Division(s) affected: Charlbury

DELEGATED DECISIONS BY CABINET MEMBER FOR TRANSPORT MANAGEMENT

12 DECEMBER 2024

CHARLBURY – PROPOSED PARKING MEASURES INCLUDING RESIDENTS PERMIT PARKING SCHEME

Report by Director of Environment and Highways

Recommendation

The Cabinet Member is RECOMMENDED to:

Approve the introduction of parking controls in Charlbury as follows:

- a) The introduction of parking places on Browns Lane for 30 minute maximum stay during the hours of 8am to 6pm, Monday to Saturday.
- b) The introduction of parking places on Church Street for residents permit holders or 3 hours maximum stay for non-permit holders during the hours of 8am to 6pm, Monday to Saturday.
- c) The introduction of parking places on Market Street and Sheep Street for permit holders or 1 hour maximum stay for non-permit holders during the hours of 8am to 6pm, Monday to Saturday.
- d) The introduction of parking places on Grammar School Lane for permit holders or 30 minute maximum stay for non-permit holders during the hours of 8am to 6pm, Monday to Saturday.
- e) The introduction of resident permit holders only at all times bays on Pound Hill Lane, Thames Street, Dyers Hill, Park Street, Sheep Street, Browns Lane and The Playing Close.
- f) To retain and provide permit parking bays on the west side of Park Street, instead of the east side as originally proposed.
- g) The introduction of residents permit holders parking only area at all times on Church Lane.
- h) To remove disabled persons parking place on Church Lane.

- i) The introduction of no waiting at any time restrictions on sections of Pound Hill, Nine Acres Lane, Market Street, Browns Lane, Sheep Street, Park Street, Grammar School Hill/Park Street and Dyers Hill.
- j) To include all properties on Fishers Lane and Market Street in the schedule of eligible properties for the issue of a CH permit.
- k) To approve minor amendments to the length of parking bays provided on Market Street in the vicinity of the access to Charlwood.

Executive Summary

- In March 2024, Charlbury Town Council ran an informal consultation seeking views on parking locally to which 126 people responded. 52.5% of respondents supported the idea of restricted/permit parking in the town, 9.8% would support if their street was included, 23% needed more information and 14.8% did not support.
- 2. In order to address concerns raised by the Town Council regarding commuter parking in the centre of Charlbury, officers at the County Council have worked with the Town Council and County Councillor to develop proposed parking changes which aim to better manage the on-street parking, whist allowing flexibility for residents and their visitors.
- 3. Charlbury Town Council discussed the proposals at a public meeting on the 28 August 2024, where councillors voted to approve the scheme and requested that the County Council to progress with the statutory consultation.
- 4. A mixture of no waiting restrictions, dual purpose time limited bays with exemptions for permit holders and permit holder only bays are proposed to better manage parking in the centre of the town which will give priority to residents by preventing all day parking by non-residents. No waiting restrictions are proposed at locations where access needs to be maintained and to promote road safety.
- 5. Enforcement of the restrictions would be undertaken by the County Council's enforcement contractor, as the town falls within the Civil Enforcement Area for West Oxfordshire.
- 6. The report presents responses to the statutory consultation on the proposed parking controls as shown in **Annex 1**.

Sustainability Implications

7. The proposals would help facilitate the safe movement of traffic and alleviate parking stress in the area, and also help encourage the use of sustainable transport modes and help support the delivery of wider transport initiatives.

Financial Implications

8. The parking project for Charlbury is being funded by budgets secured under the Highway Operations Programme, with funding allocated for the introduction of new CPZ's over a three year programme from 23-24 to 25-26.

Legal Implications

- 9. The consultation that has been undertaken complies with the consultation requirements for the various elements as required by law including under the Highways Act 1980, the Road Traffic Regulation Act 1984 and any other related regulations.
- 10. If approved, the scheme would be introduced by Oxfordshire County Council as the Traffic Authority and Highway Authority.

Comments checked by: Jennifer Crouch (Head of Law - Environmental) Jennifer.Crouch @oxfordshire.gov.uk

Equalities and Inclusion Implications

11. Officers note that the proposals may have a negative impact on those with mobility issues in terms of parking provision, however they confirm that blue badge holders can park on double yellow lines and in permit holder/time limited bays without restriction.

