

## PARKING ACTION PLAN

**The following actions are proposed to meet the aims of the Strategy**

**Note:**

The capacity to achieve the aims, objectives and actions contained within the Parking Action Plan has been reduced following the termination of the Lancashire Highways Partnership (LHP). The actions affected have been highlighted within the LHP column for information.

Ref:	Aim	Objective	Action	L H P	Timescale Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
1	<b>Future Levels of Parking Stock</b> <i>Aim: To maintain existing levels of short-stay parking to support shoppers, businesses, visitors and residents, whilst recognising major redevelopment may warrant increased levels to be considered</i>	<ul style="list-style-type: none"> <li>• Retain short-stay car parking unless it can be provided in other central locations</li> </ul>	Investigate the availability of alternative sites		Short-term
			In both Lancaster and Morecambe maintain the existing levels of shopper/visitor parking in new developments		Short-term
		<ul style="list-style-type: none"> <li>• Where practicable seek replacement short-stay public car parking</li> </ul>	Work with developers to ensure equivalent compensatory parking provision is made where parking is lost to new development		Short-term
		<ul style="list-style-type: none"> <li>• Only consider changes in short stay parking capacities for major redevelopment</li> </ul>	Carry out full impact analysis and consider overall parking and traffic management issues		As required
			Carry out strategic review of car parking including the provision of interceptor car parks		As required
		<ul style="list-style-type: none"> <li>• Review the use of existing parking places to ensure the best use of space</li> </ul>	Review the layout of all car parks to maximise the number of spaces		Short-term
			Maintain a programme of environmental, security and physical enhancement of the car parks in order to improve the service.		Ongoing

Ref:	Aim	Objective	Action	L H P	Timescale Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
2	<b>Parking Provision for Residents</b> <i>Aim: To make provision for residents to park in the central areas</i>	<ul style="list-style-type: none"> <li>Make provision for annual parking permits for residents to be available for use on certain short stay car parks</li> </ul>	Maintain a scheme for permit issue		Ongoing
		<ul style="list-style-type: none"> <li>Monitor the demand and review the scheme regularly</li> </ul>	Monitor and review annually		Ongoing
			Review the suitability of car parks included in the scheme		Ongoing
3	<i>Aim: To control the supply/demand for parking in residential areas adjacent to the centres of Lancaster and Morecambe</i>	<ul style="list-style-type: none"> <li>Introduce additional controlled parking where parking by non-residents is impacting on the ability of residents to park</li> </ul>	Respond to requests from residents for action		Medium-term
			Develop a priority assessment process		Medium-term
			Consult affected residents and seek majority approval		Medium-term
			Ensure that displacement to adjacent residential areas is minimised		Medium-term
		<ul style="list-style-type: none"> <li>Make provision within controlled parking zones for the needs of residents' visitors and local businesses</li> </ul>	Ensure an adequate process for the issue of visitor permits		Medium-term
			Ensure the adequate provision of short-stay limited waiting for local businesses		Medium-term
		<ul style="list-style-type: none"> <li>Control by cost and number of permits the balance between the number of allocated permits and the parking space available</li> </ul>	Assess the demand in each scheme and the parking space available		Medium-term
			Set the permit issue criteria to suit the supply and demand assessment		Medium-term

Ref:	Aim	Objective	Action	L H P	<b>Timescale</b> Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
3	<i>Contd</i>	<ul style="list-style-type: none"> <li>Remove eligibility for residents' permits from new developments with good accessibility and reduced off-street parking</li> </ul>	Implement the revised Traffic Regulation Orders relating to low car/no car developments and maintain a register of excluded properties		Short-term
		<ul style="list-style-type: none"> <li>In areas where the demand for residents parking spaces exceeds the supply, make provision for certain residents permit holders to use designated car parks for overnight parking</li> </ul>	Amend the Off Street Parking Place Orders to suit the requirement so the individual schemes		Medium-term
		<ul style="list-style-type: none"> <li>Liaise with the County Council over the existing programme of additional schemes and the responsibility for consultation and the implementation of further additional schemes</li> </ul>	Liaise with the County Council over the existing programme of additional schemes  Address any concerns arising from the priority given to associated traffic regulation orders and the funding and implementation of future schemes		Medium-term
4	<b>Parking Provision for non-residents</b> <i>Aim: To balance the needs of businesses, visitors and shoppers by providing short stay parking spaces in the central areas and longer stay parking in peripheral car parks</i>	<ul style="list-style-type: none"> <li>Restrict on-street parking in the central shopping areas</li> </ul>	Review the on-street parking provision and, in conjunction with the County Council, assess whether bays are properly designated		Ongoing
		<ul style="list-style-type: none"> <li>Restrict length of stay in central car parks through the charging structure</li> </ul>	Monitor the use of the car parks to assess whether the tariff is appropriate		Annual review of charges

