply the overall discount to calculate the proposed level of parking provision at the site.



### 5.3 Operational Parking for Land Use Classes

Development proposals will also need to set out details of the servicing arrangements for the development concerned. This will usually require the provision of on-site loading and maneuvering space to allow the largest vehicle most likely to serve the development to be able to enter and leave in a forward gear. Maneuvering requirements for service vehicles will be assessed by reference to accepted standards such as **'TRACK'** or **'Designing for Deliveries'** (both Savoy Computing). Operational Parking requirements are detailed in Appendix D.

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# 6 Design of Car Park

## Provision

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The Council has produced a Design Guide for Development in Central Bedfordshire which will be a material consideration in the determination of planning applications and so it is recommended that the design of parking provision at all new developments recognises the principles in the Design Guide.

Large amounts of surface level parking are likely to detract from the overall appearance of a development and its surrounding area and are unlikely to maximise the development potential of available land. Parking and servicing should be carefully located within developments to minimise visual impact. Surface parking should be conceived as part of the overall landscape proposals for the development and should link into the wider area. Multi-storey parking should be carefully designed and be well integrated with its surroundings.

Parking Provision (public and private) must be appropriately landscaped, surfaced and secure for both vehicles and pedestrians and appropriately accessed to ensure that highway safety and amenity issues do not arise. Where lighting is provided it should be designed sensitively to minimise the level of light pollution, particularly on rooftops or in higher levels of Multi-Storey Car Parks.

All parking spaces need to be accessible at all times and areas for circulation and turning must also be kept clear at all times. Parking areas should not be prominent in views from the street or elsewhere in the public realm but the means of access to the car park, if it is available for the public, should be clearly signposted from the nearest stretch of highway.

Advance signs should be in place on the highway to enable drivers to place themselves correctly in the road for access to the car park. There should be convenient and safe pedestrian routes between car parks and the main entrances to buildings, shopping malls or other service areas. Signs should be visible to direct pedestrians back to the car park from where they have been.

Car parking provided in association with a development should be surfaced with materials sympathetic to the surroundings of the site and the extent of area available for parking should be clearly defined. Car parks should not be surfaced with loose granular materials where these could deposit onto the highway. Traditionally, car parks have been hardsurfaced, sealed and independently drained within the curtilage of the site with surface water outfalls to public sewers, not to highway drainage systems but it is recognised that there are material benefits to be gained from seeking to attenuate the run-off, and applicants should look to install complementary sustainable drainage systems.

Hard surfaced car parks should clearly indicate the alignment of the parking bays and those which are available for 'Blue Badge' holders or other specific classes of users. It is recognised that this may not be possible on loose surfaced car parks in all cases but efforts should be made to ensure that the available space is utilised in the most efficient manner.

Access and circulation arrangements must accommodate the needs of pedestrians as well as vehicles. The recommended size of car parking spaces are:-



- Private cars: 5.0m x 2.5m although smaller parking bays may be acceptable in private parking areas around residential and commercial development where little turnover of spaces is expected. Parking spaces within residential curtilages should be a minimum of 6m in length in front of garage doors / access to the dwelling.
- Commercial vehicles: Varying between 9m and 19m x 3.2m depending upon the type of vehicle most likely to serve the development.
- Parking for the mobility impaired: Parking spaces (6.0m long) should be 3.6 m wide or have a transfer area 1.2 m to one side of a standard space. 3.2m wide spaces may be acceptable where space is limited. Alternatively, two standard 2.4m wide spaces with a shared space of 1.2 m between may be considered. These should be marked with a suitable symbol.
- Parking for people with children: Parking spaces for people needing to transfer children to and from the car should be provided at a minimum width of 3.2m. These should be marked with a suitable symbol.

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# Appendix A: Off-Street Car Parks in Central Bedfordshire

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Railway station numbers confirmed from the National Rail website.

## **Amphill (250)**

Alameda, Woburn Street	25
Waitrose, Bedford Street	180
Aragon Housing Association (w/ends and BH)	45

## **Arlesey (91)**

Rail Station	91
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## **Biggleswade (1011)**

St Andrews Street	39
St Andrews Street / Mill Lane	21
Chestnut Avenue	37
Dan Albone, Shortmead Street	130
Rose Lane	136
White Hart, High Street	14
ASDA, Church Street	369
ALDI, Bonds Lane	79
Railway Station	186

## **Dunstable (1839)**

Regent Street	59
Matthew Street	72
St Mary's Gate	58
Ashton Square	387
Grove Park	437
Priory Gardens	67
West Street	27
Westfield Road	48
ASDA Court Drive	384
ALDI	95
Quadrant Centre	205

## **Flitwick (941)**

Railway Station (First Capital Connect)	257
Railway Station (Cowlgrove)	180
Russell Centre	51
Station Road	52
Tesco Coniston Road	401



