

Wednesday, 18 December 2024

Democratic and Members' Services
Emma Duncan
Service Director: Legal and Governance

16:00

New Shire Hall
Alconbury Weald
Huntingdon
PE28 4YE

**Council Chamber, Guildhall
Market Square, Cambridge, CB2 3QJ**

AGENDA

Open to Public and Press

CONSTITUTIONAL MATTERS

1 Apologies for Absence and Declarations of Interest

Guidance on declaring interests is available in [Chapter 6 of the Council's Constitution \(Members' Code of Conduct\)](#)

2 Minutes - 18 September 2024

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3 Public Questions and Petitions

DECISIONS

**4 Traffic Regulation Order Objections Associated with Proposed
Disabled Persons Parking Bays in Edinburgh Road and Ross
Street, Cambridge**

15 - 28

5	Traffic Regulation Order Objections Associated with Proposed Waiting Restriction Amendment in De Freville Avenue, Cambridge	29 - 36
6	Resident Parking Scheme Policy Review Update and Proposed Price Increases for Permits and On-Street Parking	37 - 72
7	Cambridge Joint Area Committee Agenda Plan	73 - 74

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The Cambridge Joint Area Committee comprises the following members:

Councillor Katie Thornburrow (Chair) Councillor Philippa Slatter (Vice-Chair) Councillor Dave Baigent Councillor Alex Beckett Councillor Naomi Bennett Councillor Gerri Bird Councillor Mike Black Councillor Elisa Meschini Councillor Rosy Moore Councillor Richard Robertson Councillor Neil Shailer and Councillor Karen Young

Clerk Name:	Nicholas Mills
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Cambridge Joint Area Committee: Minutes

Date: 18 September 2024

Time: 4:00 p.m. – 5:45 p.m.

Venue: Council Chamber, Guildhall, Cambridge

Present: City Councillors: Dave Baigent, Naomi Bennett, Richard Robertson, Martin Smart, Katie Thornburrow, Karen Young
County Councillors: Alex Beckett, Gerri Bird, Alex Bulat, Elisa Meschini, Neil Shailer and Philippa Slatter

16. Apologies for Absence and Declarations of Interest

Apologies for absence were received from Councillor Mike Black (substituted by Councillor Bulat) and Councillor Rosy Moore (substituted by Councillor Smart).

Councillor Smart declared a non-statutory disclosable interest in relation to Agenda Item 4 (Traffic Regulation Order Objections Associated with the Proposed Waiting Restrictions on Riverside, Cambridge), as an acquaintance of one of the public questioners for that item.

Councillor Baigent declared a general non-statutory disclosable interest as a member of the Cambridge Cycling Campaign (Camcycle).

17. Minutes – 29 July 2024

While discussing the minutes of the previous meeting, it was confirmed, in relation to Minute 12 (Consider Objections to Proposed Residential Parking Scheme in Milton Road Area, Cambridge) that an exclusive email address would be set up to receive comments about the scheme following its implementation and in the build-up to a review after six months.

The minutes of the previous meeting, held on 29 July 2024, were agreed as a correct record and signed by the Chair.

The Committee noted its action log.

18. Public Questions and Petitions

The Committee was informed that two public questions had been received and that the questions would be taken at the start of the relevant agenda item. It was noted that both questions related to Agenda Item 4 (Traffic Regulation Order Objections Associated with the Proposed Waiting Restrictions on Riverside, Cambridge).

19. Traffic Regulation Order Objections Associated with the Proposed Waiting Restrictions on Riverside, Cambridge

The Committee received a report which proposed the installation of waiting restrictions on Riverside in Cambridge.

Kate Finefrock was invited to address the Committee. Drawing attention to issues that had arisen with campervans parked on Riverside, Ms Finefrock suggested that people regularly used Stourbridge Playground as a toilet and had been involved in altercations with residents of the adjoining houses. She expressed concern about the number of accidents involving the vehicles and passing cyclists or pedestrians, and noted that her bins could not always be emptied due to the restricted access. Acknowledging the impact of the measures, she supported the proposals as an improvement to the safety of the area.

Sharon Stanley was invited to address the Committee. Noting that the proposals were trying to overcome issues that had been evident for many years, Mrs Stanley argued that the waiting restrictions would only displace vehicles further up Riverside or onto narrower side streets, such as Stanley Road. Objecting to the proposals, she suggested that the installation of additional signage prohibiting the parking of certain vehicles, as used in other cities, along with the installation of parking bays to prevent perpendicular parking, could help overcome the issues without removing parking spaces for Riverside residents that did not have off-road parking available.

Councillor Alex Bulat, County Councillor for the Abbey division, was invited to address the Committee. Highlighting how long residents had been waiting for a solution to the ongoing problems and acknowledging that it was not possible to find a scheme that would be supported by everyone, Councillor Bulat expressed her support for the proposals that had a majority support as the result of extensive consultation, and she paid tribute to the high level of engagement from residents in the various consultations that had been held over the years. Notwithstanding, she highlighted residents' concerns about the potential displacement of vehicles to surrounding streets, particularly given the lack of a resident parking scheme in the area, and suggested that the scheme should be monitored following its installation, if implemented. If negative consequences were identified, such as the displacement of vehicles to nearby streets, she suggested that additional measures should be developed, although she expressed concern about the length of time it would likely take to develop such measures.

Councillor Naomi Bennett, City Councillor for the Abbey ward, was invited to address the committee. Noting the extensive consultations held between residents of the area and the local City and County Councillors, Councillor Bennett also emphasised how long residents had been waiting for parking issues to be resolved on Riverside. Drawing attention to complaints that had been received about people using Stourbridge Playground as a toilet or dumping site, she also emphasised that during the busiest periods, regular accidents occurred with cyclists and pedestrians because of the campervans parked on Riverside alongside Stourbridge Common.

While discussing the report, individual Members:

- Expressed concern about the displacement of anti-social behaviour, such as the use of nearby parks as a toilet or dumping site, and suggested that such issues should be included as part of wider considerations of community safety, and it was acknowledged that community safety officers were aware of the problems and were addressing them separately.
- Acknowledged the potential displacement of campervans and other vehicles to nearby streets but expressed concern about the size of the waiting list for housing in Cambridge, noting that some NHS workers were currently residing in campervans on Riverside. It was suggested that targeted assistance should be provided to help people living in such circumstances.
- Queried why the proposals did not include yellow lines for the whole section of Riverside. It was clarified that the scheme sought to ensure some resident parking remained on Riverside, without causing additional displacement to that which was already anticipated.
- Suggested that kerb blips could be used to prevent waiting, as well as parking, although it was noted that such an addition to the scheme would require a further consultation to be carried out. It was also emphasised that the ongoing problems were related to overnight parking, rather than waiting, and it was argued that disabled residents relied on being able to temporarily park in order to receive transportation and deliveries.
- Confirmed that double yellow line restrictions extended to the middle of the road, which meant that vehicles would not be able to park in the middle of Riverside. It was also confirmed that blue badge holders were able to park on double yellow lines.
- Noted that the installation of perpendicular parking bays on Riverside alongside the entrance to Stourbridge Common could present a challenge to the ongoing development of other schemes, such as the Greater Cambridge Partnership's Greenways scheme that was planned to pass through this location.
- Suggested that a larger scheme, such as a residential parking scheme (RPS), could be more effective in overcoming the issues, although it was noted that previous discussions about the introduction of an RPS had not resulted in a scheme, while the LHI programme would not be able to provide sufficient funding for larger schemes.
- Clarified that the final decision on whether to approve the installation of the proposed waiting restrictions would be made by the Executive Director of Place and Sustainability, rather than the Committee.
- Considered how the scheme should be monitored if its implementation was approved and agreed that local members would be able to raise concerns if issues such as displacement were identified as problematic. It was also suggested that the

Local Highways Improvement programme should be improved to make it easier and quicker for projects to be developed and implemented.

It was resolved unanimously to:

Recommend that the Executive Director of Place and Sustainability, in consultation with the local Member, approve the installation of the waiting restrictions, as advertised.

20. Pavement Parking, Red Routes and Resident Parking Schemes Delivery Plan Update

The Committee received an update report on various elements of parking policy relevant to the city of Cambridge, including resident parking schemes (RPSs), pavement parking pilots, red routes and the development of a Greater Cambridge Integrated Parking Strategy.

While discussing the report, individual Members:

- Welcomed the report and development of a holistic approach to parking issues across the city, highlighting that councillors and members of the public appreciated knowing about forthcoming consultations in advance.
- Highlighted the importance of developing Park & Ride sites to act more as travel hubs for all modes of transport, suggesting that further services, such as cafés, bike repair centres, taxi ranks, click and collect points, dry cleaning, parcel collection points, as well as longer operating hours, could increase their usage and help alleviate time poverty by promoting trip chaining. It was confirmed that the feasibility of such possibilities were being considered by the Greater Cambridge Partnership (GCP), alongside how the sites could connect to the wider transport network, although it was emphasised that there were restrictions due to them all being situated within the greenbelt.
- Expressed concern about the length of time it was taking to develop the West Romsey RPS and test it with residents, noting that the area was extensively used for parking purposes due to surrounding areas having had separate RPSs implemented, which caused extensive problems and difficulties for residents. Members were informed that the potential loss of 500 currently compliant car parking spaces if pavement parking was prohibited had caused difficulties in the development of a scheme, as the minimum carriageway width could not accommodate double-sided parking across much of the area. Work was ongoing to identify a solution that could allow a scheme to be fully developed, and it was noted that the Parking and Traffic Regulations Outside London (PATROL) Joint Committee was keen to extend parking enforcements currently adopted in London across the wider country.
- Expressed concern about high levels of pavement parking and the impact on pedestrians, particularly on roads such as Mill Road, and requested further information on how it could be controlled. Members were informed that pavement

parking could only be monitored when relevant parking restrictions, such as yellow lines, were in place at the location, while a grace period also meant that it was difficult to enforce, and that Civil Enforcement Officers were unable to issue a ticket to the majority of cars parked on the pavement due to these restrictions. Pilots were being developed to trial alternative methods to tackling the issue, for example through the use of signs, road markings or street furniture, depending on each individual situation. Members suggested that an increase in the number of Civil Enforcement Officers could be financed by the fines that they issue to illegally parked vehicles.

- Requested a timeframe for the development of the pavement parking trials being developed by the GCP, given the funding and legislative restraints. It was clarified that neither the County Council nor the GCP had any unallocated funding for the trials, although they could be supported by the reprioritisation of funding within existing budgets, while developer contributions could also provide an additional resource. It was anticipated that the Integrated Parking Strategy would be presented towards the end of 2025.
- Suggested that cost-effective measures, such as the installation of bollards or cycle-racks, could be implemented in areas prone to pavement parking problems, such as Mill Road, although it was acknowledged that some pavement areas were privately owned, making installations in such areas difficult. It was also noted that improvements to the public realm were being developed and would be considered further once a decision had been made by the County Council on whether to instal a modal filter on Mill Road bridge.
- Confirmed that the Traffic Regulation Order (TRO) for the proposed York RPS had been drafted and local Members had agreed to it being advertised. However, due to a consultation backlog, there would be a delay before the TRO could be advertised.
- Clarified that the public consultation for the Wilberforce Road area RPS was expected to open in late September 2024, rather than 2025 as stated in paragraph 2.11 of the report.
- Highlighted the cost of advertising TROs in newspapers and other outlets, and suggested that more modern, more effective and cheaper ways of advertising them could be used instead, to reduce the financial burden on already limited resources, although it was acknowledged that such changes would need to be approved by the government.
- Drew attention to the danger of electric bikes and electric scooters using pavements, although it was acknowledged that the police were responsible for enforcement of such infractions. Notwithstanding, it was noted that the government was considering legislation on the use of electric bikes and electric scooters.

It was resolved unanimously to:

Note and comment on the report.

21. Cambridge Joint Area Committee Agenda Plan

While discussing the committee's agenda plan, individual Members:

- Clarified that a report on the York area RPS would be presented to the committee once the TRO consultation had taken place, although it was suggested that this would not occur before the meeting in March 2025.
- Requested a future report on the potential improvement and redesign of the security barrier on King's Parade. **Action required**
- Requested that the Cycling and Pedestrian Schemes Update report due to be presented to the committee at its meeting in December 2024 could include information on barriers to active travel, such as disabilities and time poverty. **Action required**

Chair
18 December 2024

Cambridge Joint Area Committee Minutes Action Log

This is the Committee's updated minutes action log, which captures the actions arising from recent Cambridge Joint Area Committee meetings and updates Members on the progress in complying with delivery of the necessary actions.