Ref:	Aim	Objective	Action	L H P	Timescale Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
4.	<i>Contd</i>	<ul style="list-style-type: none"> <li>Make provision for longer stay parking in peripheral car parks</li> </ul>	Monitor use to ensure continued appropriateness		Ongoing
		<ul style="list-style-type: none"> <li>Make provision for business users by contract parking at a limited number of car parks consistent with the parking hierarchy</li> </ul>	Review and set "business user" criteria and amend the Off Street Parking Places Orders accordingly		Short-term
			Seek to reduce to a minimum the number of such permits issued		Short-term
		<ul style="list-style-type: none"> <li>Improve control of on street parking on Morecambe Promenade</li> </ul>	Introduce on street parking charging on the Promenade at Morecambe		Short-term
		<ul style="list-style-type: none"> <li>Make parking provision for visitors to local attractions that are within residents parking areas</li> </ul>	Investigate the use of short term visitor permits and dual use residents parking bays		Medium-term
5	<b>Parking Charges</b> <i>Aim: To set charges to meet the Council's transportation policy objectives and budget commitments</i>	<ul style="list-style-type: none"> <li>Set charges to maintain 85% occupancy at busy times in short stay car parks and on-street controlled parking in order to achieve high utilisation whilst maintaining a reasonable level of availability</li> </ul>	Review charges Review occupancy levels Introduce Monitoring		Annually Annually Short-term
		<ul style="list-style-type: none"> <li>Use charges to deter long stay in short stay car parks</li> </ul>	Review charges and usage in car parks to meet objective		Annually

Ref:	Aim	Objective	Action	L H P	<b>Timescale</b> Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
5.	<i>Contd</i>	<ul style="list-style-type: none"> <li>Set evening charges to avoid displacement to surrounding on street areas.</li> </ul>	Review evening charges Monitor evening parking patterns		<b>Annually</b> Short-term
		<ul style="list-style-type: none"> <li>Ensure that the cost differential between on-street and off-street parking is maintained</li> </ul>	In conjunction with the County Council review on-street charges  Seek amendments to the Parking Place Orders		Short-term /Annually  Annually
		<ul style="list-style-type: none"> <li>Ensure the views of the local Chambers of Commerce and of Trade are taken into account when considering the Annual Review of Parking Charges</li> </ul>	Consult with the Chambers of Commerce and of Trade over proposals to amend parking fees and charges		Annually
6	<i>Aim: To ensure that privately operated car parks have comparable pricing structures</i>	<ul style="list-style-type: none"> <li>Negotiate appropriate agreements where possible within private car park operators</li> </ul>	Commence negotiations		Medium-term
7	<b>Park and Ride</b> <i>Aim: To investigate, in conjunction with the County Council, the viability of Park and Ride schemes</i>	<ul style="list-style-type: none"> <li>Identify potential sites</li> </ul>	Undertake a comprehensive review of potential sites, including assessing the availability for purchase		Long-term
		<ul style="list-style-type: none"> <li>Assess the economic viability of a scheme</li> </ul>	Develop a financial model to assess the viability; including an assessment of the financial implications for the Council's own parking operations		Long-term

Ref:	Aim	Objective	Action	L H P	Timescale Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
8	<b>Coach Parking</b> <i>Aim: To ensure adequate provision for tourist coaches</i>	• Identify a site for a new coach park in Lancaster	Work with the County Council and Coach Operators to identify a site and ultimately provide modern facilities.		Short-term
		• Improve destination signs to and from the coach parks	Undertake regular reviews of signage		Short-term
		• Investigate options for additional coach dropping off points in Morecambe	Work with the County Council and coach operators to identify suitable locations		Short-term
9	<b>Lorry Parking</b> <i>Aim: To work with the County Council to assess the need for lorry parking facilities within the District</i>	• Assess the need for facilities	Survey current levels of lorry parking		Medium-term
		• If necessary, identify a suitable site	In conjunction with the County Council assess the suitability of potential sites		Long-term
		• Ensure that indiscriminate lorry parking is prevented	Survey problem areas and introduce appropriate Traffic Regulation Orders		Ongoing
		• Investigate the possibility of an overnight on street lorry parking ban except for designated lorry bays.	Enter into discussions with County to identify any suitable sites on street and pursue an overnight ban Traffic Regulation Order.		Medium-term