**Harlington (127)**

Railway Station 127

**Houghton Regis (250)**

Tithe Farm Road 53  
Bedford Square 32  
Coop High Street 90  
Morrison's 75

**Leighton Buzzard (1906)**

Multi - Storey, West Street 266  
Duncombe Drive 139  
Hockliffe Street 126  
Baker Street 42  
New Road 8  
Tesco / Homebase, Vimy Road 498  
Railway Station 667  
Waitrose, West Street 60  
Aldi, Vimy Road 100

**Potton (60)**

Brook End 30  
Tesco (King Street) 30

**Sandy (358)**

Railway Station 142  
High Street (Belfry Court) 144  
Budgens High Street 72

**Shefford (225)**

Morrison's 185  
Old Station Way 40

**Stotfold (13)**

Brook Street 13

**Woburn (200)**

Park Street 200



# Appendix B: Minimum Parking Standards for Residential Uses

C3: Dwelling Houses	4+ bedrooms	4 per unit + 1 space per 4 units
	3 bedrooms	3 per unit + 1 space per 4 units
	2 bedrooms	2 per unit + 1 space per 4 units
	1 bedroom	1 per unit + 1 space per 4 units
	Sheltered Accommodation	1 per 2 units + 1 space per 4 units
	Other 'Retirement' Homes	1 per unit +1 space per 4 units

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# Appendix C: Maximum Parking Standards for Non-Residential Uses

Use Class	Land Use	Standard
A1: Retail	Food Retail	1 per 14m <sup>2</sup> (>1000m <sup>2</sup> ), 1 per 35 m <sup>2</sup> (<1000m <sup>2</sup> )
	Non-Food Retail	1 per 20m <sup>2</sup> (>1000m <sup>2</sup> ), 1 per 35 m <sup>2</sup> (<1000m <sup>2</sup> )
A2: Financial and Professional Services		1 per 30m <sup>2</sup>
A3: Food and Drink	Restaurant	1 per 25m <sup>2</sup>
	Fast Food & Drive Through	1 per 25m <sup>2</sup>
B1: Business	Stand Alone Offices	1 per 30m <sup>2</sup> in urban zones 1 per 25m <sup>2</sup> in rural zones
	Business Parks	1 per 25m <sup>2</sup>
B2: General Industry	General Industry	1 per 100m <sup>2</sup> (more than 500m <sup>2</sup> ), 1 per 30m <sup>2</sup> (less than 500m <sup>2</sup> )
B8: Storage and Distribution	Storage and Distribution	1 per 200m <sup>2</sup> (more than 500m <sup>2</sup> ), 1 per 30m <sup>2</sup> (less than 500m <sup>2</sup> )
C1: Hotels and Hostels	Hotels and Hostels	1 per bedroom (+ req. for public facilities)
C2: Residential Institutions	Hospitals	1 per 4 members of staff + 1 per 3 visitors
	Nursing Homes	1 per 4 beds + 1 per 2 members of staff



	Residential Schools and Colleges	1 per bed (including staff bed spaces) + 1 per 2 non-residential and ancillary staff
D1 Non Residential Institutions	Places of Worship, Church Halls, Public Halls	1 per 5m <sup>2</sup>
	Clinics, Health Centres, Surgeries	5 per consulting room
	Libraries	1 per 50m <sup>2</sup>
	Art Galleries and Museums	1 per 40m <sup>2</sup>
Education Centres:	Staff	2 per 3 staff
	Visitors	1 per 7 staff
	Pupils	1 per 10 2nd yr 6th formers
	College Students	1 per 4 students
	Parent – Infants	1 per 12 pupils
	Parents – Primary	1 per 20 pupils
	Parents Secondary	1 per 30 pupils.
	Higher and Further Education	Staff: 1 per 2 staff + 1 per 15 students <sup>1</sup>
D2 Assembly and Leisure	Cinemas, Music, Concert Halls and conference facilities	1 per 5 seats
	Dance Halls, Bingo Halls, Casinos	1 per 5 seats (<1000m <sup>2</sup> ) 1 space per 22m <sup>2</sup> (>1000m <sup>2</sup> )
	Music & Entertainment	1 space per 5 seats (<1000m <sup>2</sup> ) 1 space per 22 m <sup>2</sup> (>1000m <sup>2</sup> )
	Sports Facilities	1 space per 22m <sup>2</sup> (>1000m <sup>2</sup> ) 1 per 2 players + 1 per 5m <sup>2</sup> (<1000m <sup>2</sup> )
	Field Sports	Max. no. participants
	Stadia (over 1,500 seats)	1 per 15 seats
	Other land uses	Vehicle Service Stations



	Tyre & Exhaust Centres	1 per 1.5 employees
	Petrol Filling Stations	1 per 2 employees
1. Relates to total number of students attending an educational establishment rather than the full-time equivalent.		