Minutes of the Committee Meeting Held on 12 June 2024					
Minute no.	Report	Officer responsible	Action	Update	Status
6.	Overview of City Council Services Relevant to the Cambridge Joint Area Committee	T Wetherfield / S Hansen	Produce a list of the related functions and responsibilities that overlap with each other, and which authority holds responsibility for each area.	A detailed draft document, setting out the range of service responsibilities relating to highways, streets and transport in Cambridge, has been developed and is being checked for accuracy with partner organisations. The aim is to share this with members of the Committee in early 2025.	Ongoing
		S Hansen	Organise a workshop for the committee to discuss various parking issues.	The Greater Cambridge Partnership is scheduled to organise a workshop on parking later in 2024 as part of the development of the Integrated Parking Strategy.	Ongoing

Minutes of the Committee Meeting Held on 29 July 2024

Minute no.	Report	Officer responsible	Action	Update	Status
12.	Consider Objections to Proposed Residential Parking Scheme in Milton Road Area, Cambridge	L Miles	Provide Havenfield with advice or support on developing its parking infrastructure, if requested.	Awaiting update.	Ongoing
			Set up an exclusive email address to receive comments about the scheme following its implementation and in the build-up to a review after six months.	Awaiting update.	Ongoing

Minutes of the Committee Meeting Held on 18 September 2024

Minute no.	Report	Officer responsible	Action	Update	Status
21.	Cambridge Joint Area Committee Agenda Plan	T Wetherfield	Present a future report on the potential improvement and redesign of the security barrier on King's Parade.	In the context of the City Council's decision in late November 2024 to develop proposals for improving the city's Civic Quarter, discussions will be arranged with the County Council and other partners around how this might relate to wider measures for safe and secure access to the city centre. The aim is to report back to the Committee by June 2025.	Ongoing

		G Weller	Include information on barriers to active travel, such as disabilities and time poverty in the Cycling and Pedestrian Schemes Update report due to be presented to the committee at its meeting in December 2024.	Awaiting update	Ongoing
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Traffic Regulation Order Objections Associated with Proposed Disabled Persons Parking Bays in Edinburgh Road and Ross Street, Cambridge

- To: Cambridge Joint Area Committee
- Meeting Date: 18 December 2024
- From: Executive Director of Place and Sustainability
- Electoral division(s): County Council divisions within Cambridge:
Chesterton (Edinburgh Road), Romsey (Ross Street)
- City Council wards:
East Chesterton (Edinburgh Road), Romsey (Ross Street)
- Executive summary: The proposal is to install disabled persons parking bays in Edinburgh Road and Ross Street, Cambridge. The purpose of this report is to inform Members of the feedback received to the publication of these proposals and consider whether the proposed disabled persons parking bays should be installed.
- Recommendation: The Committee is asked to:
- a) Recommend that the County Council's Executive Director of Place and Sustainability, in consultation with the local Member, approve the proposed disabled persons parking bay in Edinburgh Road as published; and
 - b) Recommend that the County Council's Executive Director of Place and Sustainability, in consultation with the local Member, approve the proposed disabled persons parking bay in Ross Street as published.

Officer contact:

Name: Steven Thoday
Post: Policy & Regulation Lead Technician
Email: steven.thoday@cambridgeshire.gov.uk

1. Background

- 1.1 Applications are submitted to the County Council as the local highway authority for the installation of disabled persons parking bays (DPPBs) near the home of the applicant, providing applicants meet the criteria set out on the Council's website.
- 1.2 Applications for DPPBs was received by the County Council from residents in Edinburgh Road and Ross Street, Cambridge.
- 1.3 To be considered for a DPPB, applicants must:
 - Have no access to off-street parking facilities, such as a garage or driveway,
 - Have a valid blue badge,
 - Be regularly unable to park conveniently near to their home due to heavy on street parking,
 - Be the driver of the vehicle, or the driver of the vehicle must reside at the same address as the applicant and a suitable location for the DPPB can be found that is acceptable in terms of achieving a balance of parking provision.
- 1.4 DPPBs allow users to park near their residence as an aid to mobility and can play an important role in helping maintain independence. Once installed, DPPBs can be used by any road users in possession of a valid blue badge.
- 1.5 The applications for DPPBs in Edinburgh Road and Ross Street meet the Council's criteria to be considered for a bay. Consequently, the Council has published a proposal to install a DPPB in the vicinity of 2 Edinburgh Road and 35 Ross Street, Cambridge. The necessary proposed Traffic Regulation Order (TRO) was advertised as reference PR1063, and this proposed TRO was for the installation of a number of DPPBs across Cambridge City. No objections were received to the other DPPBs proposed by the TRO.
- 1.6 A plan showing the extent of the proposed DPPB in Edinburgh Road is attached at Appendix 1, while a plan showing the extent of the proposed DPPB in Ross Street is attached at Appendix 2.

2. Main Issues

- 2.1 The TRO procedure is a statutory consultation process that requires the highway authority to advertise, in the local press and on-street, a public notice stating the proposal and the reasons for it. The advert invites the public to formally support or object to the proposals in writing within a twenty-one-day notice period. There is also a requirement to consult with certain organisations, such as the emergency services, and others affected by the proposals.
- 2.2 The required notice was published in the Cambridge News on 2 October 2024 and the statutory consultation period ran until 23 October 2024. Notice was also displayed in the locality of the proposed bays. Additional information was available on the Council's website and the public was able to access further information and submit feedback via the Council's online traffic consultation portal. Residents living near to the proposed DPPBs were individually consulted by letter. A copy of the press notice is attached at Appendix 3.

- 2.3 The statutory consultation resulted in one objection received for both proposed DPPBs in Edinburgh Road and Ross Street, which are summarised in the table attached at Appendix 4, along with officer responses.
- 2.4 Relevant County and City Councillors were given the opportunity to comment as part of the statutory process, and no objections to the proposals were received from the Councillors.
- 2.5 The proposed DPPBs would result in the loss of approximately one parking space in both locations, however, it is most likely to be used by the applicants who requested the bays, who already park their vehicles in the locality, so there is unlikely to be any net loss of on-street parking. Hence, it is recommended that Committee recommends that the proposed DPPBs are approved.

3. Significant Implications

3.1 Finance Implications

The required statutory process and highway works will be funded by the County Council's accessibility budget.

3.2.1 Legal Implications

The statutory processes relating to the requirement to publish and consult on such proposals have been followed.

3.3 Risk Implications

There are no significant implications for this category.

3.4 Equality and Diversity Implications

The following statement below set out details of significant implications identified by officers:

Disability. The design and implementation, if approved, would comply with all relevant regulations, standards and other accepted practises. Once installed, the dimensions of the bay markings of DPPBs provide the user with sufficient space to safely enter and exit their vehicle and provide sufficient space to safely access and use any mobility aids the user may have. Blue badge holders may not be able to walk/travel long distances if a parking space is not available near to their home address and can feel anxious about going out in their vehicle in case a parking space is not available when they return. Therefore, having a DPPB near to the applicant's property can play an important role in maintaining the applicant's independence.

3.5 Climate Change and Environment Implications

There are no significant implications for this category.

4. Source Documents

4.1 None

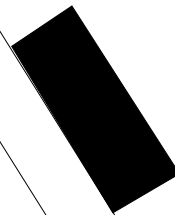


EDINBURGH ROAD

SCOTLAND ROAD

2

1



Key



Location of proposed disabled persons parking bay

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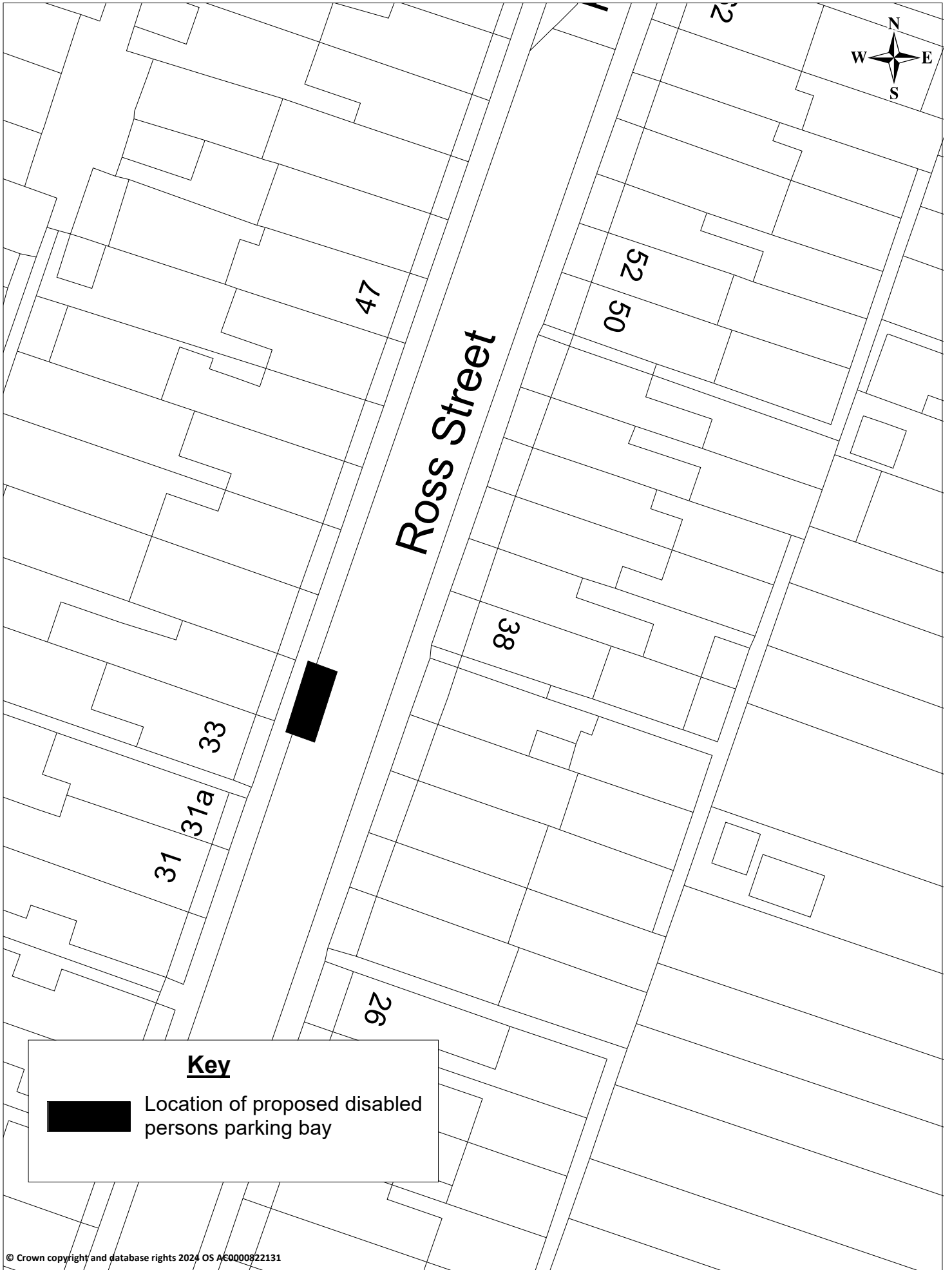
ORDER TITLE: The City of Cambridge (Civil Enforcement Area) (Waiting Restrictions and Street Parking Places) Order 2022 (Amendment No.54) Order 2025

PROJECT: 0

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Scale (at A4) REVISION: Date: 23/09/2024





Key



Location of proposed disabled persons parking bay

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ORDER TITLE: The City of Cambridge (Civil Enforcement Area) (Waiting Restrictions and Street Parking Places) Order 2022 (Amendment No.54) Order 2025

PROJECT:
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Scale (at A4) REVISION: Date:
10/10/2024



Cambridgeshire County Council
THE CITY OF CAMBRIDGE (CIVIL ENFORCEMENT AREA)
(WAITING RESTRICTIONS AND STREET PARKING PLACES)
ORDER 2022 (AMENDMENT NO. 54) ORDER 202\$

Notice is hereby given that Cambridgeshire County Council proposes to make the above named Order under the powers contained in the Road Traffic Regulation Act 1984 (as amended) and the Traffic Management Act 2004 (as amended).