Ref:	Aim	Objective	Action	L H P	<b>Timescale</b> Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
10	<b>Cycle and Motor Cycle Parking</b> <i>Aim: To improve the availability and quality of parking at key destinations</i>	<ul style="list-style-type: none"> <li>Provide increased and improved cycle parking in town centres and places of interest and amenity to achieve record levels of cycling in the district</li> </ul>	Increase cycle parking provision and provide additional facilities including sheltered parking where possible  Ensure where appropriate new developments have cycle parking integrated through the planning process	█	Ongoing
		<ul style="list-style-type: none"> <li>Provide improved motor cycle parking facilities</li> </ul>	Provide convenient and safe areas for motor cycle parking		Ongoing
11	<b>Parking Enforcement</b> <i>Aim: To maintain the quality of decriminalised parking enforcement in accordance with the DPE Agency Agreement</i>	<ul style="list-style-type: none"> <li>Ensure all regulations are properly signed</li> </ul>	Ensure that all defects are quickly identified and promptly rectified - on-street  Ensure that all defects are quickly identified and promptly rectified - off-street	█	Ongoing
		<ul style="list-style-type: none"> <li>Enforce the regulations consistently and fairly</li> </ul>	Monitor regularly to ensure that all enforcement staff follow the agreed operational procedures		Ongoing
		<ul style="list-style-type: none"> <li>Explain clearly to those who receive penalties why they have been issued and their rights of appeal</li> </ul>	Review all standard documentation and promote Plain English	Short-term	
		<ul style="list-style-type: none"> <li>Reduce the opportunities for non-compliance with the regulations</li> </ul>	Consider the introduction of “pay-on-foot” controls at larger car parks	Medium-term	
		<ul style="list-style-type: none"> <li>Regularly review and assess the appropriate levels of enforcement</li> </ul>	Effective monitoring of the parking process	Annually	

Ref:	Aim	Objective	Action	L H P	Timescale
					Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
12	<b>Carnforth and the Rural areas</b> <i>Aim: To protect existing parking facilities in the town</i>	<ul style="list-style-type: none"> <li>Maintain the car parking facility in the town</li> </ul>	In conjunction with partners, work to protect and improve the car parking facilities at Carnforth Station .		Short-term
			Discuss local needs with the car park operator and other stakeholders and develop a dual use parking charge to encourage short stay parking		Short -term
		<ul style="list-style-type: none"> <li>Review the level of parking in Market Street</li> </ul>	In conjunction with the County Council undertake a review of the on-street parking.		Short-term
13	<i>Aim: To review parking provision at the more popular rural tourist attractions</i>	<ul style="list-style-type: none"> <li>Assess the environmental and road safety impact of existing parking demand</li> </ul>	Survey parking at popular tourist attractions and prioritise actions required		Short-term
		<ul style="list-style-type: none"> <li>where appropriate consider the provision of additional facilities</li> </ul>	Prepare and implement improvements to parking at identified problem locations		Medium-term
		<ul style="list-style-type: none"> <li>Investigate the potential improvements available for parking at Glasson Dock which is in private ownership of British Waterways Board.</li> </ul>	Open discussion with the owner and explore possibilities for the site		Medium-term
14	<b>Parking Standards on New Developments</b> <i>Aim: To ensure compliance with the detailed standards set out in the Lancaster District Local Plan, Appendix 6.</i>	<ul style="list-style-type: none"> <li>Impose maximum standards for non-residential development</li> </ul>	Implement parking standards in accordance with the Local Plan		Ongoing
			Encourage developer contributions by site specific negotiations		Ongoing



Ref:	Aim	Objective	Action	L H P	Timescale Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
15	<b>Quality Parking Management</b> <i>Aim: To provide a high quality parking service which is efficient, responsive to people's needs, providing assets of the highest design and appearance and as secure and safe as possible, whilst identifying the impact on budgets</i>	• Where possible respond to enquiries within 7 working days	Review on a regular basis and adjust as necessary		Short-term
		• Provide a freephone number for customer enquiries linked to the Council's Customer Services Centre	Establish the facility and advertise widely, including on signage at car parks		Short-term
		• Consult with representative groups on proposed changes to parking schemes	Formal and informal public consultation exercises		Ongoing
		• Ensure all car parks are adequately surfaced	Continue condition assessments and link to the rolling programme of improvements.		Ongoing
		• Provide a high standard of lighting in car parks	Implement a review of all existing lighting schemes		Short-term
		• Ensure that routes to car parks are clearly signed	Review all parking signs having regard to the sensitivity of town centre and conservation areas		Medium-term
		• Introduce UTMC scheme	In conjunction with the County Council provide special information to drivers		Ongoing
		• Ensure that all the car parks, where possible, are adequately covered by CCTV	Review current provision		Short-term
			Identify funding and develop a programme of improvements		Medium-term
		• Provide regular car park patrols to enhance security and provide a service to customers	Review the patrolling rotas and routes to ensure maximum coverage, particularly at peak times		Short-term
Ensure that the patrolling officers are trained as City Ambassadors			Medium-term		