Formal Consultation

- 12. For the proposed changes, formal consultation was carried out between 24 October and 22 November 2024. A notice was published in the Oxford Times newspaper, and an email sent to statutory consultees & key-stakeholders, including Thames Valley Police, the Fire & Rescue Service, Ambulance service, Bus operators, countywide transport/access & disabled peoples user groups, Charlbury Town Council, West Oxfordshire District Council, the local District Councillors, and the County Councillor representing the Charlbury division.
- 13. A letter was sent directly to approximately 593 properties in the area, which also included a copy of the formal notice of the proposals providing details on permit eligibility and costs. Additionally, street notices were also placed on site in the immediate vicinity.
- 14. The response rate to the public consultation was higher than would be expected for this type of proposal, which demonstrates that there are strong views around

the parking situation in Charlbury, both from the residents and businesses but also the users of the local facilities and services.

- 15. A total of 312 responses were received via the online surveys during the course of the formal consultation, with 85.58% identifying as residents. The charts shown in **Annex 2** present the general position of the respondent to each of the proposed elements of the Charlbury scheme. This is based on the option chosen by the respondent (Object, support etc.) but it should be noted that on reviewing the detail of the responses, in a number of cases a respondent expressing support for the proposal had some qualifications / concerns, and similarly some of the objections related to specific details of the scheme.
- 16. Representatives of Thames Valley Police have responded to confirm that they have no objections to the proposals/
- 17. The County Councillor for Charlbury has responded to the public consultation and has no objection to any of the proposals.
- 18. A representative of Charlbury Town Council has responded with the following statement:

Charlbury Town Council would like to thank OCC and its officers for all the hard work on this scheme and would like to make the following points:

- It awaits the outcome of the consultation and requests that OCC takes into consideration all the views of the people who have answered the consultation.
- The TC requests that any scheme supports the aims of the Neighbourhood Plan in its policies to support existing businesses and services as it is concerned about parking for people working in the town.
- 19. Additionally, a further 24 emails were received (some of which reiterated comments also made via the online survey). Typically email responses cover general views of the proposals and therefore it was not possible to assign an expression against each individual element of the scheme. Where comments have been generally for or against the proposals these have been documented, 4 were in favour, 16 raised concerns or gave no comment, and 4 wholly objected to the proposals.
- 20. The responses are shown in **Annex 3** (separate document), and copies of the original responses are available for inspection by County Councillors. Any comments received that contain personal abuse and/or other personal information will be redacted as appropriate.

Officer Response to Objections/Concerns

a) General feedback to the proposals:

21. There was a mixed level of support for the elements of the proposed scheme, with on-line feedback demonstrating that there is strong feeling around the issues of parking in Charlbury. The following responses were received in general comments and throughout the consultation:

Displacement

22. The most common general comment received was regarding the potential for displaced parking (38 comments). There is concern that introducing the restrictions would lead to vehicles parking in the wider area, causing a knock-on effect of parking issues.

More parking provision required

23.21 respondents commented that there should be a long stay parking alternative, with seven respondents desiring a change in restrictions in the Spendlove car park and 14 respondents requesting cheaper parking in the Station car park. The consensus amongst these comments is that Charlbury would benefit from more parking provision rather than restrictive parking.

Impact on local businesses

24. Concern about the impact on businesses if visitors are restricted when parking was mentioned in 18 comments. It was considered that the restrictions favour residents at the expense of businesses and that being put off by parking controls may drive customers away.

Parking for workers

25.14 general comments surround parking for workers in the town. In many cases staff travel to work by car and park in the centre of the town. Some businesses are concerned about retaining and employing new staff if the proposed restrictions are approved.

Enforcement

26.15 general comments are related to enforcement and respondents believe the scheme would only work if regular enforcement is carried out.

Against any parking controls in Charlbury

27.16 respondents are against the proposals in their entirety and feel they would not benefit Charlbury.