The effect of this Order will be to implement disabled persons parking bays in Cambridge City in the vicinity of: 1 Gilpin Place, 2 Edinburgh Road, opposite 2 Verulam Way , 4 Hanson Court, 12 Fison Road, 17- 20 Borrowdale (2 x bays), 31 Hemingford Road, 35 Ross Street, 36 Leete Road, 45 Hemingford Road, 57 Catharine Street, Aragon Close (at the rear of 21 & 22 Ashcroft Court), 61 Mortlock Avenue, 64 Mortlock Avenue, 133 Ditton Fields, 149 Kings Hedges Road and outside of 237/239 Ross Street.

Replace part of the existing residents parking bay outside of 28 Shelly Row, 41 Belgrave Road, 43 Blinco Grove to install a disabled persons parking bay.

Disabled parking bays will be removed in the vicinity of 32 Mortlock Avenue, 65 Hemingford Road, 76 Argyle Street, 88/90 Kimberley Road and 116 Ditton Walk.

Further details of the above proposal may be examined via our online traffic consultation portal here - <https://consultation.appyway.com/cambridge> and select the Order "CoC CEA WRSPP Am 54 Various Roads".

All feedback, including objections stating the grounds on which they are made, must be sent in writing by 23rd October 2024. Please submit feedback using the consultation portal link above or write to the undersigned quoting Reference PR1063. Comments received will be used as part of our consultation process and may be published, but will be anonymised, in any reports. If you require further information regarding this proposal please contact Steven Thoday in Policy and Regulation (0345 045 5212) or email policyandregulation@cambridgeshire.gov.uk

Frank Jordan, Executive Director, Place and Sustainability, c/o Policy and Regulation, Box No. D8E, Huntingdon Highways Depot, Stanton Way, Huntingdon, PE29 6PY

2nd October 2024

Appendix 4 Summary of Objections Received, including Officer Responses

No.	Written Objection	Officer Response
1	<p>Objection to proposed disabled persons parking bay in the vicinity of 2 Edinburgh Road, Cambridge:</p> <p>I object to this proposal because the driver of the car that I presume you will be giving the badge to is not disabled unless you are giving parking permission to all family members so they have their own family parking space, they are not disabled either. I say this because currently when the daughter or son parks in the proposed spot they do not move allowing the father to park there enabling the disabled son to get in the car. If as I presume it will only be the one car with permission to park ? the space will be vacant for a lot of the time because he works shifts eg empty for many nights. I do feel very sorry for the young disabled child but they can walk ok and I would say the furthest they have to walk is 20 yards if at times the car they go in is unable to park in the proposed space, and as I stated earlier other family members presently do not move their cars to enable the chil to get into the fathers car making them walk. The parking in this entrance to the estate is awful and dangerous with the idiots who turn in at high speeds, someone is going to get hurt eventually. In my opinion the council should do away with the lay-by enabling residents on this side of the road to have parking in their front gardens the same as the other side. The family have recently had a large hedge removed from their back garden that has access to Scotland Road and could easily have a dropped curb and parking in the garden to ensure the lad has no problems at all. Maybe you could help pay for this out of one of your many different pots.</p>	<p>This disabled persons parking bay has been applied for by the mother of the blue badge holder as the main carer of the child and the father has been recorded as the driver of the vehicle. As a blue badge holder the resident meets our criteria to be considered for a bay. If a bay was installed although it is likely to be used predominantly by the applicant, the bay would not be exclusively for this resident and could be used by anyone holding a valid blue badge.</p> <p>A blue badge is not necessarily tied to one vehicle as it can be used by anyone who is taking the blue badge holder to appointments or picking up or dropping off the blue badge holder. Link supplied for Blue Badge rights and responsibilities.</p> <p>Cambridgeshire County Council has a limited annual budget to install disabled persons parking bays across the County on the public highway and often this budget is oversubscribed, we would not have the budget to install driveways on private land, this would be the responsibility of the property owners.</p>

<p>2</p>	<p>Objection to the proposed disabled persons parking bay in the vicinity of 35 Ross Street, Cambridge: Can you confirm if it is still a traffic offence to park beyond the lines indicating a dedicated Disabled Parking bay?</p> <p>I have no objection in principle to my neighbour having a disabled parking bay, however my objection is to the described disabled parking bay extending beyond the property boundary of 35 Ross Street to include part of 37 Ross Street. This boundary extension will in turn mean that my neighbour at 37 Ross Street, who has a large saloon car, will be forced to overhang my boundary to park outside their house.</p> <p>My expectation is that from what you show on the plan that when I want to park outside my house - I will be squeezed out - by the overhang at 35 extending to force 37 to park beyond its house boundary to overhang my boundary. Parking is currently very tight on the street and this extension to boundaries will, I think, remove a parking bay (most likely mine).</p> <p>The applicant currently has a very large low slung old model Rover, which I would not have thought is a very suitable vehicle for someone who is disabled to get in and out of?</p> <p>I would be grateful if you could amend the application (and send me the amended application with amended boundaries) to show that the disabled parking bay is contained within the boundary lines of the property 35 Ross Street; and ensure that when it is painted on the street that the lines are contained within the boundaries of 35 Ross Street.</p>	<p>Blue badge holders may not be able to walk/travel long distances if a parking space is not available near to their home address and can feel anxious about going out in their vehicle in case a parking space is not available when they return. Therefore, having a disabled persons parking bay near to the applicant's property can play an important role in maintaining their independence.</p> <p>Disabled person parking bays are designed to allow the user of the bay enough space to easily access the space and allow room for an adapted vehicle and or any specialised equipment. As per regulations disabled persons parking bays are usually installed at a length of 6.6 metres, however in locations such as Ross Street where there is a high density of terrace housing and a high demand for on-street parking we often shorten the length of the bay to 5.5m. This reduced length of 5.5m should ensure that the blue badge holder has sufficient space for their vehicle but also minimises the effect of loss of valuable on street parking space for neighbouring householders.</p> <p>Having measured the widths of the mid terrace properties in the location of the proposed disabled persons parking bay the average house width is approx. 4.8-5m, given the proposed width of the disabled persons parking bay is 5.5m there is going to be a degree of overhang of the proposed bay within the public highway in front of neighbouring properties. However, having measured the remaining length of the free parking bay outside of numbers 37, 39 and 41 Ross Street if the disabled persons parking bay were to be installed and taken into consideration the high demand for on-street parking space I have slightly adjusted the proposed location of the disabled persons parking bay to ensure that 3 vehicles can park in the free parking bay outside of numbers 37, 39 and 41 Ross Street.</p> <p>When proposing to install disabled persons parking bays we undertake 'informal' consultation on the proposed bay before proceeding the formal legal order making stage required to install the bay within the public highway. This allows us time to try and work through any issues before proceeding to the</p>
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<p>I would appreciate you confirming that 39 Ross Street will retain a parking bay which should be the length of the property and at a minimum the length of a standard UK parking space with is 4.8m long.</p> <p>Please can you confirm the dimension of the parking bay outside 39 Ross Street Cambridge CB1 3BP if the proposed disabled parking bay is installed. When my neighbour parks her car outside her house how much overhang can I expect in my parking place?</p>	<p>formal Traffic Regulation Order (TRO) making stage. Informal consultation was undertaken in August this year by my colleague and no objections were received.</p> <p>As the proposed disabled persons parking bay is most likely to be used by the applicant who requested the bay who resides in the area and parks their vehicle in the locality there is unlikely to be any net loss of on-street parking caused by the installation of the proposed disabled persons parking bay.</p> <p>There would be no alteration to the free parking bay outside of 39 Ross Street so this area would be available for on-street parking.</p> <p>The length of remaining free parking bay (between the boundary of the proposed disabled persons parking bay outside of number 35 and the end of the free parking bay outside of number 41) would be 14.46m. If your neighbour at 37 were to park their existing vehicle outside of their property up to the boundary of the proposed disabled persons parking bay there would not be any overhang in front of your property, this would then allow sufficient space for you to park your vehicle outside of your property and sufficient space for your neighbour at 41 to park outside of their property especially taking into consideration that the short section of double yellow that separates the parking bays between 41 and 45 should allow more room for a vehicle to manoeuvre into the space at the end of the bay.</p>
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Traffic Regulation Order Objections Associated with Proposed Waiting Restriction Amendment in De Freville Avenue, Cambridge

To: Cambridge Joint Area Committee

Meeting Date: 18 December 2024

From: Executive Director of Place and Sustainability

Electoral division(s): County Council divisions within Cambridge: Chesterton
City Council wards: West Chesterton

Executive summary: The proposal would shorten an existing resident permit holder parking space to allow for dropped kerbs and a vehicular access to be installed. The purpose of this report is to inform Members of the feedback received to the publication of these proposals and consider whether the parking restriction amendment should proceed.

Recommendation: The Committee is asked to:

Recommend that the County Council's Executive Director of Place and Sustainability, in consultation with the local Member, approve the amendment to the waiting restrictions as published.

Officer contact:

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1. Background

- 1.1 The County Council received an application from a property owner to amend the existing on-street waiting restrictions in De Freville Avenue. The requested change would remove one resident holder parking space and replace it with double yellow lines. This is to allow for dropped kerbs to be installed, so the resident can provide off-street parking for up to three vehicles and install a private electric vehicle charging point. There are no highway or engineering grounds to refuse the application for dropped kerbs, but the parking bay needs to be shortened to facilitate this. A drawing of the proposal is attached at Appendix 1.
- 1.2 De Freville Avenue has a resident permit parking scheme operational Monday to Saturday, 9am to 5pm, which was implemented in June 2012. The parking spaces on this length of De Freville Avenue are for permit holders only during those days and times.

2. Main Issues

- 2.1 Before amending on-street parking restrictions there is a statutory requirement for the Council to publish a notice of intention to inform interested parties of the proposed Traffic Regulation Order (TRO). This process invites the public to formally object to or submit other representations on the proposals in writing within a minimum 21-day notice period. There is also a requirement to consult with certain organisations, such as the emergency services, and others affected by the proposals.
- 2.2 The required notice was published in the Cambridge News on 4 September 2024 and the statutory consultation period ran until 26 September 2024. Additional information was available on the Council's website and the public was able to access further information and submit feedback via the Council's online traffic consultation portal. Residents of that part of De Freville Avenue were individually consulted by letter.
- 2.3 That prompted the receipt of three written representations, from two households, all objecting to the proposed amendment. The objections received are included in the table in Appendix 2, along with officer responses to the objections.
- 2.4 The main point raised by the objectors is the loss of on-street parking capacity, which they claim would make it more difficult for residents to find a parking space.
- 2.5 This amendment would take away only one parking space, which is unlikely to have a significant impact on parking in that part of De Freville Avenue. Many properties already have dropped kerbs giving access to off-road parking and it would seem unfair for the Council to deny this opportunity to the applicant. Additionally, the resident plans to install an EV charging point on their land, which the Council would generally support. Hence, it is recommended that the committee recommends that the proposed change be approved.

3. Significant Implications

3.1 Finance Implications

The required statutory process and highway works will be funded by the applicant.

3.2.1 Legal Implications

The statutory processes relating to the requirement to publish and consult on such proposals have been followed.

3.3 Risk Implications

There are no significant implications for this category.

3.4 Equality and Diversity Implications

There are no significant implications for this category.

3.5 Climate Change and Environment Implications

There are no significant implications for this category.

