

# **Report to the Council Housebuilding Cabinet Committee**



**Report reference: CHB-004-2020/21**  
**Date of meeting: 08 September 2020**

**Epping Forest  
District Council**

**Portfolio: Housing and Community Services – Councillor H Whitbread**

**Subject: Policy for Allocating Surplus Car Parking Spaces Provided by the  
Council Housebuilding Programme**

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## **Recommendations/Decisions Required:**

- (1) That the Council reviews and adopts the Policy for Allocating Surplus Car Parking Spaces Provided by the Council Housebuilding Programme.**
- (2) To adopt and implement the allocation and eligibility criteria including the advertising, selection/allocation, licencing/charging of parking permits and enforcement of surplus car parking spaces.**

## **Executive Summary:**

The policy aims to bring clarity and consistency to how surplus car parking spaces from new built Council housing are allocated to local residents in the surrounding area and managed by Council staff.

The number of parking spaces provided to these Council housing developments will be determined by the parking standards in the emerging Local Plan, influenced by public transport accessibility and other local issues.

Applicants to the new Council housing developments will be allocated car parking spaces in accordance with the parking standards as specified by the planning obligations.

The remainder of those car parking spaces, if applicable will be advertised and allocated to residents in the surrounding areas of the development in accordance with the allocation and eligibility criteria specified in this report.

The application rules will also determine process of allocation, including payment and enforcement.

It is also useful to note that some of the Council housing developments may be car free schemes. In these cases, relevant details will be included in the s106 agreement. It is important that housing applicants are notified that these new developments are car free schemes and off-street parking spaces will not be allocated at any time. Alternative

responses will be explored where applicable and may include working with car club providers.

### **Reasons for Proposed Decision:**

It was agreed previously that these surplus car park spaces should remain unallocated. However, since these developments are mainly in (not exclusively) internal private, unadopted court yards, it has been assessed that this may lead to anti-social behaviour and community tensions. Therefore, adoption of an allocation procedure that would better provide long term control, a more secure and safer environment is recommended.

### **Other Options for Action:**

To continue to leave those surplus car parking spaces unallocated. This may lead to loss of community engagement and support because of the potential for anti-social behaviour problems these unallocated spaces may attract.

### **Report:**

1. As part of the Council Housebuilding Programme, many of the developments were built on difficult, disused garage and surplus sites. Planning consents were obtained for the delivery of new affordable council housing with associated car parking.
2. The amount of car parking spaces varies on each of the individual sites and these are determined by any physical, environmental constraints and public transport networks related to the site.
3. Further to the above, in some cases surplus car parking spaces is provided over and above the required number of spaces for the residents of the new affordable homes.
4. As indicated above, it was originally agreed, that these surplus car parking spaces remain unallocated. However, concerns that these may lead to anti-social behaviour and community tension necessitated the development of this proposed Policy.
5. It is intended that the number of surplus car parking spaces provided to these developments will be identified following the allocation of the required car parking spaces to the new residents of the Council Housebuilding developments.
6. The allocation of these surplus car parking spaces and the required parking permits will be for the sole use of specific households, for which weekly fees will be charged.
7. The attached Parking Policy explains how these surplus car parking spaces will be allocated including eligibility criteria, payment and enforcement of them.
8. The Parking Policy will ensure that these surplus car parking spaces are advertised in the first instance to local residents on an expanding basis.
9. It is recommended that the selection and allocation criteria are prioritised in order in accordance with the criteria set out below:
  - Local Blue badges holders / Disabled residents.
  - Local Estate tenants / leaseholders.
  - Others

10. It is also recommended that applicants meet the eligibility criteria of residency in the District and provide documentary evidence to support their application. This includes car registration, valid MOT and insurance certificates registered to the applicant and their address. Further, it is suggested that applicants should be registered for council tax purposes, this requirement confirming the local residency test.
11. It is also proposed that applicants' rent or service charge accounts must not be in arrears; application will not, otherwise, be considered.
12. Further, the Policy requires that the surplus car parking spaces are allocated to designated cars on an annual basis and the parking permits issued are not transferrable. However, it is proposed that these parking spaces maybe allocated to multiply cars from the same household.

It is recommended that the enforcement and the removal of illegal parked cars should be carried out by a third party and Council staff will not be involved in that process.

**Resource Implications:**

These surplus car parking spaces will be allocated and managed by Council staff and there will not be any resource implications, however, the allocation of these surplus car parking spaces will generate income.

**Legal and Governance Implications:**

None.

**Safer, Cleaner and Greener Implications:**

This policy seeks to bring clarity and consistency in how these surplus car parking spaces will be allocated and managed. Adopting this policy controls potential anti-social behaviour and community tension, thus leading to a secure and safer environment.

**Consultation Undertaken:**

Subject to agreement by this committee the policy will be consulted on with the Resident and Leaseholder Committee before being presented to Cabinet.

**Background Papers:**

None.

**Risk Management:**

None

**Equality Analysis:**

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided as an Appendix to this report.