Restrictions necessary in other areas

28. A number of respondents (23 comments) would like to see restrictions in other areas of the town.

Officer response:

Displacement

29. The potential displacement of any new parking control is a legitimate concern. If the proposals are introduced, further consideration for additional restrictions could be considered if problems occur. If the scheme is approved, officers will undertake pre and post implementation parking beat surveys to identify where further measures may be beneficial.

More parking provision required

30. West Oxfordshire District Council are responsible for the Spendlove car park, whilst the Station car park is owned by Great Western Railway. Charlbury Town Council and the local Member have been working to provide a solution for long term parking in Charlbury. Comments will be passed to Charlbury Town Council.

Impact on local businesses

31. When considering options to manage on-street parking, there is often concern about the impact that this can have on the economy of town centres and that any increase in the types of control may discourage visitors to the town centre and reduce trade for businesses. However, there is no direct evidence that this is the case and careful kerbside management has proven to support parking for local retail centres in Oxfordshire including Abingdon, Wallingford and Henley-on-Thames.

Parking for workers

- 32. It is understandable that staff working in Charlbury will want to park as close as possible to their place of work. However, in local retail centres this can be counterintuitive to the needs and demands of customers and other visitors accessing local services including doctor surgeries.
- 33. The use of limited waiting restrictions in town and village centres is a common tool to ensure the turnover of spaces and there are publicly accessible car parks available at the Spendlove Centre on Browns Lane and Charlbury Railway Station which is 10 minutes' walk from the centre of Charlbury.

Enforcement

34. If the scheme were to be approved, enforcement would be undertaken by our current provider, who will work with officers at the county council to ensure that adequate coverage of the restrictions would be provided. Where new restrictions are introduced, it's typical that a higher level of enforcement is

provided in the initial months of the scheme, both in terms of providing visibility, but also to drive compliance with the restrictions.

- 35. The scheme has been developed in collaboration with representatives of Charlbury Town Council and West Oxfordshire District Council. With any scheme of this nature, we will continue to monitor and accept feedback from the public on their views after changes are introduced. Typically, a scheme is reviewed 12 months after its introduction to gauge whether further amendments are required. This will include undertaking parking beat surveys before and after introduction.
- 36. All requests for additional restrictions have been logged and will be assessed, along with the proposed restrictions should they be approved, during the 12 month review.

b) Introduction of time-limited parking bay '30 minutes, no return within 1hour, Mon-Sat 8am-6pm' on the western side of Browns Lane:

- 37.119 comments are in agreement with the proposal. The most common type of response (66 comments) conveyed that short term parking in Charlbury is a problem and that proposed time limited bay would be of benefit to users of the Co-op/post office and short trips into the town.
- 38. In contrast to positive comments in support of the scheme, the second most common response (29 comments) stated that 30 minutes was not long enough to visit several businesses and allow visitors to stop for lunch/dinner.
- 39. Three respondents would like the 30-minute bay to be shared use, allowing for residents to park.
- 40. One respondent states that parking problems do not stop at 6pm and would like the restriction extended to 10pm.

Officer comments

- 41. The proposals have been developed to find a balance between accommodating short trips to 1-2 businesses without the need to walk from neighbouring locations. Allowing for a longer duration would mean the reduced capacity for turnover of parking spaces.
- 42. Allowing residents to park without time restriction in these bays could potentially result in there being no space for visitors to park for short periods of time. Parking is unrestricted from 6pm to 8am and on Sundays.
- 43. These comments have been addressed within the officer response section of a) General feedback to the proposals: Displacement (30), Impact on local businesses (32), Parking for workers (33-34), and Enforcement (35-37).
- 44. The time restrictions are consistent throughout Charlbury (8am-6pm Mon-Sat). These times will be monitored along with the scheme.

c) Introduction of shared use parking bays, Permit holders only or time limited.

45. In response to the proposals to introduce shared use parking bays, there was a mixed level of response for the changes overall with 52.96% of on-line responses received either supporting, partially supporting, or having no objection to this element of the scheme. 40.95% of responses to the on-line consultation were opposed to the proposed restrictions and 6.09% had no opinion.