4. Source Documents

4.1 None



Appendix 2 - Summary of Objections Received, Including Officer Responses

No.	Written Objection	Officer Response
1	<p><u>Parking</u>. This proposal will reduce the amount of on street parking at this end of De Freville Ave for residents and their visitors. Parking is already often difficult at peak times.</p> <p>Large boat trailers are often parked without permission and with no sanctions able to be applied according to Parking Wardens and Local Councillors with whom I have discussed/ corresponded with about this.</p> <p>We have also lost quite a number of parking spaces with the installation of electric car charging points.</p> <p><u>Environment</u>. It is likely that if parking becomes very difficult those of us who do not currently have off street parking will have to apply for dropped kerbs and pave our front gardens for car parking.</p> <p>This would involve felling of trees and uprooting of plants and would therefore be environmentally negative both in appearance and in loss of bird and insect life. Paving also increases temperatures and causes flooding.</p>	<p>It is accepted that there would be a loss of a permit holder space. However, this would be offset by the provision of off-road parking for up to three cars. On that length of De Freville Avenue (Aylestone Road to the southern end) there are 27 properties and 16 of them already have dropped kerbs and off-road parking. There are approximately 30 resident permit holder parking spaces on that length of road. This is relatively generous compared to some streets in Cambridge, particularly on those streets where the road width only allows single-sided parking.</p> <p>Due to the close proximity of several boat houses and rowing clubs, it is acknowledged that boat trailers are frequently parked in this area. However, observations would suggest that this more commonly takes place in Aylestone Road where there are lengthy and under-used parking bays.</p> <p>A number of on-street EV charging points were installed in this area about two years ago, but none of them are located on this particular section of De Freville Avenue.</p> <p>There would be an environmental impact, but on a relatively small scale. The negative impacts identified would obviously be more significant if more residents applied for dropped kerbs. However, over half of the properties on this part of De Freville Avenue already have off-road parking, so there are unlikely to be large numbers of additional applications for dropped kerbs.</p> <p>This proposal is only concerned with the parking restriction amendment and the impact of that. The dropped kerb application is a separate process which has already been agreed in principle by the local highway officer.</p>

2	I object to the additional loss of residents parking that this proposal entails. Finding parking space can already be very difficult at peak times, and residents parking has become more difficult due to boat trailers and electric charging point	See comments above.
3	I strongly object to the proposal, it seems to be a very selfish one, because sometimes this area gets very busy and one less space for parking space would be inconvenient. Neighbours like ourselves in the semi-detached houses opposite No.xx have no scope for off street parking without getting completely rid of our front gardens, a cost a) we can't afford and b) bad for environmental reasons. No.xx already has a dropped kerb and forecourt parking at the side of the property . Access/ space for two cars at No.xx is already there, suitable for the two households, the main house and the side house. In fact, there is space there for three cars.	See comments above. The property referred to is not the one that applied for this change.

Resident Parking Scheme Policy Review Update and Proposed Price Increases for Permits and On-Street Parking

To: Cambridge Joint Area Committee

Meeting Date: 18 December 2024

From: Executive Director of Place and Sustainability

Electoral division(s): Cambridge City

Executive summary: This paper provides an update on the status of the Resident Parking Scheme Policy review and the proposed permit and on-street parking price increase.

Recommendation: The Cambridge Joint Area Committee is recommended to:

- a) Note the update on the Resident Parking Scheme Policy review; and
- b) Note the proposed permit price and on-street parking charges increases, which are included in the County Council's draft Business Plan.

Officer contact:

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Name: Philip Hammer
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1. Background

Resident Parking Scheme Policy Review

- 1.1 The Resident Parking Scheme (RPS) Policy provides a framework for the consideration of the introduction, amending and extension of formalised RPSs across the county and sets out the principles for the administration of those schemes.
- 1.2 A review of the RPS Policy has been undertaken to ensure that the County Council has a fair and transparent residents parking policy in place that supports residents, visitors, businesses and the rollout of Civil Parking Enforcement (CPE).
- 1.3 The review has been split into two stages. Stage 1 looks at the operational elements, the day-to-day management and the administration of permits. Stage 2 will review the permit pricing structure and explore options surrounding the introduction of virtual visitor permits for residents, alongside improvements to the general look of the permits system.
- 1.4 This report looks at Stage 1, while Stage 2 will commence in June 2025.
- 1.5 The last RPS Policy and permit cost review was undertaken in 2017.
- 1.6 Currently, there are twenty-three schemes across Cambridge City, two in St Neots and two in Huntingdon. Several new schemes are being considered by the Greater Cambridge Partnership (GCP) across Cambridge City and a further scheme is in the process of being installed in South Cambridgeshire. With the roll out of CPE across the districts, demand for such schemes is expected to grow.

Permit Price and On-Street Parking charges increases

- 1.7 Permit prices are reviewed annually to ensure, as far as reasonably possible, the cost of providing this service is covered by permit revenue and as such should be cost-neutral to the County Council. The general principle will apply that those that directly benefit from the introduction of RPSs should meet the development, set up, enforcement and the ongoing administration cost of those schemes.
- 1.8 On-street parking charges are reviewed annually to ensure that the full costs of back office and enforcement costs are covered and that the charges are in line with the County Council's sustainable travel ambitions.

2. Main issues

Resident Parking Scheme Policy Review

- 2.1 A small number of policy changes have been proposed. Some of those changes simply offer more clarity on existing policy and practices and have little effect on the day-to-day experience of parking scheme permit holders. Other proposed changes could have a more significant operational impact.
- 2.2 The proposed policy changes with the greatest impact are highlighted in Appendix 1 and the draft policy document is attached at Appendix 2.

- 2.3 The proposed policy amendments aim to formalise current practices and to offer clarity, fairness and transparency, to ensure the longevity and the sustainability of RPSs.
- 2.4 A public engagement has been undertaken by the Parking Policy Team. An on-line survey was opened on 31 October 2024 and closed on 12 December 2024. The survey was supported by social media posts and letters were delivered to households within existing RPSs where valid resident permits were held to encourage participation.
- 2.5 The survey sought and encouraged feedback on the five policy areas where more significant operational changes were being proposed. It offered residents, businesses, stakeholders and those with an interest in the delivery and administration of RPSs, the opportunity to help officers to develop and shape the final RPS policy.
- 2.6 An email was sent to all County Council members, as well as members of the Cambridge Joint Area Committee, welcoming any additional publicity and promotion that members could give to the survey.
- 2.7 Whilst the analysis of the responses still needs to be undertaken, the proposed revised policy is expected to be presented and considered by the Highways and Transport Committee in March 2025.

Annual Permits and On-Street Parking Charges increase

- 2.8 As Stage 2 of the RPS Policy review will not commence until spring 2025, and is unlikely to be completed until 2026, it has been proposed, as part of the business planning process for 2025/2026, that current permit prices are increased.
- 2.8 The proposed increase in permit costs reflect the increasing cost of providing this service including all the back-office costs, patrolling and enforcement costs. The ongoing review of resident parking has highlighted a significant shortfall of income from the sales of permits, which necessitates an increase of approximately 10%. The proposed permit fee increases will be presented to the County Council at its meeting on 11 February 2025, along with all other fee and charge increases. Residents would receive a notification letter shortly after the approval of the increases. The proposed charges are set out in Appendix 3.
- 2.9 On-street pay and display charges have been reviewed as part of the Council's business planning process and there are inflationary increases proposed as part of the annual fees and charges review, which will be presented to the County Council at its meeting on 11 February 2025. The increase in charges is focused on areas with substantial demand and will hopefully induce changes to motorists' behaviours. It is also in line with the Council's plan to support active and sustainable travel choices and disincentivise driving into the city by private car. The proposed charges are set out in Appendix 4.

3. Significant Implications

3.1 Finance Implications

The resources and funding required for the RPS Policy review will be covered from within the budget for the service.

All costs to provide resident zones will be met from income from charges.

The proposed price increases will be presented to the County Council on 11 February 2025.

3.2 Legal Implications

No decision is recommended in this paper, and any future decisions would identify specific implications at the appropriate time.

3.3 Risk Implications

The RPS Policy aims to provide clarity and application for the county of Cambridgeshire.

The Council is compliant with the statutory requirements, and the policy assists both officers and members of the public. There are no statutory, legal or risk concerns identified with the Policy proposed.

Potential shortfall of income to meet costs of resident schemes would result in subsidy from the Council's budget.

3.4 Equality and Diversity Implications

No decision is recommended in this paper and any future decisions would identify specific implications at the appropriate time.

The Equality Impact Assessments have been completed for the RPS Policy Review, and it has been noted that this proposal does not impact specifically upon any groups.

3.5 Climate Change and Environment Implications

No decision is recommended in this paper and any future decisions would identify specific implications at the appropriate time.

The principle of managing travel demand through parking supports an overall reduction in car traffic which in turn supports reduced climate change and environmental impacts and sustainable travel choices.

4. Source Documents

4.1 [Resident Parking Scheme Policy | Cambridgeshire County Council](#)

Appendix 1 - Proposed Policy Changes with the Greatest Impact

Policy	Proposed Change
Operational Hours [Policy: Section 5]	Proposed: Enforcement of residents' bays (where applicable) on Bank Holidays with the exception for Christmas day. Why: provides residents parking priority on days where there is potentially an irregular influx of traffic Impact: Cost, residents will need to supply visitor permits to their visitors.
Scheme Criteria [Policy: Section 7.3]	Proposed: Moving the provision of providing the scheme prioritising criteria, from officers to the local county Council member in consultation with the local community. Why: The collection of assessment-based criteria is resource heavy and is undeliverable with current staffing levels. This moves the emphasis of collating this data to the local councillor and will form part of the scheme justification. Impact: Reduced pressure on limited officer resources.
Property Eligibility [Policy: Section 10.2]	Proposed: an appeals route if an application is refused on property eligibility grounds. Why: Allows the personal circumstance and situation of rejected applicants to be reviewed and assessed independently by the Service Director. Impact: Increased permit numbers and an increased demand on limited parking capacity. Setting an unsustainable precedence. Manageability and resource implication for officers, the Service Director
Vehicle eligibility [Policy: Section 10.3]	Proposed: extension in maximum vehicle length from 5m to 5.4m. (stage 2 look at permit discount to promote smaller and lighter vehicles. Why: With the increase in the size of a 'family' car, this allows owners of larger family vehicles to apply for resident permits. (Tesla X/Audi Q7 just under 5.1m and just under Ford Ranger 5.4) Impact: Small commercial vehicles may be eligible for permits. Increase parking demand and reduced parking capacity.
Revoking Permits [Policy: Section 10.13]	Proposed: Formalise the process surrounding revoking permits. Why: clarity for the back-office team and transparency and fairness for residents. Impact: Difficulty in address individual circumstances within this prescriptive policy. If permits were revoked, residents would need to seek alternative parking.



Cambridgeshire County Council

Resident Parking Scheme Policy (Operational)

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1. Overview

This document has been developed to address parking issues and future parking challenges within Cambridgeshire that affect access and resident on-street parking availability. It creates a framework for the consideration of the introduction, amendment and extension of formalised Resident Parking Schemes across Cambridgeshire and sets out principles for the administration of those schemes.

It complements existing policies and supports the Council's overarching objectives to improve air quality, ease congestion, reduce the reliance on private car ownership and promote walking, cycling, public transport or using other more sustainable modes of transport such as car clubs.

Whilst this policy sets out the principles surrounding Resident Parking Schemes, it would be difficult to address individual circumstances within this prescriptive policy.

Resident parking schemes provide formal parking arrangements and can be used in certain circumstances to prioritise the available parking space within a street or area. Schemes can help in situations where residents regularly find it difficult to park within a reasonable distance of their homes because of other competing or evolving parking needs.

Schemes are most often requested and introduced in residential areas near to cities or town centres or where other major sources of parking demand occur, e.g. hospitals and universities.

The introduction of a Resident Parking Scheme is one of several options available to address existing and, or evolving resident parking needs, issues, or problems. Other more effective options may be suitable depending on the nature of the parking challenges - for example, the introduction of double yellow lines to protect junctions or white access protection marks to protect access to residents' driveways.

2. Scope

This policy defines the process surrounding the introduction, amendment, and administration of Resident Parking schemes across Cambridgeshire.

This policy is designed to help ensure that:

- Requests for the introduction of Resident Parking Schemes are dealt with in a fair, consistent and transparent way.
- Schemes that are introduced meet an approved set of criteria and have been through a localised consultation and engagement process.
- On-street parking controls reasonably balance both the present and evolving parking needs of the local residents and general community.
- Schemes are administered in a fair and consistent way and in line with relevant policies and procedures.
- Schemes, as a whole, are cost neutral to the County Council.

3. General Definitions

"applicant"	A person who applies for or requests something.
"Blue Badge"	Badge issued to people with disabilities, granting them special parking rights.