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# Appendix D: Operational Parking Standards

VEHICLE PARKING STANDARDS (Operational)		
Land Use Class	Operational Parking Requirement	
A1 Retail/	<u>Gross Floorspace</u>	<u>Minimum load &amp; unload space</u>
	500sq.m	50 sq. m
	1000sq.m	100 sq. m
	2000sq.m	150 sq. m
	Service areas for loading and unloading must be laid out to allow lorries to enter and exit the site in forward gear.	
A2 Financial and Professional Services/	Banks, Building Societies and other financial services used by the public – No operational parking required.	
A3, A4 & A5  Restaurants & Cafes,  Drinking Establishments - pubs and bars,  Hot food Takeaways.	50sq.m for loading and unloading  For new public houses and fast food takeaways, service areas for loading and unloading must be laid out to allow lorries to enter and exit the site in forward gear.	
Car Sales	100sq.m loading and unloading area.	
B1 Offices	<u>Gross Floorspace</u>	<u>Minimum load &amp; unload space</u>
	Under 100sq.m	30 sq. m
	100sq.m – 250sq.m	60 sq. m
	Over 250sq.m	75 sq. m
B1 Non-office/	1 lorry space (45sq.m) up to 280sq.m gross after which 1 additional lorry space per 500sq.m gross.	



## VEHICLE PARKING STANDARDS (Operational)

Land Use Class	Operational Parking Requirement	
B2 industry		
B8 Warehousing	2 lorry spaces (45sq.m) up to 280sq.m gross after which 1 additional lorry space per 500sq.m gross.	
C1 Hotels	<u>Gross Floorspace</u>	<u>Minimum load &amp; unload space</u>
	500sq.m	100 sq. m
	1000sq.m	150 sq. m
	2000sq.m	170 sq. m
C2 Residential Institutions and Student accommodation	Space for ambulance, minibus or van.  Space for one pick-up and drop off point	
C3 dwellings	Adequate provision for refuse collecting vehicles which should normally be separate from car parking spaces, will need to be demonstrated.	
D1 Non- Residential Institutions/		
Medical Facilities	For Hospitals: Space shall be reserved for ambulances adjacent to main entrance.	
	Space shall be allocated for large delivery or refuse lorries which shall be accessed in a manner which avoids conflict with access ways required by ambulance.	
	For Surgeries and Clinics: Space for one pick-up and drop off point.	
Primary Schools and Nurseries	Adequate space should be allocated for coaches which may be used either to bring children to school or for school trips. For large schools, an on-site traffic flow system should be provided to accommodate a larger number of vehicles.	
Secondary Schools		



## VEHICLE PARKING STANDARDS (Operational)

Land Use Class	Operational Parking Requirement
Further Education	Where on-site provision cannot be made, it must be clearly shown that on-street parking of coaches will not detrimentally affect the free flow of traffic on the highway.  For special schools, space shall be allocated for mini buses/ambulances adjacent to the entrance of the school building.
Places of Worship	Adequate spaces for wedding and funeral vehicles either within the site or on-street.
Museums, galleries and libraries	Minimum loading and unloading 50sq.m
D2 Leisure uses	
Cinemas, Bingo Halls, Conference Facilities etc	50sq.m for a loading and unloading area.  Space for 1 pick-up and drop off point.
Sports halls, bowling alleys and health and fitness facilities etc	50sq.m loading and unloading area.
Sports Stadia	To be determined on a case by case basis having regard to the type of activity proposed.
Outdoor sports facilities	50sq.m loading and unloading area.

(e.g. by providing cycle racks/lockers within off street town centre car parks and electric charging points)



# Appendix E: Criteria for Verge / Footway Parking

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The Council has powers available to formalise parking on verges and footways. The Council will consider enacting these powers provided that the following criteria are met:-

- In streets where parking wholly within the carriageway reduces the working width of the carriageway to less than 3 metres.
- A minimum footway width of 1.2 metres is available for pedestrians after permitting verge / footway parking.
- The street being considered is not a busy pedestrian route i.e. a shopping area.
- The street being considered is not outside a school, play area, library, hospital, health centre, residential home for the elderly or any other places of public assembly.
- The street being considered is where the majority of residents do not have off-street parking within their property boundaries, or do not have the use of other existing off-street parking places near by.

In order to formalise verge / footway parking the Council may need to remove or harden grass verges within the street being considered.

The Council will consider exercising its powers to prevent footway / verge parking in streets by issuing Penalty Charge Notices where:-

- The street being considered is where the majority of residents have off-street parking within their property boundaries but have chosen not to use it, or do not use other existing off-street parking places for a variety of reasons not considered acceptable on highway, traffic or amenity grounds.
- The street being considered is where footway / verge parking creates damage to the highway and does not meet the above criteria for formalised verge / footway parking.
- The street being considered is where parked vehicles would obstruct the proper use, by all classes of vehicles, of the turning area provided at the end of a cul-de-sac or similar blocked highway.
- The street being considered is where footway / verge parking obstructs the free flow of pedestrians, including wheelchair users and perambulators.



# Central Bedfordshire in contact



on the telephone...

**0300 300 8000**



by email...

**customer.services@centralbedfordshire.gov.uk**



on the web...

**www.centralbedfordshire.gov.uk**



Alternatively, you can write to:

**Central Bedfordshire Council** Priory House, Monks Walk,  
Chicksands, Shefford, Bedfordshire, SG17 5TQ.

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