Church Street Permit holders unlimited or 3 hours no return within 2 hours, Mon-Sat 8am-6pm

- 46.108 comments are in agreement with the proposal and feel it provides a good balance between people visiting the area and local residents, preventing long term parking.
- 47.37 respondents are concerned about staff parking for businesses in Church Street, 17 respondents feel that restrictions will have a negative impact on businesses. 26 comments worry that vehicles will be displaced to other areas in the town, 8 respondents state that there will need to be enforcement of any new restrictions and 9 would like to see more parking provision in the town.
- 48.28 respondents feel that it is already restrictive to park in Church Street to use businesses and that restricting it further would mean they would have nowhere to park. A notable concern (12 comments) is for parents using the nursery on Church Street.
- 49.8 respondents disagree with the principle of CPZs or permits in general with a further 8 responding that residents should not be prioritised for permits.
- 50.10 comments received felt that 3 hours is too long and that 1 or 2 hours would be sufficient. 1 respondent felt that 3 hours is not enough time to visit establishments on Church Street whilst 6 comments felt the restriction should be changed to include Sundays and evenings.

Officer response:

- 51. These comments have been addressed within the officer response section of a) General feedback to the proposals: 35: Parking for workers, 34: Impact on local businesses, 32: Displacement, 36: Enforcement and 33: More parking provision provided.
- 52. The proposed Permit Holders or 3 hour bays on Church Street have been sited to facilitate visitors needing longer than the proposed time limits in the wider area and to provide options for residents and their visitors. As there are public houses and eateries on or close to this location it was felt that 3 hours was ample time to visit these establishments. Persons dropping off/picking up

children at the nursery would be more likely to find a space to park once restrictions are in place.

53. Typically, a scheme is reviewed 12 months after its introduction to gauge whether further amendments are required. This will include undertaking parking beat surveys before and after introduction.

Market Street and Sheep Street Permit holders unlimited or 1 hour no return within 1 hour, Mon-Sat 8am-6pm

- 54.90 comments received are in support of the proposals. Respondents believe the proposals protect parking for residents whilst proving adequate parking for visitors.
- 55.36 respondents are concerned about displacement of vehicles, 26 feel that the proposals will have a negative impact on businesses and 22 comments were concerned about where staff would park. 8 respondents are concerned that any restrictions would not work without regular enforcement.
- 56.30 respondents feel that 1 hour is insufficient time to use the facilities and shops in Charlbury.
- 57. Five respondents feel that the restrictions should be resident permit holders only and not shared use.
- 58. Two respondents commented that Market Street had been left off the list of eligible properties and 2 respondents stated that Fishers Lane, off Sheep Street, have properties with no parking and use the surrounding streets.
- 59. One respondent has concerns that the bays on Market Street will block the access to The Alley, with several properties.

Officer response:

- 60. These comments have been addressed within the officer response section of a) General feedback to the proposals: 32: Displacement, 34: Impact on local businesses, 35: Parking for workers and 36: Enforcement.
- 61. A compromise could be to extend the use of the bays up to 2 hours to reduce the anxiety of users overstaying and allow visitors the opportunity to visit multiple businesses.
- 62. The proposed restrictions are designed to allow residents to park within a reasonable distance of their properties whilst providing space for visitors to the town.
- 63. Market Street and Fishers Lane had been omitted from the notice. Recommendation will be made to include these streets within the permit eligibility area.

- 64. Access to properties will be maintained and made obvious with keep clear markings where bays are shown on the plan.
- 65. During the consultation period we received a complaint that the length of one of the existing bays on Market Street was incorrect and causing an access and safety issue. An assessment has been carried out and the bays have been marked incorrectly in accordance with the existing TRO. It is our intention to adjust the length of the bay to maintain access.

Grammar School Hill Permit holders unlimited or 30 minutes no return within 1 hour, Mon-Sat 8am-6pm

- 66.91 comments received agreed with the proposal and felt it was fair to both residents and users of immediate amenities.
- 67.33 comments received were concerned about displacement, 18 respondents felt that businesses would be negatively affected by a restriction in parking, 21 comments were regarding parking for workers whilst 9 comments felt that the proposed restriction would only work if properly enforced.
- 68.29 respondents felt that 30 minutes wasn't long enough to walk into the centre of the town and 8 respondents would prefer if it was residents only.