“Boarding and Alighting”	waiting for a person to board or alight from a vehicle.
“Business Proprietor”	the proprietor (or an employee nominated by the proprietor) of a business, who owns or operates an Essential Operational Business Vehicle and has no off-street parking
“carer”	A person who looks after someone who is ill or elderly, including a relative.
“Car Club”	formally constituted car-sharing scheme approved by the Council.
“Civil Enforcement Officer”	A uniformed officer employed by or on behalf of a council to enforce restrictions and regulations by way of issuing PCNs.
“Clearly Displayed”	displayed either on the near side of the vehicle behind the windscreen and with its front facing forward so as to be legible from the outside of the Vehicle, or on the dashboard or fascia panel so that the permit is legible from outside the Vehicle. In the case of a Vehicle not fitted with a front windscreen, dashboard or fascia panel, the permit is displayed in a position on the Vehicle so that the permit is legible from outside the Vehicle.
“contravention”	The failure of a motorist to comply with parking regulations that have been decriminalised (i.e., those for permitted parking and those in Special Parking Areas)
“the Council”	Cambridgeshire County Council and includes its employees and agents;
“Doctor”	a fully registered person
“Driver”	the person driving the Vehicle whilst it is waiting or at the time it was left in the Parking Place or street.
“enforcement”	The means of ensuring that laws and regulations are complied with.
“evidence”	Any relevant item or piece of information that may be used to prove a point of law.
“hire vehicle”	A vehicle hired under an agreement that conforms with The Road Traffic (Owner Liability) Regulations 2000. This transfers liability for any Penalty Charge Notice (and other contraventions or offences) from the hire company, as the owner of the vehicle, to the hirer of the vehicle.
“Hours of Operation”	the hours identified in the Order
“Household”	Where a building is made up of separate, self-contained dwellings (e.g. flats) each separate dwelling with an independent postal address will be treated as a separate household. Riverboats will be treated as a household where it is the main residence, has a permanent mooring and holds a valid mooring licence issued by the local city or district council.
“Medical Practitioner”	a person who provides medically associated services at the Surgeries.
“motorcycle”	A two-wheeled motor vehicle.
“Order”	The City of Cambridge (Civil Enforcement Area)(Waiting restriction and Street Parking Places) Order 2022 (or any subsequent order).
“Penalty Charge Notice (PCN)”	A notice issued by a council to a motorist appearing to be in charge of a vehicle that the council believes was contravening the council's Traffic Regulation Order (TRO - bylaw regulation). A Penalty Charge Notice must contain certain information, including a description of the contravention alleged to have occurred.
“property”	A building having a postal address, i.e. formally listed on the national property gazetteer
“resident”	A person whose usual place of abode is at premises, the postal address of which is within a residents' parking zone

“tenant”	Under a lease or tenancy agreement, the party who is given by the landlord the right to occupy the property on an exclusive basis in return for rent. The term will include a new tenant who takes an assignment of the new tenant’s interest in the lease.
“tradesperson”	a person who is working on an occupied property within a parking permit scheme who can demonstrate a clear operational need and provide acceptable documentary evidence of that need, for their vehicle to be parked in that restricted area.
“valid permit”	A physical/virtual permit issued by the council for use in a particular scheme and/or parking bay. Permits are valid if correctly completed, used for the vehicle for which they were intended and ensuring the expiry date has not elapsed. All permits are valid only on receipt of the correct fee.
“vehicle”	Any means in or by which someone travels, or something is carried or conveyed.
“vehicle owner”	The person who keeps and uses a vehicle of the type permitted. Vehicles must not exceed 5.40 metres in length. The vehicle need not necessarily be registered in the applicant’s name. Resident’s parking is designed to assist residents who keep and use motor vehicles habitually under their care and control and where there is a need to park in the zone by virtue of their residence.
“visitor”	One that visits a property within a scheme. “
“visitors parking permit”.	A permit issued to a resident within a resident parking scheme, for use by their visitors.
“Scheme”	An area where on-street parking is controlled by the use of parking permits as identified in the Order.

4. General Information

Resident Parking Schemes are used to regulate and manage on-street parking. A Traffic Regulation Order (TRO) is made under the Road Traffic Act 1984 to give legal backing to Resident Parking Schemes and enables them to be enforced. The TRO introduces controls on parking, but it essentially exempts permit holders from these restrictions. The TRO makes a provision for parking bays for residents’ use and may also make a provision for other types of bays such as paid for or free cycle parking, pay and display spaces and restrictions such as double yellow lines to balance safety requirements and the needs of the local community.

The design of a Resident Parking scheme must consider several factors including the level of parking demand, available on-street parking space, local community needs, safety and access requirements whilst providing an effective means of improving the availability of parking for residents. Residents and other affected parties are given the opportunity to provide feedback on draft proposals as part of the consultation process.

Within Resident Parking Schemes, streets can be divided into areas where parking is prohibited (such as double yellow lines) or permitted (such as residents’ or pay and display bays). To park where permitted, the respective permit, blue badge or pay and display ticket must be clearly displayed or, with virtual permits, comply with the operating rules of the scheme.

Resident parking is generally allowed where it does not impinge on the movement of traffic, create a safety hazard or obstruct access for other highway users (including cyclists and pedestrians) or cause damage to the fabric of the highway.

As the Highway Authority the Council may consider introducing parking restrictions for a variety of reasons including if there are highway safety and access issues, a significant risk of accidents, Traffic management or environmental reasons and to incorporate wider integrated traffic or parking management schemes or the objectives detailed in the Local Transport Plan.

The advantages of a Resident Parking Scheme include:

- Better management of limited parking spaces.
- Allocated parking for residents to park in a particular area, during a specific time.
- Discourage certain groups of non-residents from parking in an area, increasing the likelihood that a resident can park close to their home.
- Improved traffic flow including better access for emergency vehicles and waste vehicles.
- Improved access for road users including pedestrians and cyclists.
- Encourage the use of alternative, more sustainable modes of transport.
- Through better traffic management and fewer vehicle generating emissions, improved air quality.
- Balance the needs of residents and the local community by making a provision for other types of bays such as cycle parking bays and pay and display spaces.

The disadvantages of a Resident Parking Scheme include:

- There is no entitlement or guarantee of a parking space within the scheme area.
- To accommodate marked spaces for residents, it is often necessary to prevent parking on the opposite side of a street and at junctions to ensure clear access for vehicles including emergency vehicles. Partial footway parking may be removed and pay and display, disabled, car club, electric vehicle charging, and cycle parking bays installed along with other amenities to support the local community and local businesses. This may reduce the overall parking capacity available.
- Displacement of non-resident parking into surrounding areas.
- The cost involved in the introduction and ongoing management of schemes.
- Additional street furniture.

For these reasons Resident Parking Schemes are considered on an area wide basis.

Whilst it is widely accepted that schemes can assist where residents face parking issues caused by other parked or waiting vehicles, including non-residents, a Resident Parking Scheme may not necessarily suit all areas. Before a scheme is implemented an assessment is made to ensure that introducing a scheme is:

- Technically, financially and operationally feasible.
- The most effective way of addressing the parking issue.
- That it will not create or displace parking problems elsewhere.

Only schemes which are assessed as feasible and meet the criteria described in this policy may be implemented.

The introduction of a Residents parking scheme is unlikely to be a solution where parking spaces for example, are being taken by parents dropping off or collecting children from school.

5. Operational hours

Hours of operation for the schemes are displayed on signs adjacent to the relevant parking bay or signposted on the entrance to a scheme. For other restrictions within a scheme such as single yellow lines or pay and display bays, signs are situated adjacent to these restrictions.

During these times, permit holders can park without restriction in the permit only parking bays or areas provided in any of the streets within their designated scheme. In certain permit only parking schemes, parking bays are not provided but the street is still subject to the restrictions.

No permits are required for parking within the permit parking bays outside of the operating times.

All waiting restrictions are active on statutory Bank and Public Holidays and will be subject to enforcement activity.

All schemes have the same terms and conditions although operation time, permit types and permit costs may vary.

6. Scheme Design

6.1 Scheme Layout

When designing a scheme, it is essential that the balance between the needs of residents and those of the wider local community is carefully considered. When determining the scheme layout the following will be considered:

- Maintaining traffic flow & visibility at junctions
- Vehicle accesses
- Pedestrian access & safety of the public
- Loading/unloading requirements.
- Bus stops and routes
- The needs of blue badge holders
- Limited waiting areas for local business
- Cycle parking requirements
- Visitors and other categories of vehicles that need to park within a scheme
- The needs of the wider community.

The aim would be to optimise the number of parking spaces and to reduce the amount of commuter parking in residential streets.

6.2 Maintaining traffic movement

In determining the amount of available space for permitted parking and to ensure that all schemes are treated in a similar way, it is considered appropriate to adopt a set of criteria for maintaining available widths of highway for traffic movements.

These criteria are:

- Residential roads with one-way traffic shall maintain a minimum free carriageway width of 3.1 metres between marked bays to allow access for emergency services and waste collection.

- Residential roads with one-way traffic and parking on one side of the road require a minimum width of 4.9 meters, with parking on both sides of the road a minimum width of 6.7 meters.

These are minimum dimensions which only provide for one lane of traffic and are only suitable for roads with low traffic volumes. Roads carrying two-way traffic must retain a width commensurate with its function. For example, a through route may need to allow sufficient width for two HGV's to pass.

The above is based on the legal bay width requirement of 1.8m

In exceptional circumstances and following consultation with the police and other emergency services, it may be possible to reduce the above widths.

6.3 Defining a Scheme Area

The scheme will be introduced on a zonal basis. The introduction of a scheme provides greater flexibility by using spare capacity in one street to supplement another. Scheme boundaries should remain logical and easily defined and not large enough to provide a benefit in vehicles 'commuting' whilst remaining in their scheme.

Consideration must also be given to the effect of displacement parking as moving the problem to another location may cause other significant issues for residents.

The scheme area will be the road or geographic area described in the Traffic Regulation Order (TRO) which supports the introduction of restricted parking and allows parking with a permit.

6.4 Signs and Road Markings

Signs will be installed at the entrance and exit of a Resident Parking Scheme and supported by smaller signs within the scheme area or located adjacent to marked bays. The signs will indicate the times that the restrictions within the area will be operational.

Within a scheme, double yellow lines will be installed where it is not safe to park.

Traffic signs and road markings on the highway should comply with the Traffic Signs Regulations and General Directions, and accompanying guidance, including the Traffic Signs Manual.

Whilst sign clutter will be kept to a minimum, the Council has a responsibility to ensure there is sufficient signage to ensure that drivers are fully aware of any enforceable restrictions.

The cost maintenance of signs and lines is an integral element of permit costs and are recovered via permit income.

6.5 Footway parking

It is not an offence to park on a footway. Exemptions to this are:

- Heavy goods vehicles (Section 9 of the Road Traffic Act 1988)
- If a vehicle is deemed to be causing an obstruction

- Where there is a Traffic Regulation Order in place prohibiting it.

If there is an obstruction of the road or footway this is the responsibility of the police to investigate and enforce.

If a Traffic Regulation Order is in place, this will be indicated by either signs or road markings to show parking is prohibited. For example, double yellow lines. Such restrictions apply to the road itself and may also apply to any adjacent footway and/or verge. Therefore, vehicles parked on such areas adjacent to yellow lines may receive a Penalty Charge Notice.

Parking on footways creates safety issues for pedestrians, obstructions and hazards for the visually impaired, disabled and elderly people and for those with prams and pushchairs.

Parking on footways would only usually be considered in exceptional circumstances where there is no impact on safety or pedestrian movement and where the underlying footway construction is suitable for vehicles.

7. Initiating a Resident Parking Scheme

7.1 Scheme Funding

As schemes are, by their nature, of direct benefit to a small and localised group of residents, the general principle will apply that those that directly benefit from the introduction of Resident Parking Schemes should meet the development and set up costs and the ongoing charges of those schemes.

The costs associated with schemes fall into two main categories:

Set up costs which include:

- Technical survey and scheme design
- Public engagement and consultation
- Preparation and publication of Traffic Regulation Orders (TROs)
- Purchase and installation of signs, lines and other amenities.

The set-up cost associated with installation of a scheme should be recovered via a one-off charge to residents when they first purchase a residents' permit.

Ongoing costs which include:

- Administration of processing and issuing permits
- Enforcement of the scheme
- Maintaining, replacing signs and refreshing lines
- The ongoing development of schemes

Ongoing management and enforcement costs of a scheme are recovered via permit income. Residents will be informed of how much permits cost before a scheme is implemented. Permit costs vary depending on the type of schemes and vehicle type.

Resident Parking Schemes as a whole should be self-funding. If there is a surplus or a deficit in the funding of a schemes, this will be considered when permit fees are reviewed.

Permit charges will be reviewed regularly and will form part of the County Council's approved Fee and Charges Schedule.

7.2 Scheme Criteria

To ensure that resources are used effectively and to ensure that all requests for the introduction of a Resident Parking Scheme are treated in a similar way, it is considered appropriate to adopt a set of criteria.