Ref:	Aim	Objective	Action	L H P	<b>Timescale</b> Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
15	<i>Contd</i>	<ul style="list-style-type: none"> <li>Ensure that all car parks are regularly cleaned, that landscaped areas are well maintained and that any graffiti is promptly removed</li> </ul>	Review maintenance regime and improve if necessary		Short-term
		<ul style="list-style-type: none"> <li>Ensure that pedestrian routes to and from and within car parks are attractive, secure and safe</li> </ul>	Undertake a review of all pedestrian routes and prioritise a programme of necessary improvements		Short-term
		<ul style="list-style-type: none"> <li>Undertake regular customer satisfaction surveys</li> </ul>	Implement an annual programme of surveys		Annually
		<ul style="list-style-type: none"> <li>Implement a programme of re-marking to ensure a minimum space width of 2.4m whilst recognising this may reduce the allocation of parking spaces</li> </ul>	Undertake a survey of existing bay markings and layout		Long-term
		<ul style="list-style-type: none"> <li>Provide suitable management information on usage, parking trends and occupancy</li> </ul>	Review present systems and investigate new technology and software		Medium-term
		<ul style="list-style-type: none"> <li>Provide suitable and efficient payment options for all parking transactions</li> </ul>	Investigate suitability of additional options including hardware, software and web-based solutions		Medium-term
		<ul style="list-style-type: none"> <li>Ensure effective and efficient maintenance arrangements are in place for pay and display machines</li> </ul>	Review existing arrangements and investigate remote monitoring and notification of pay and display machine faults		Medium-term

Ref:	Aim	Objective	Action	L H P	<b>Timescale</b> Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
15	<i>Contd</i>	<ul style="list-style-type: none"> <li data-bbox="710 339 1120 472">Work towards all car parks achieving the Park Mark award</li> <li data-bbox="710 472 1120 711">Ensure continuous improvement in parking stock</li> </ul>	Carry out healthchecks at all car parks and determine actions required to achieve awards  Implement a programme of improvements  Undertake regular full condition assessment surveys in all car parks  Interrogate accident and incident report statistics  Implement reactive and planned maintenance and minor improvements		Short-term   Medium-term  Annually  Annually  Annually
16	<b>Improving Access</b> <i>Aim: To meet the needs of all users and types of transport</i>	<ul style="list-style-type: none"> <li data-bbox="710 727 1120 983">Set aside 6% of total off street car parking space for “Blue Badge” holders in car parks where a demand is proven</li> <li data-bbox="710 983 1120 1150">Consider the provision of wider “family” spaces at certain central car parks and the implications for enforcement</li> </ul>	In consultation with disabled groups, undertake surveys to assess demand and identify appropriate car parks  Review layouts of car parks and re-mark if necessary  Improve public information on parking provision  Survey the central car parks and determine if the provision of such spaces is a feasible option  Quantify the financial implications		Short-term  Medium-term  Medium-term  Medium-term  Medium-term

Ref:	Aim	Objective	Action	L H P	Timescale Short-term (up to 2 years) Medium-term (2-5 years) Long-term (5-10 years)
17	<b>Asset Management</b> <i>Aim: To manage parking as a significant City Council asset and in accord with the Corporate Property Strategy</i>	<ul style="list-style-type: none"> <li>Identify major improvements requiring capital expenditure</li> </ul>	Ensure capital bids submitted are in line with Asset Management Working Group and Capital Investment Strategy Guidelines		Short-term
		<ul style="list-style-type: none"> <li>Include parking assets in the Engineering Services' Asset Management Plan</li> </ul>	Ensure Asset Management Plan meets the recommended format		Short-term
		<ul style="list-style-type: none"> <li>Ensure development proposals affecting parking issues are fully considered</li> </ul>	Maintain close links with the Corporate Landlord and Project Managers to ensure parking implications are considered at an early stage		Ongoing
18	<b>Strategic Risk Register</b>	<ul style="list-style-type: none"> <li>To improve parking provision for residents, local businesses and visitors (cp/3/03)</li> </ul>	Commitment in the capital programme to an improvement programme based on condition surveys		Short-term
			Stakeholder surveys linked to programme of improvement		Ongoing
			Develop rolling programme of improvement		Medium-term
			Ensure funding available for the rolling programme		Ongoing