Officer response:

- 69. These comments have been addressed within the officer response section of a) General feedback to the proposals: 32: Displacement, 34: Impact on local businesses, 35: Parking for workers and 36: Enforcement.
- 70. The proposed shared use parking bay on Grammar School Hill is on the outskirts of the town and will be primarily used by residents and the pre-school. 30 minutes is ample time for dropping off/picking up children, as referenced by 17 respondents. Making the bay residents only would not allow pre-school children to be dropped off safely in this area.

Resident Permit Holders Parking only bays Pound Hill/Thames Street, Dyers Hill, Park Street, Sheep Street, Browns Lane and The Playing Close

- 71.116 comments of support overall for all areas.
- 72.33 respondents are concerned about displacement of vehicles, 28 feel that the restrictions will have a negative affect on businesses, 9 comments reference parking for workers and 7 respondents would like to see more parking in the town.
- 73. The Playing Close received the highest number of objections with 140 respondents objecting, 87 supporting, 48, partially supporting, 13 having no objection and 24 with no opinion. The most common comment regarding The Playing Close is that properties have off street parking so there is no need to provide more.

74. Park Street, two respondents commented that changing parking from its current west side to east would provide additional parking space but would make the road awkward to drive, particularly where the road narrows.

Officer response:

- 75. These comments have been addressed within the officer response section of a) General feedback to the proposals: 32: Displacement, 34: Impact on local businesses, 35: Parking for workers and 36: Enforcement.
- 76. The proposal to include a Resident Permit Holders Only bay on The Playing Close was added to provide an additional area for residents within the scheme as a whole to park.
- 77. Following the public feedback, it is recommended to retain and provide permit parking bays on the west side of Park Street, instead of the east side as originally proposed.

Resident Permit Holders only Parking area Church Lane

- 78.120 comments of support were received .
- 79.27 comments referenced displacement of vehicles, 21 respondents have concerns that businesses will be negatively affected, 10 respondents are concerned that workers in the town will not be able to park.
- 80.12 respondents would prefer shared use bays, resident permit holders only or 1-3 hour parking.
- 81.13 respondents are concerned about the lack of parking for visitors to the church.

Officer response:

- 82. These comments have been addressed within the officer response section of a) General feedback to the proposals: 32: Displacement, 34: Impact on local businesses and 35: Parking for workers.
- 83. Church Lane is residential and it is considered unnecessary to include shared use bays over resident permit holders parking.
- 84. The concerns raised by users of the church wishing to park on Church Lane are noted, however parking along the road is limited and any general exemption for non-permit holders, would reduce the capacity for residential parking. Alternative options exist with parking available on Church Street and neighbouring roads, blue badge holders can still park without time limit within permit parking areas.

Removal of Disabled Persons Parking Place Church Lane

- 85.79 comments of support received, with respondents noting that the bay, which was installed for a previous resident on Church Lane, has not been used for some time.
- 86.95 comments received objecting to the removal of any DPPP from the town. 13 of these comments reference the necessity of the bay for visitors to the church.

Officer response:

- 87. The removal of the DPPP was added at the request of Charlbury Town Council. The bay was originally put in to accommodate a resident in Church Lane however the resident no longer resides there. The bay is a significant distance from the church and therefore not used during church services.
- 88. Blue badge holders are able to park within the resident permit holders only area and will be able to park closer to the church.

Introduction of No Waiting at Any Time (double yellow lines) restriction Pound Hill, Nine Acres Lane, Market Street, Browns Lane, Sheep Street, Park Street, Grammar School Hill/Park Street and Dyers Hill

- 89.111 comments of support were received. Respondents feel that No Waiting at Any Time would be needed in order to support the other proposals, that they would reduce congestion and stop unsafe parking.
- 90.55 comments objected to the proposals, the majority of these comments referenced the loss of parking places and the lack of additional parking areas in Charlbury.
- 91.17 respondents referenced displacement of vehicles, 14 were concerned regarding businesses with 4 worried about parking for workers. 9 respondents would like to see more parking provided by way of a car park and 17 respondents say that it is essential that enforcement is carried out.