These criteria are:

- The request for a scheme consultation is supported by the local county councillor(s).
- The introduction of a scheme is considered to be the most effective way to address the existing or evolving parking issues.
- Properties within the scheme have little or no off-street parking and rely on being able to park on-street.
- It can be demonstrated that a large number of non-residents are frequently parking in the area for extended periods causing a significant demand on parking.
- There is insufficient space to accommodate residents' and non-residents' needs simultaneously.
- The majority (over 50%) of households responding to the survey provide written support for the introduction of a Resident Parking Scheme.
- The area proposed consists of clearly defined blocks of streets to deter, as far as reasonably practicable, the migration of parking into surrounding streets. In exceptional circumstances, small, isolated cul-de-sacs that lead directly off a main roads or local distributor roads may be considered.
- The proposed scheme is technically, financially and operationally feasible.

Any requests that do not meet these criteria should not be considered further unless the area forms part of a wider integrated traffic/parking management scheme or there are road safety problems.

New proposals from areas where previously the introduction of a scheme has not been supported by the majority of households will be considered only where the local community can demonstrate that the problem has changed significantly, or the cause(s) of the previous failure has been overcome and the level of support increased to the required level.

7.3 Prioritising a Resident Parking Scheme

At times when demand exceeds available resources, it may not be possible to progress all requests for Resident Parking Schemes. Where it is not possible to accommodate all requests, requests for potentially viable schemes will be prioritised using the following criteria provided by the local county councillor.

These criteria are:

- The level of on-street parking
- The availability of off-street or alternative parking
- The total level of parking occupancy on-street
- Existing accessibility or access issues
- Number of properties affected

7.4 Creating a new Resident Parking Scheme

There are several steps involved in the initiation and implementation of a scheme.

These steps include:

Informal stages

- Defining the issue or problems and geographic area
- A survey led by the local county councillor(s) to establish the level of support for the introduction of a Resident Parking Scheme (only schemes where the survey shows that the majority of households within the defined scheme area support the restriction proposed, will progress).

Formal stages

- Scheme approval in principle, by the Service Director of Transport and Connectivity.
- Undertaking a feasibility study and defining and refining the scheme design and plan for the proposed area
- A formal consultation with residents and other groups that may be impacted by the proposed change (only scheme that achieve the required scheme criteria (see the '**Scheme Criteria**') will be progressed)
- Drafting and publishing the Traffic Regulation Order (TRO). All objections received during this consultation period will be considered via the appropriate officer or committee.
- Scheme implementation.

8. Variation or rescinding of an existing Resident Parking Scheme

The same steps as detailed in **Creating a new Resident Parking Scheme** are used when considering rescinding or a variation of a scheme.

The costs associated with the introduction of any agreed variations will be recovered through a one-off charge at the point of renewal or initial application.

At times it may not be possible to progress all requests for the rescinding or a variation of an existing scheme. When demand exceeds available resources, requests will be placed on a waiting list.

9. Permit Costs

Permit charges will be reviewed regularly and set at an appropriate level to cover operating costs and where required, used to influence parking demands, consistent with traffic management and environmental objectives. Permit costs will form part of the County Council's approved Fees and Charges Schedule.

For full details of the resident parking permit Charges visit: [insert link].

No permits are required for parking within the permit parking bays outside the operating times.

10. Operation of Parking Permits

10.1 General Parking Principles

The following points provide a summary of the general operational principles of permit parking. They are not definitive or exhaustive and may differ between different areas.

- Residents whose main place of residence is an eligible address within a scheme area and whom own or have regular use of a permitted vehicle type, may apply for resident parking permits.
- Businesses whose postal address falls within a scheme area, have no off-street parking and require the use of a vehicle essential to the business (no commuting), may apply for a business parking permit.
- All dwellings, whether existing or newly developed, will be eligible to apply for visitor permits.
- A permit allows the holder to park a vehicle without restriction in the areas designated for resident only parking.
- Holding a valid permit does not reserve or guarantee spaces exclusively within the scheme area.
- Permits which are vehicle specific, are non-transferable.
- Permit types can vary from scheme to scheme and are usually made available to residents and their visitors, however, may include other users dependent on the highway such as Blue Badge holders.
- A fee is payable for the provision of parking permits. The fee covers the administration costs associated with the permit issue, the costs of enforcement and signing and lining maintenance.
- It is the responsibility of the vehicle owner to ensure that they have a valid physical or virtual permit. Physical permits need to be correctly displayed when parked in those areas and at those times where parking is permitted by permit holders only.
- All fees in connection with resident parking are set by Cambridgeshire County Council, who reserve the right to modify the fees at any time and without notice.
- Any vehicle found parked without a valid permit, Blue Badge or pay and display ticket may receive a Penalty Charge Notice (PCN).
- With the exception of Tradesperson permits, permits are renewable on an annual basis.

For full terms and conditions can be found in appendix 1

A permit will not be required for vehicles carrying out essential duties and statutory powers such as emergency service vehicles attending an emergency, statutory undertakings and universal service providers for postal service. In addition, permits will not be required for vehicles engaged in the continuous loading or unloading of goods or where passengers are boarding or alighting.

10.2 Property Eligibility

Not all properties that fall within a scheme area are eligible for permits.

We strongly recommend that residents prior to buying or starting a tenancy of an address in a residential scheme without sufficient off-road parking for their needs, check to ensure the prospective home is eligible for resident parking permits.

We can only issue permits to an eligible address as defined in our legal Traffic Order.

Properties that are not eligible include:

- Any new development introduced after the introduction of the scheme including when a property is subject to a change of use. This covers a completely new building(s) or change of use, such as the conversion of a residential dwelling to business or vice versa. In this situation, no resident permits will be issued to the property or properties.
- Where the redevelopment of an existing property or properties has resulted in an increase in the number of residential dwelling(s) or business premises, the resident or business proprietor of any of the newly created dwellings or premises, will not be eligible for resident or business permits. This covers the conversion of any property to create additional dwellings, such as a building being split up into flats or an HMO.
- Where development takes place within the curtilage of a property that does not involve any material change to the existing property or properties but results in the provision of additional but separate dwellings, no permits will be issued to the new dwelling(s) but the existing dwelling(s) will retain the right to apply for residents' permits (provided the existing dwelling retains the original address). This covers situations where a residential dwelling is split in such a way that the original dwelling is largely unchanged, but has a new "secondary" dwelling, such as an annexe or workspace (office or workshop).

A 'material change' might be the external appearance of the building being different, such as the addition of an extension. Where the footprint of the building changes. A 'non-material change' might be an existing garage or outbuilding being converted into living space, resulting in no change to the footprint of the building.

The supply of on-street parking places has not changed, and it is not fair or reasonable to increase the number of eligible properties due to subsequent development.

In exceptional circumstances the request for permits may be considered by the Service Director of Transport and Connectivity.

10.3 Vehicle Eligibility

Vehicle Size

Permits will only be issued to passenger vehicles designated as carrying up to 8 passengers (excluding the driver), which do not exceed 5.4 metres in length.

In all cases the width of the vehicle must be such that when parked it is fully contained within the confines of the parking bay. If a vehicle is found out of a marked bay this could result in receiving a Penalty Charge Notice.

Vehicle Types

Caravans and Trailers

Caravans, trailers or any other non-motorised vehicle are not permitted in the resident only parking areas. Details of any caravan or trailer so parked may be passed to the Police who may charge the owner with obstruction under Section 42 of the Road Traffic Act 1988. The County Council do not have the power to enforce parking of non-motorised vehicles.

Motor Homes

Motor homes are permitted to park in a resident parking areas provided that a valid permit is in place, and that they comply with the requirements of the **Vehicle Size** section.

Courtesy Cars

Where a residents' car is away for repair and a courtesy car is in use, the courtesy car must still be covered by a valid permit when parked in an area designated for permit holders. This can be a resident or a visitor permit. If a courtesy vehicle is in use by a resident for a significant length of time, the resident may apply for a change of registered vehicle. The usual change of vehicle administration fee is payable.

Hire Cars

Any hire vehicle used by a resident, whether it be instead of or as well as their registered vehicle, must be covered by a valid permit. This can be a resident, visitor or hire car permit. If a hire vehicle is in use by a resident for a significant length of time, the resident may apply for a change of registered vehicle. The usual change of vehicle administration fee is payable.

Company Cars

Company cars, lease cars and other company vehicles are treated in exactly the same manner as a resident's own vehicle, with the exception that proof must be provided that the vehicle is in the custody of the resident. This should take the form of a letter from the company giving the name and address of the person using the vehicle and the registration mark, make, model and colour of that vehicle.

In instances where the company car has replaced a private vehicle registered at the applicant's address, the normal rules and fee for the change of vehicle are applicable.

Taxis

There are no exemptions for taxis whilst in the course of their business, whether hackney carriage or private hire, other than stopping to allow passengers to board or alight or waiting for up to the allowed waiting period. Taxis owned or kept by residents in a parking scheme will be treated as company cars.

Foreign Registered Vehicles

There are no specific exemptions for foreign registered vehicles.

10.4 Permit Types

10.4.1 Resident Permit

The allocation of resident permits per household is limited. For full details on permit limits visit: [\[insert link\]](#).

Resident permits need to be renewed annually.

To qualify for a resident permit, an individual's main place of residence must fall within the scheme area and the applicant should own or be the principal user of a vehicle of the type permitted.

Applicants must be able to support their application with the following detailed documentary evidence:

- Valid Driving Licence or Tenancy Agreement.
- Valid schedule of motor insurance showing the applicant's address and the main driver.
- Vehicle Registration document where emission discount is claimed.

Where the main residence is a riverboat, applicants must be able to support their application with the following detailed documentary evidence:

- Valid Mooring Licence issued by the local city or district council.
- Valid certificate of insurance showing the applicant as the main driver.
- A letter from the applicant's insurance company acknowledging they are aware that the vehicle is parked within the relevant Resident Parking Scheme area.
- Vehicle Registration document where emission discount is claimed.

Permits are linked to a specific vehicle, not a household.

10.4.2 Visitor Permits

The allocation of visitor permits is limited. For full details on permit limits visit: [\[insert link\]](#).

Residents living in a Resident Parking Scheme can buy visitor permits, enabling their visitors to park their vehicles in a marked residents' bay or area within their scheme during the scheme's operational hours. Residents do not need to hold a valid residents' permit or own a vehicle to apply for visitors' permits.

Applicants must be able to support their application with proof of residency. Acceptable documentary evidence includes:

- Valid Driving Licence
- Tenancy Agreement
- Current utility bill (issued in last 3 months)
- Where the main residence is a riverboat, applicants must be able to support their applications with a valid Mooring Licence issued by the local city or district council.

In exceptional circumstances the request for further visitors' permits will be considered by the Service Director of Transport and Connectivity

10.4.3 Free Medical Permits (Provision for carers)

If a resident is receiving short-term or long-term care in their own home, they may be able to apply for free medical permits. These permits can be used by anyone who provides care, including friends and family members, not just registered professionals.

The applicant's doctor will need to assess the medical condition or mobility issue and provide an estimate of the number and frequency of official visits required.

10.4.4 Blue Badge Holder Parking Permit

Residents whose main place of residency falls within the scheme area and hold a valid Blue Badge, can apply for a free Blue Badge Holder Visitor Parking Permit. This enables their visitors to

park their vehicles in a marked residents' bay within their scheme during the scheme's operational hours.

This permit is not vehicle specific and there is no limit on how often this permit can be used. Permits are limited to one per applicant and permits need to be renewed annually.

Blue Badge details will need to be provided at the point of application.

Within Cambridgeshire, valid Blue Badge holders are permitted to park in residents' parking bays and pay and display parking bays when a valid Blue Badge is correctly displayed, providing the bay has not been suspended. There is no cost or time limitation.

10.4.5 Business Permits

If a business address is located within a Resident Parking scheme, the business has no access to off-street parking and the vehicle is essential to the operation of the business, the business proprietor can apply for a permit to allow parking within that scheme area during the schemes' operational hours.

The permit is valid for one specific vehicle at a time, but three vehicle registration numbers can be shown on the same permit.

Applicants must be able to support their application with the following detailed documentary evidence:

- A business rate bill as proof of your business
- Certificate of Motor Insurance for business use (for each vehicle)
- The Vehicle Registration Document (V5C) (for each vehicle)

The Business Permit is only valid for use on vehicles which are registered to the business and are needed to carry out a function of the business (for example a permit could be used for a refrigerated delivery van which is required to frequently return to base during the day to load/unload perishable food goods for delivery). Permits are not valid for vehicles which are parked at the business address all day.

Due to limited parking capacity, Business Permits will not be issued to businesses within the Brunswick, Kite, Park, West Cambridge (City) and Regent Resident Parking Schemes.

A limit on the number of permits issued may be set where considered appropriate.

Business permits need to be renewed annually.

