

**Report To:** Joint Transportation Board  
**Date:** 9<sup>th</sup> June 2015  
**Report Title:** Review of Prioritised Parking List and New Process

<b>Summary:</b> A detailed process further to the supported report on 10 <sup>th</sup> March 2015
---

Further to the report on the 'Review of Prioritised Parking List and New Process' at the last Joint Transportation Board on 10<sup>th</sup> March as agreed at point 9 this is a further report detailing the new process.

### **1. Requests for new traffic management proposals**

Requests for all new traffic management proposals, to be considered by the Local Authority, will be dealt with by the following process:-

- Proposal requests should be sent to [engineeringervices@ashford.gov.uk](mailto:engineeringervices@ashford.gov.uk) or in writing to Engineering Services, Ashford Borough Council, Tannery Lane, Ashford, Kent, TN23 1PL.
- All proposal requests will be reviewed quarterly with Kent County Council. The highest criteria for consideration will be safety management alongside proposals linked to planning applications for new developments.
- All proposals to be investigated further will be reported to the following Joint Transportation Board (JTB) meeting. The proposals will be reported with background information from ABC and KCC Officers as considered at the review. The JTB will then agree proposals to be programmed in for the following quarter, with a timed delivery. To ensure that the proposals being considered and delivered on by officers are reviewed with their current position and need, those not selected will be advised to reapply in the future.

### **2. Applications for Disabled Person Parking Bays (DPPB)**

Requests for applications for Disabled Parking Bays have previously not had a timed approach and were reviewed independently of Kent County Council. Following a review of the application process, recent decisions, a joint approach has been agreed as follows:-

- Monthly, all DPPB applications will be reviewed and decisions made by ABC Officers, in line with policy
- Quarterly, all applications with ABC decisions giving rise to objections on safety grounds, will be reviewed jointly with ABC and KCC Officers.

This will ensure that there is a holistic approach at the front end of the process providing input from all decision making bodies on the process.

### **3. Traffic Regulation Order (TRO)**

The Traffic Regulation Order (TRO) will be consolidated once a year at the end of the calendar year. This will ensure that there is an updated order to work with throughout the following year. This will provide better clarification for the public, members and officers when considering future proposals.

### **4. Mid Year Review**

Mid way through the calendar year we will provide a review service for restrictions on the ground. Restrictions that have been referred to the Borough Council querying whether they are required or fit for purpose will be reviewed at this mid year review. These will primarily be from partner agencies including the police, fire service and the household waste contractor. This process will initially incorporate any outstanding 'tracker items' to be addressed, eg: tracker item 329 – Furley Close.

All restrictions will be eligible for review after they have been in place for a period of 2 years or more.

All current tracker items with KCC responsibility, when being addressed, will appear on the 'Highways Works Programme eg: tracker item 256 – A28/A262 Safety Improvement Proposals. These will continue to be tracked internally.

### **5. The Right to Challenge**

Following a recent government consultation there is now a "right to challenge" to the following:

- A specific restriction within the Traffic Regulation Order
- A specific schedule of the TRO relating to a discrete area
- A traffic management scheme that has been installed (lines on the ground)
- A policy or a procedure (an area of the policy must be identified to be considered)

The request for "right to challenge" must demonstrate that it is supported and as such must come to the council in the form of a petition showing support for the request:

- The petition must have either 50 signatures or must be signed by at least 20% of the households or local businesses making the request.
- The restrictions in question must have been on the highway for at least 2 years to ensure that sufficient data, such as traffic flows and any accident data, is available for the review.
- Requests cannot be accepted where they challenge a statutory function (for example in what circumstances a Penalty Charge Notice will be issued)

- Requests cannot be accepted where the challenge is against the design of a sign. The design of a road sign must be compliant with a statutory instrument (The Traffic Signs and Regulations Direction)
- The challenge must clearly indicate what is being challenged and why.

Restrictions on the ground will be considered for removal / reviewed where safety issues have been identified.

A valid “right to challenge” will then be considered as follows:-

1. If it relates to a highway restriction or the TRO, the challenge will be considered at the next quarterly meeting with KCC.
2. If it relates to a policy or procedure, the challenge will be considered at the next quarterly meeting with ABC policy and performance officer.

The outcome of the right to challenge will be notified to the applicant, following the review, with an outline of the next steps (if applicable).

The next step is to communicate the process to the public and we ask for members to assist, by using this process, when addressing parking concerns with residents in the future.

The new process has been put into practice over the last 3 months and updates will be provided at agenda item 7 on individual requests and the current position.

**Contacts:** Jo Fox

**Email:** [jo.fox@ashford.gov.uk](mailto:jo.fox@ashford.gov.uk)

Tracey Butler

[tracey.butler@ashford.gov.uk](mailto:tracey.butler@ashford.gov.uk)