Officer response:

- 92. The proposals were put forward to mitigate displaced parking in areas where parking would cause a safety issue.
- 93. These comments have been addressed within the officer response section of a) General feedback to the proposals: 32: Displacement, 34: Impact on local businesses, 35: Parking for workers and 33. More parking provision required

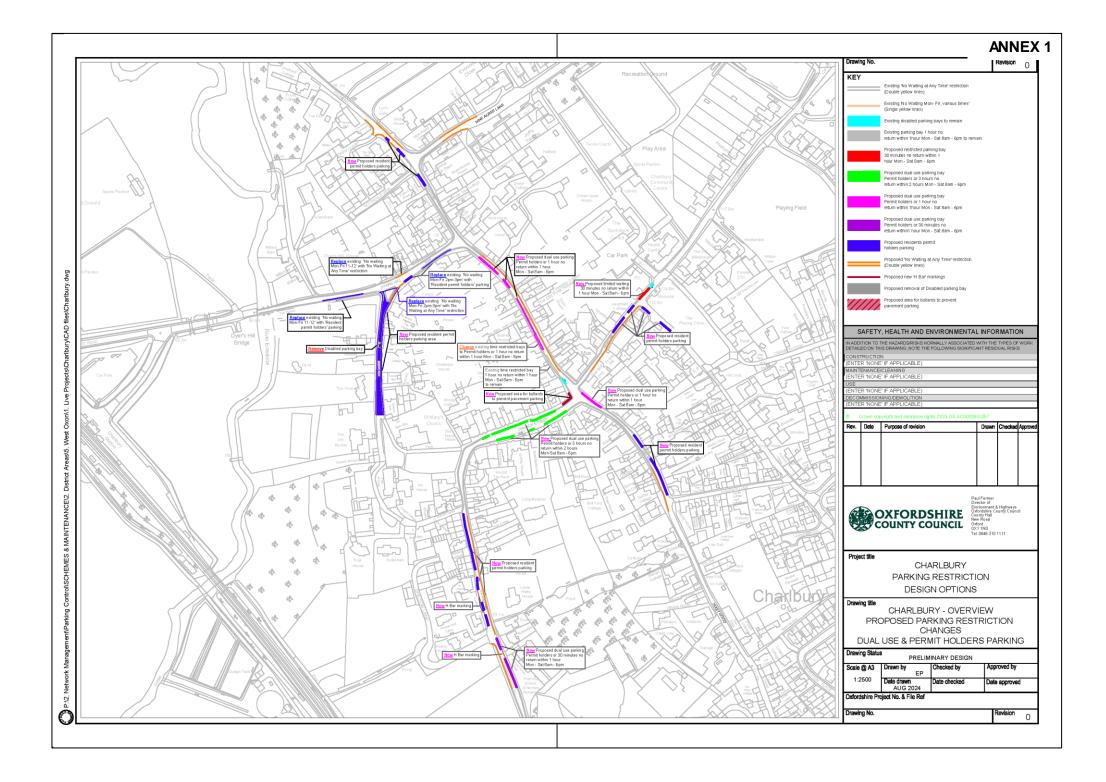
Monitoring and Evaluation

94. It is suggested that a review of the scheme is carried out approximately 12 months after implementation should it be approved.

Paul Fermer Director of Environment and Highways

Annexes:	Annex 1: Consultation plan Annex 2: Consultation response summary tables Annex 3: Consultation responses
Contact Officers:	Emma Palmer (Senior Officer – TRO and Schemes) James Whiting (Team Leader – TRO and Schemes

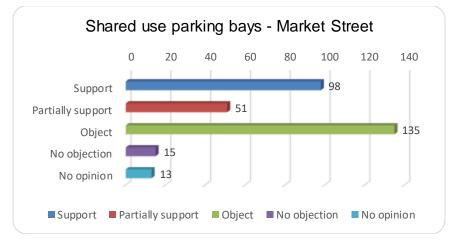
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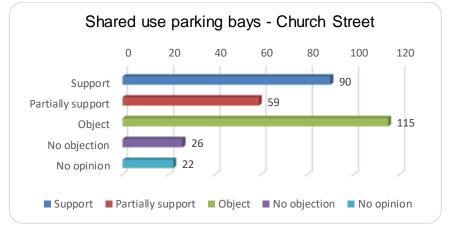


a. Introduction of a 30 minute parking bay on the western side of Browns Lane.