10.4.7 Tradesperson Permits

Tradespersons who are working on a property within a parking permit scheme and can demonstrate a clear operational need for their commercial or non-commercial vehicle (i.e. a vehicle created and adapted to carry goods) to be parking in that restricted area whilst work is undertaken, can apply for a tradesperson parking permit.

This virtual permit can be purchased on a daily, weekly, or monthly basis and are both vehicle and scheme specific.

Applications should be made at least three working days before the permit is required. Same-day application can be granted for emergency cases only. Application can be made by either the homeowner or their chosen contractor.

Applicants must be able to support their application with the following documentary evidence:

- An image of the business letterhead, or similar, to prove the business is legitimate.
- Evidence that the tradesperson is working at a property and that the vehicle is an essential on-site base.
- Confirmation works start and expected end dates.
- Vehicle registration details.

Permits are limited to two per household at any one time.

Permits will not be activated until the council have approved the application and full payment has been made.

10.4.8 Motorcycle permits

The allocation of motorcycle permits per household is limited. For full details on permit limits visit: [\[insert link\]](#).

This type of resident permits needs to be renewed annually.

Residents living in a Resident Parking Scheme can apply for a motorcycle permit. To qualify for a resident motorcycle permit, an individual's main place of residence must fall within the scheme area and the applicant should own or be the principal user of a motorcycle. Permits are linked to a specific vehicle not a household.

Applicants must be able to support their application with the following detailed documentary evidence:

- Valid Driving Licence or Tenancy
- Valid certificate of insurance showing the applicant as the main driver

Motorcycle permits need to be renewed annually.

10.4.9 Car Club Permits

To reduce car ownership and support the County council's overarching objectives to encouraging a move to more sustainable modes of transport, designated parking bays may be provided on-street for car club vehicles. Permits for car club bays shall be issued only to accredited car club operators authorised to operate within that area.

10.4.10 Health Care Worker Permit

Health Care Worker parking permits are available to registered healthcare providers, who deliver essential care to residents in their own homes. Health care professionals who undertake unscheduled, emergency-based visits to patients or carrying drugs or heavy medical equipment, can apply for Health Care Worker Permit.

Permits are valid for use in any on-street designated residents permit holders only and pay and display bays. Permits are not valid for use on yellow lines, any other type of waiting restriction or in off-street car parks.

This vehicle specific permit should only be used in the undertaking of professional duties when visiting clients living within a resident parking scheme and not for any other purpose.

Applications must be countersigned by the service provider manager.

Health Care worker Permits are not scheme or location specific and need to be renewed annually.

10.4.11 Doctors Permits

Doctor permits are only issued for Doctor bays that are defined in our Traffic Order. These permits are only valid for the bay indicated on the permit.

Permits for the bay(s) are available to doctors working within a practice. Applications must be completed and submitted by the Practice Manager.

Doctors Permits need to be renewed annually.

10.4.12 Medical Permits

Medical permits are only issued for medical bays that are defined in our Traffic Order. These permits are only valid for the bay indicated on the permit.

Permits for the bay are available to medical practitioner working within a joint practice. Applications must be completed and submitted by the Practice Manager.

Medical permits are not vehicle specific and need to be renewed annually.

10.4.13 Temporary Permits

Temporary permits are used when a resident has recently moved to an address within a Resident Parking scheme area and the resident is waiting for documents such as a driving licence, to be amended. A temporary resident permit will be valid for 3 months and cannot be extended. If further proof is not provided and subsequent documents are not supplied, any refund will be subject to an administration fee.

When documents are supplied, the permit will be converted into full resident parking permit.

Evidence of the alternative vehicle, such as a signed agreement with the garage will need to be provided. Alternatively, in this situation visitor permit can be used.

10.4.14 City Centre Access Permits

Resident Permits

Residents located within the city centre area can apply for one resident permit per household. No visitor permits are available.

See **Resident Permit** for application details.

Business Permits

Business Permits are not available in this scheme area.

Disabled Access Permits

Disabled Access Permits are available to those in receipt of Personal Independence Payment (PIP) or the war pension mobility supplement.

In order that an application can be considered, the following evidence needs to be provided:

- A copy of the letter from the Department of Work and Pensions confirming Personal Independence Payment (PIP) of 12 points (enhanced rate) have been awarded on the mobility section.
- A copy of a letter from Department of Work and Pensions confirming the applicant is in receipt of war pension mobility supplement.
- A copy of the valid blue badge

City Centre Access permits

City Centre Access permits are available to utility companies, postal services providers, emergency services and other companies that have a real operational reason to access this area. City Centre Access permits application should be made directly to:

parkingcontrol@cambridgeshire.gov.uk

10.5 Renewals (Resident Permits)

Resident permits need to be renewed annually. Reminder letters will be sent to the address where permits have been issued to 4 weeks before the permit is due to expire. This is a courtesy reminder. It is the residents' responsibility to ensure their permit is renewed on or before the date stated on the existing permit.

Residents can renew their permit up to one month before it expires.

Once a permit has expired there is no automatic 'grace period' before enforcement action may be taken.

10.6 Changing permit details (transferring permits)

Vehicle specific permits cannot be transferred from one vehicle to another.

When a resident changes their vehicle, any physical permit should be returned along with a copy of the certificate of insurance showing them as the principle insured driver or policy holder of the new vehicle. A replacement permit will be sent. In the case of 'virtual permits', please contact the Parking Services Team. Such changes will be subject to an administration fee.

10.7 Refunds (cancelling a permit)

Where a resident no longer requires their permit, or when a resident moves out of the Resident Parking Scheme area, the resident should return their physical permit to the Parking Services Team to receive a refund. In the case of 'virtual permits', the resident should contact the Parking Services Team.

Refunds will be made for each whole quarter remaining on the permit after an administration fee has been deducted.

Refunds will not be given in relation to any permits which have been defaced or tampered with.

Unused and/or expired visitors' permits will not be refunded or exchanged.

10.8 Stolen or lost permits

Where a physical permit is lost or stolen a resident can obtain a replacement permit by applying to the Parking Services Team. A replacement permit will be approved provided the resident still meets the eligibility criteria.

Lost or damaged permit replacements will be subject to an administration fee. Stolen permits will be replaced free of charge if a valid police crime number is provided. There is no need to supply further evidence.

10.9 Suspensions and Waivers

Suspensions

Suspensions are when specific parking bays are suspended from normal use, to allow vehicles to park for an agreed purpose. For example, events and house removal vehicles. Only sections of road with formal parking restrictions along them (e.g. resident's parking) can be suspended.

Alternative parking will not be provided, and no refunds for cancellations of works will be given, under any circumstances. An administration fee will be charged if any details need to be changed, for example a change of date(s).

A Penalty Charge Notice may be issued to any unauthorised vehicle parked in a suspended bay.

Waivers

In certain circumstances the issue of a parking waiver can be considered. This gives exemptions from certain parking restrictions and allows a vehicle to park lawfully in what would otherwise be a contravention of a Traffic Regulation Order.

Waivers can be issued to any individual or company who needs constant access to their vehicle which must be considered to be an integral part of the works being carried out, and whose work demands that they park close to the premises.

Waiver fees are approved annually and form part of the County Council approved Fee and Charge Schedule.

10.10 Enforcement

Civil enforcement officers will undertake parking enforcement under Civil Parking Enforcement (CPE) powers for both on and off-street parking restrictions. Through effective enforcement and issuing of Penalty Charge Notices (PCNs) highways are safer, traffic flows more freely, parking spaces can be utilised appropriately, and legal Traffic Order restrictions are observed.

Civil enforcement officers are limited to taking enforcement action with respect to vehicles that are parked in contravention of a Traffic Order. Within Civil Enforcement Areas, the police maintain the responsibility and authority to issue Fixed Penalty Notices where vehicles are:

- Parked obstructively or dangerously.
- Parked on footways and causing an obstruction where there are no restrictions in place.
- Parked in a mandatory cycle lane where there are no restrictions in place.

The above is not an exhaustive list of Police responsibilities within Civil Parking Enforcement Areas.

Parking enforcement and the processing of PCNs will be conducted in line with the Cambridgeshire County Council parking enforcement procedure documents.

Enforcement outside of the defined CPE areas will remain the responsibility of the Police.

10.11 Permit Misuse

The County Council reserves the right to revoke any permit(s) issued to individuals who abuse the Resident Parking Scheme by:

- Tampering with a permit
- Supplying a permit to others who are not entitled to use them such as commuters or shoppers.
- Selling or providing permits to paying guests.
- No longer meeting the qualifying criteria.
- Payment not cleared.

The council may refuse to approve a permit to individuals who have failed to comply with the terms of a Resident Parking Scheme.

10.12 Fraud

This document aims to ensure that measures are in place to allow only eligible residents or businesses to hold a current permit. Every effort is made to make it more difficult for non-residents or businesses to obtain a permit that they are not entitled to.

We take all allegations of misuse or abuse of resident permits seriously and all allegations will be investigated in the strictest confidence. If a resident suspects someone of using a parking permit in Cambridgeshire that they are not entitled to or they want to report potential fraud, an email should be sent to: Parking.Permits@cambridgeshire.gov.uk

10.13 Revoking permits

The County Council has absolute discretion to revoke and cancel permits without notice, if it believes that the permit has been misused or has been obtained fraudulently. A refund will not be considered if a permit is revoked.

10.14 Aggressive Customers

Staff at Cambridgeshire County Council have a right to work in an environment free of harassment. Aggressive or abusive enquiries, whether by telephone or face to face, will not be tolerated. If this situation occurs, then the officer concerned will politely point out that if the unacceptable behaviour continues then it will be necessary to terminate the call or discussion.

10.15 Data Protection

The County Council:

- may record the following data about you: your name, address, contact details, and details of the query. We need this information so that we can respond to enquiries regarding parking services.

Data protection law allows us to process your information within certain conditions. In this case we are using the performance of a public task condition for us to do this as we provide this service in line with our responsibilities in the Traffic Management Act 2004.

- Sometimes we need to share your information with others. We will only do this when it is necessary in order to offer you this service, or if we are required to do so by law. We do not plan to use it for any other purpose or share it for any other use with anyone else.
- Will take all reasonable steps to prevent the loss, misuse or alteration of your personal information. Only the people who need to see your personal information will be allowed access to it.
- Will only keep this information for as long as necessary or as the law requires. For this service it will be for a period of 7 years.

If the information you provided changes or your circumstances change, please contact Parking.Permits@Cambridgeshire.gov.uk

Other guidance

If you wish to find out more about national parking policy and rules and regulations governing parking in the United Kingdom, then please visit the following websites:

[Department for Transport](#)
[The Highway Code](#)

Description of charge	Current charges for 24-25	Proposed Charges 2025-26
Permits - Resident		Costs have been increased due to financial pressures of running the schemes. As part of the report being put together a deep dive was done into the costs of running resident parking schemes, and it was found that the schemes are currently running at a deficit of ~10%. In line with this the costs of 'standard' permits have been increased by this amount to make the running of the schemes as close to cost neutral as possible.
Accordia	£75.00	£83.00
Ascham	£63.00	£70.00
Benson	£75.00	£83.00
Benson North	£63.00	£70.00
Coleridge West	£63.00	£70.00
Kite	£119.00	£131.00
Brunswick	£119.00	£131.00
Castle Hill	£75.00	£83.00
De Freville	£75.00	£83.00
Guest	£111.00	£123.00
Morley	£68.00	£75.00
Newnham	£63.00	£70.00
Newtown	£119.00	£131.00
Park Street	£119.00	£131.00
Petersfield	£75.00	£83.00
Regent Terrace	£119.00	£131.00
Riverside	£75.00	£83.00
Shaftesbury	£75.00	£83.00
Silverwood	£87.00	£96.00
Staffordshire	£119.00	£131.00
Tenison	£103.00	£114.00
Victoria	£75.00	£83.00
West Cambridge	£87.00	£96.00
Staff Permit (same as business permit)		
Newnham	£94.00	£105.00
Permits - Business (Charge is resident fee x 1.5)		
Accordia	£112.00	£125.00
Ascham	£94.00	£105.00
Benson	£112.00	£125.00
Benson North	£94.00	£105.00
Coleridge West	£94.00	£105.00
Kite	£0.00	£0.00
Brunswick	£0.00	£0.00
Castle Hill	£112.00	£125.00
De Freville	£112.00	£125.00
Guest	£166.00	£185.00
Morley	£101.00	£113.00
Newnham	£94.00	£105.00
Newtown	£178.00	£197.00
Park Street	£178.00	£187.00
Petersfield	£112.00	£125.00
Regent Terrace	£0.00	£0.00
Riverside	£112.00	£125.00
Shaftesbury	£112.00	£125.00
Silverwood	£131.00	£144.00
Staffordshire	£178.00	£197.00
Tenison	£154.00	£171.00
Victoria	£112.00	£125.00
West Cambridge	£131.00	£144.00
Permits - Resident - Motorcycles 50% discount	2024/25	
Accordia	£37.50	£41.50
Ascham	£31.50	£35.00
Benson	£37.50	£41.50
Benson North	£31.50	£35.00
Coleridge West	£31.50	£35.00
Kite	£59.50	£65.50
Brunswick	£59.50	£65.50
Castle Hill	£37.50	£41.50
De Freville	£37.50	£41.50
Guest	£55.50	£61.50
Morley	£34.00	£37.50
Newnham	£31.50	£35.00
Newtown	£59.50	£65.50
Park Street	£59.50	£65.50
Petersfield	£37.50	£41.50
Regent Terrace	£59.50	£65.50

Riverside	£37.50	£41.50
Shaftesbury	£37.50	£41.50
Silverwood	£43.50	£48.00
Staffordshire	£59.50	£65.50
Tenison	£51.50	£57.00
Victoria	£37.50	£41.50
West Cambridge	£43.50	£48.00
Permits - Resident - low emission (discounted by 20%)	2024/25	New charge
Accordia	£60.00	£66.40
Ascham	£50.40	£56.00
Benson	£60.00	£66.40
Benson North	£50.40	£56.00
Coleridge West	£50.40	£56.00
Kite	£95.20	£104.80
Brunswick	£95.20	£104.80
Castle Hill	£60.00	£66.40
De Freville	£60.00	£66.40
Guest	£88.80	£98.40
Morley	£54.40	£60.00
Newnham	£50.40	£56.00
Newtown	£95.20	£104.80
Park Street	£95.20	£104.80
Petersfield	£60.00	£66.40
Regent Terrace	£95.20	£104.80
Riverside	£60.00	£66.40
Shaftesbury	£60.00	£66.40
Silverwood	£69.60	£76.80
Staffordshire	£95.20	£104.80
Tenison	£82.40	£91.20
Victoria	£60.00	£66.40
West Cambridge	£69.60	£76.80
Change of permit - administration charge	£0.00	£10.00
Other Permits		
Visitors - all schemes	£16.00	£18.00
Temporary Hire Car	£12.00 per week	£18.00 per week
Ely - Chapel Street	£35.00	£39.00
Whittlesford Resident Permit	£35.00	£70.00
Huntingdonshire Resident Permits	£35.00	£39.00
Blue badge visitor permit	£0.00	£0.00
Visitor medical permits	£0.00	£0.00

Description of charge	Current chargesfor 24-25	New charges	
Pay and display - Cambridge			
Band 1: Monday to Saturday 8.30am to 6.30pm maximum stay 1 hour Free School Lane, King Street, Manor Street	£1.20 for each 10 minutes	£1.40 for each 10 minutes	Traffic Management Purposes - tariff increase of 20p. Charged defined by loaction. Smallest denomination accepted by P and D machne is 10p
Band 2: Monday to Saturday 8.30am to 6.30pm maximum stay 2 hours Jesus Lane, Park Terrace Sun St	£1.20 for each 15 minutes	£1.40 for each 15 minutes	Traffic Management Purposes - tariff increase of 20p
Band 3: Sunday 9.00am to 5.00pm maximum stay 2 hours Free School Lane, King Street, Manor Street	£1.20 for each 15 minutes	£1.40 for each 15 minutes	Traffic Management Purposes - tariff increase of 20p
Band 4: Sunday 9.00am to 5.00pm maximum stay 4 hours Brookside, Lensfield Road, Regent Street , Tennis Court Road, Trumpington Street (south of Silver Street),Park Terrace	£1.20 for each 15 minutes	£1.40 for each 15 minutes	Traffic Management Purposes - tariff increase of 20p
Band 5: Monday to Saturday 8.30am to 6.30pm maximum stay 2 hours Brookside, Lensfield Road, Regent Street, Tennis Court Road, Trumpington Street (south of Silver Street)	£1.20 for each 10 minutes	£1.40 for each 10 minutes	Traffic Management Purposes - tariff increase of 20p
Band 6: Monday to Sunday 9.00am to 5.00pm maximum stay 4 hours Gresham Road, Norwich Street, Russell Court, West Road	£1.20 for each 30 minutes	£1.40 for each 30 minutes	Traffic Management Purposes - tariff increase of 20p

<p>Band 7: Sunday 9.00am to 5.00pm maximum stay 4 hours Bateman Street, Castle Street, Chesterton Road (West of Victoria Avenue), Jesus Lane, Newnham Road, (north of Fen Causeway, west side near Maltings Lane), Northampton Street) Panton Street, Pound Hill, Queens Road, Russell Street, Sun Street</p>	<p>£1.20 for each 30 minutes</p>	<p>£1.40 for each 30 minutes</p>	<p>Traffic Management Purposes - tariff increase of 20p</p>
<p>Band 8: Monday to Friday 9.30am to 5.00pm Saturday 9.00am to 5.00pm (No stopping Monday to Friday 7.00am to 9.30am) maximum stay 4 hours Newnham Road (north of The Fen Causeway, westside near Maltings Lane), Queen's Road</p>	<p>£1.20 for each 15 minutes</p>	<p>£1.30 for each 15 minutes</p>	<p>Traffic Management Purposes - tariff increase of 10p</p>
<p>Band 9: Monday to Saturday 9.00am to 5.00pm maximum stay 2 hours Bateman Street, Canterbury Street, Castle Street, Chesterton Road (west of Victoria Avenue), Chesterton Road (east of DeFreville Avenue, opposite numbers 168A to 170), DeFreville Avenue, Devonshire Road (east of Tenison Road), Emery Street, Ferry Path (Hamiton Road), Glisson Road, Gwydir Street (Mill Rd), Hamilton Road, Linden Close, Humberstone Road, Mawson Road, Mill Road Council Depot Access Road, Mill Street, Montague Road, Norfolk Street, Northampton Street, Panton Street, Pound Hill, Russell Street, St Barnabas Road</p>	<p>£1.20 for each 30 minutes</p>	<p>£1.40 for each 30 minutes</p>	<p>Traffic Management Purposes - tariff increase of 20p</p>

<p>Band 10: Monday to Saturday 9.00am to 5.00pm maximum stay 4 hours Abbey Road, Arthur Street, Aylestone Road, Beche Road, Devonshire Road (Mill Road), Fisher Street, Gwydir Street (Cambridge Blue), Harvey Road, Histon Road (South of Canterbury St), Holland Street, Kingston Street, Newnham Road (south of the Fen Causeway, adjacent to Lammas Land), Ravensworth Gardens, St Paul's Road, St Peter's Street, Shelly Row</p>	<p>£1.20 for each 30 minutes</p>	<p>£1.40 for each 30 minutes</p>	<p>Traffic Management Purposes - tariff increase of 20p</p>
<p>Band 11: Monday to Sunday 9.00am to 5.00pm maximum stay 8 hours Broad Street, Cutter Ferry Close, Lady Margaret Road, Mount Pleasant, Newnham Walk, Ridley Hall Road, Sidgewick Avenue, Station Road, Trumpington Road, Union Road, Wordsworth Grove</p>	<p>£1.20 for each 30 minutes</p>	<p>£1.30 for each 30 minutes</p>	<p>Traffic Management Purposes - tariff increase of 10p</p>
<p>Band 12: Monday to Saturday Maximum stay 1 hour 9.00am to 5.00pm Milton Road (Mitcham's Corner, layby adjacent to Springfield Road), Chesterton Road (east of Victoria Avenue, outside numbers 34 to 46</p>	<p>70p for each 15 minutes</p>	<p>90p for each 15 minutes</p>	<p>Traffic Management Purposes - tariff increase of 20p</p>

Band 13: Monday to Saturday 9.00am to 5.00pm maximum stay 8 hour - Clarendon Road, Great Northern Road, Huntingdon Road, Priory Road, River Lane, Saxon Road, St Matthew's Street, Shaftesbury Road, Sturton Street, Tenison Avenue, Tenison Road (south of George Pateman Court), Walnut Tree Avenue	£1.20 for each 30 minutes	£1.30 for each 30 minutes	Traffic Management Purposes - tariff increase of 10p
Band 14: Monday to Saturday 7.00am to 5.00pm maximum stay 30 minutes Newtown Road	80p for each 15 minutes	90p for each 15 minutes	Traffic Management Purposes - tariff increase of 10p
Band 15: Monday to Saturday 9.00am to 5.00pm maximum stay 20 minutes Parkside (o/s nos. 37 - 38)	90p for each 20 minutes	£1.00 for each 20 minutes	Traffic Management Purposes - tariff increase of 10p
Band 16: Monday to Friday 9.30am to 3pm, maximum stay 4 hours Courtney Way, Gurney Way	£1.20 for each 30 minutes	£1.30 for each 30 minutes	Traffic Management Purposes - tariff increase of 10p
Band 17: Monday to Friday 10am to 5pm maximum stay 4 hours Blinco Grove, Rock Rd	£1.20 for each 30 minutes	£1.30 for each 30 minutes	Traffic Management Purposes - tariff increase of 10p
Band 18: Monday to Friday 10am to 6pm maximum stay 4 hours Hope St, Rustat Road	£1.20 for each 30 minutes	£1.40 for each 30 minutes	Traffic Management Purposes - tariff increase of 20p
Band 19: Monday to Friday 10am to 6pm maximum stay 8 hours Clifton Road	£1.20 for each 30 minutes	£1.30 for each 30 minutes	Traffic Management Purposes - tariff increase of 10p
Band 20: All days 9am to 5pm maximum stay 4 hours Barton Road	£1.20 for each 30 minutes	£1.30 for each 30 minutes	Traffic Management Purposes - tariff increase of 10p
Band 21: Monday to Friday 9.00am to 12 noon maximum stay 2 hours Richmond Road, Windsor Road	£1.20 for each 30 minutes	£1.30 for each 30 minutes	Traffic Management Purposes - tariff increase of 10p
Band 22: Monday to Saturday 9am to 5pm maximum stay 8 hours Riverside	£1.20 for each 30 minutes	£1.30 for each 30 minutes	Traffic Management Purposes - tariff increase of 10p

Band 23: Monday to Saturday 9.00am to 7.00pm Shire Hall Car Park and Castle Court Car Park no maximum stay	£1.60 per hour	£1.80 per hour	Traffic Management Purposes - tariff increase of 20p
Band 24: Sunday 9.00am to 5.00pm Shire Hall Car Park and Castle Court Car Park no maximum stay	£1.20 per hour	£1.50 per hour	Traffic Management Purposes - tariff increase of 30p
Band 25: Monday to Friday 9.00am to 12.00 noon maximum stay 3 hours Wentworth Road	£1.20 for each 30 minutes	£1.40 for each 30 minutes	Traffic Management Purposes - tariff increase of 20p
Huntingdonshire	Huntingdon		
Parking fees	20p for 15 minutes Max stay - 1 hour	30p for 15 minutes Max stay 1 hour	Traffic Management Purposes - tariff increase of 10p

Cambridge Joint Area Committee Agenda Plan

Published on 10 December 2024

The following are standard agenda items which are considered at every Committee meeting:

- Apologies for Absence and Declarations of Interest
- Minutes of the Previous Meeting
- Public Questions and Petitions
- Agenda Plan

Committee date	Agenda item	Lead officer(s)	Deadline for draft reports	Agenda despatch date
18/12/24	Traffic Regulation Order Objections Associated with Proposed Disabled Persons Parking Bays in Edinburgh Road and Ross Street, Cambridge	S Thoday	06/12/24	10/12/24
	Traffic Regulation Order Objections Associated with Proposed Waiting Restriction Amendment in De Freville Avenue, Cambridge	G Baldwin		
	Resident Parking Scheme Policy Review Update and Proposed Price Increases for Permits and On-Street Parking	N Gardner		
12/03/25	City Council Walking, Cycling and Active Travel Promotion Grant Programme	J Richards	28/02/25	04/03/25
	Active Travel Schemes Update	GCP		
June 2025 (date TBC)	Pavement License Update Report	L Catchpole		

Please contact Democratic Services (democraticservices365@cambridgeshire.gov.uk) if you require this information in a more accessible format.