c. Introduction of Shared use permit holders or 1 hour parking bays – Market Street



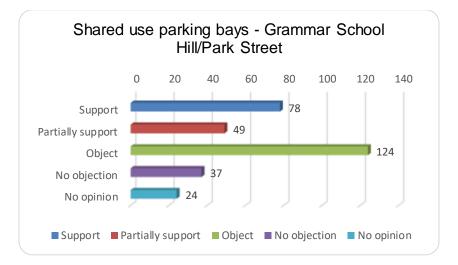
b. Introduction of shared use permit holders or 3-hour parking bays – Church Street



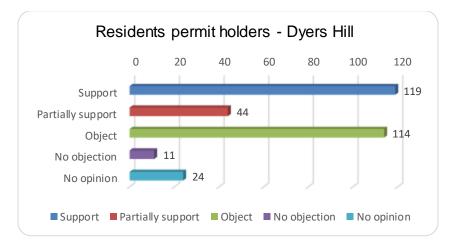
d. Introduction of Shared use permit holders or 1 hour parking bays – Sheep Street



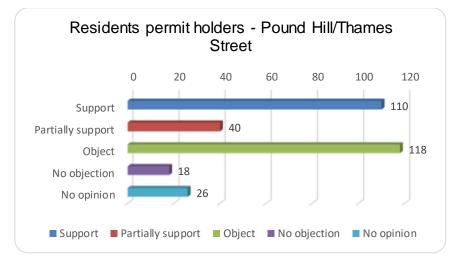
e. Introduction of Shared use permit holders or 30 minute parking bays – Grammar School Hill/Park Street



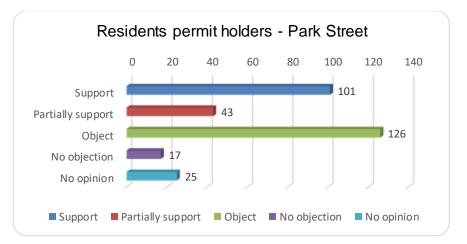
g. Introduction of Residents Permit Holders Only parking bays – Dyers Hill



f. Introduction of Residents Permit Holders Only parking bays – Pound Hill/Thames Street



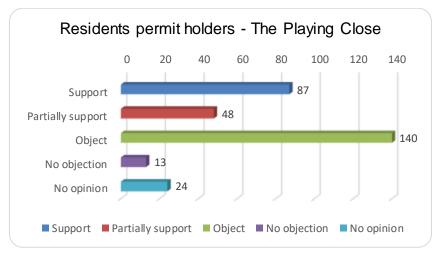
h. Introduction of Residents Permit Holders Only parking bays – Park Street



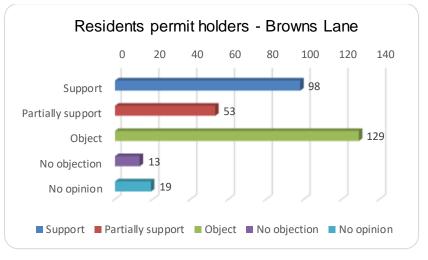
i. Introduction of Residents Permit Holders Only parking bays – Sheep Street



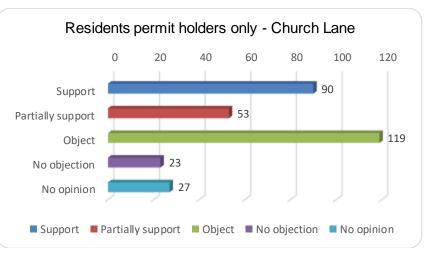
k. Introduction of Residents Permit Holders Only parking bays – The Playing Close



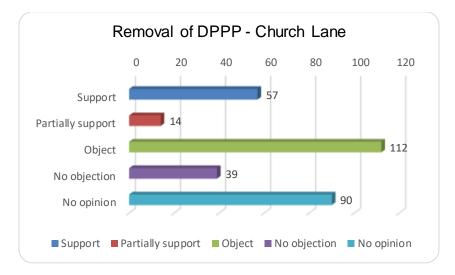
j. Introduction of Residents Permit Holders Only parking bays – Browns Lane



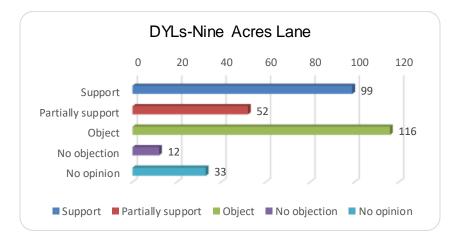
I. Introduction of Residents Permit Holders Only area – Church Lane



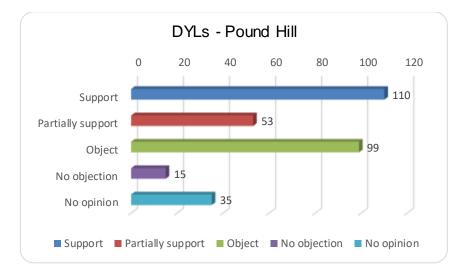
m. Removal of Disabled Persons Parking Place – Church Lane



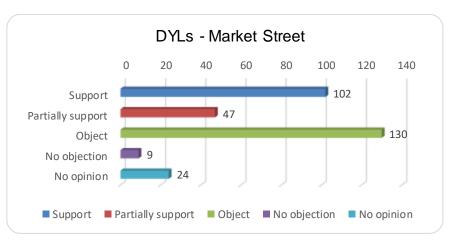
o. Introduction of 'No Waiting at Any Time' (double yellow lines) – Nine Acres Lane

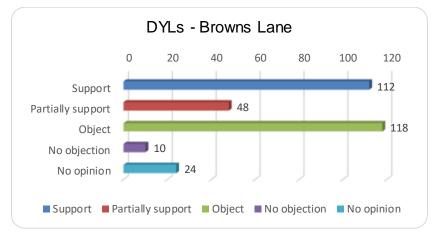


n. Introduction of 'No Waiting at Any Time' (double yellow lines) – Pound Hill



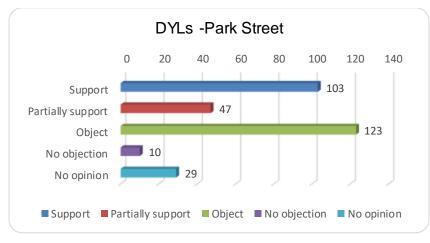
p. Introduction of 'No Waiting at Any Time' (double yellow lines) – Market Street



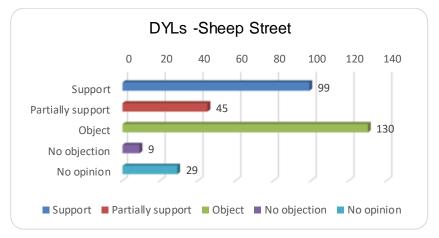


q. Introduction of 'No Waiting at Any Time' (double yellow lines) – Browns Lane

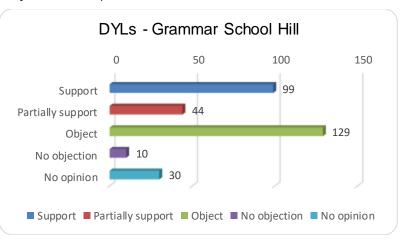
s. Introduction of 'No Waiting at Any Time' (double yellow lines) – Park Street



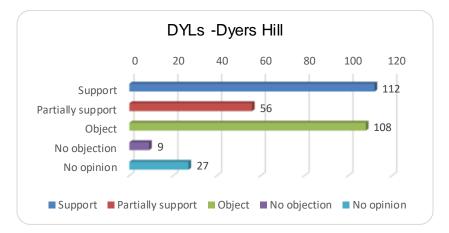
r. Introduction of 'No Waiting at Any Time' (double yellow lines) – Sheep Street



t. Introduction of 'No Waiting at Any Time' (double yellow lines) – Grammar School Hill



u. Introduction of 'No Waiting at Any Time' (double yellow lines) – Dyers Hill



v. In what capacity are you responding to this survey?

