

Runnymede 2030

Local Plan

Runnymede Parking Guidance
Supplementary Planning
Document (SPD)

Version 1.1

November 2022



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Version Control

Version	Date	Author	Changes
1.0	9 th November 2022	Georgina Pacey	Changes incorporated to respond to comments made during the public consultation (see regulation 12 Statement of Consultation for further information).
1.1	11 th November 2022	Georgina Pacey	Minor changes incorporated to respond to the comments of the Planning Committee: -corrections of typographical errors; and, -addition of a new row in appendix 1 to list the parking standards for use class C4 specifically.

Executive Summary

Parking guidance associated with new development is an important element of the Council's strategy to support sustainable development and to help encourage modal shift to more active and sustainable travel options such as walking, cycling and the use of public transport, in line with national planning policy (the NPPF).

In setting new local car parking guidance, the Council has been particularly mindful of advice in the NPPF which states that any guidance should take account of:

- a) "The accessibility of the development;
- b) The type, mix and use of development;
- c) The availability of and opportunities for public transport;
- d) Local car ownership levels; and
- e) The need to ensure an adequate provision of spaces for charging plug-in and other ultra-low emission vehicles"

The NPPF also advises that maximum car parking standards for new development should only be set where there is a clear and compelling justification that they are necessary, either for managing the local road network or to optimise the density of development in city and town centres or other locations that are well served by public transport.

In setting new local and flexible parking guidance, the Council has sought to strike the right balance between providing sufficient parking for the occupiers of new development, whilst also encouraging modal shift when other more sustainable and active travel options are readily available.

The Council has also prepared a new Local Plan for the Borough up to 2030. This new parking guidance is designed to reflect and help deliver against the policies it contains.

The new local parking guidance replaces previous car parking guidance from 2001, reflecting the changes that have taken place in modal and vehicle use since 2001, including increased cycle use and the use of electric vehicles, as well as increasing concerns about air quality and climate change in respect of emissions from combustion powered vehicles.

The new parking guidance draws upon Surrey County Council's updated Vehicular and Cycle Parking Guidance (adopted in November 2021). The Council has closely followed the Surrey Guidance in preparing its own guidance, whilst incorporating some changes to take account of local character and the settlement pattern of the Borough and the potential for the Council to consider controlled parking zones in future, where high levels of on-street car parking prevail.

To complement the Council's new parking guidance, it is crucially important that travel plans are prepared for new development proposals which generate significant traffic

movements in order that active and sustainable travel patterns and behaviours are reinforced and dependence on travel by car is reduced as far as possible.

The parking guidance takes account of comments from local residents and other interested parties as expressed during the consultation stages of the new Local Plan, through the consultation held on this SPD, as well as from learning from developments that have taken place in the Borough.

Land-use-specific parking and electric vehicle charging point standards set out in this guidance can be found at Appendices 1 to 3. Further advice specific to the design of parking areas is set out in the Runnymede Design SPD for the Borough which was implemented in July 2021.

This parking guidance has Supplementary Planning Document (SPD) status and is a material consideration in the determination of planning applications in the Borough.

1. Introduction

1.1 This guidance advises upon the appropriate levels of car parking, cycle parking and electric vehicle charging points for different types of new development in the Borough.

1.2 The following key documents are considered relevant:

- The Government's 'A Green Future: Our 25 Year Plan to Improve the Environment' in January 2018 and National Design Guide in January 2021;
- HM Government's 'The Road to Zero', Industrial Strategy policy paper
- National Planning Policy Framework (NPPF) 2021, paying particular regard to the need to promote sustainable transport;
- Surrey Local Transport Plan 4 July 2022, Surrey Parking Strategy (updated January 2020), Surrey Vehicular and Cycle Parking Guidance (November 2021) and Car Clubs in new developments (March 2019);
- The adopted Runnymede 2030 Local Plan (July 2020); and Runnymede Climate Change Strategy (October 2022).

1.3 In addition, the following background context is considered relevant:

- The changes that have taken place in modal and vehicle use since 2001, including increased cycle use and the use of electric vehicles; and
- Increasing concerns about air quality and climate change in respect of vehicle usage.

1.4 The parking guidance included in this SPD recognises that town centre locations in the Borough generally offer sustainable travel alternatives to trips by private car. This means that there are more opportunities within and near the Borough's town centres for active and sustainable travel, and less need to provide equivalent levels of car parking as part of new development within a town centre location. During the preparation of this guidance, travel patterns have also been significantly affected by the COVID-19 pandemic. The extent to which the consequences of the pandemic will change travel patterns and parking requirements in the long term is currently unknown, but the guidance is written to be flexible, in order that some degree of discretion can be exercised when considering the parking implications of development proposals in future.

The Need to Review the Parking Guidance

1.5 The Council's current parking guidance was adopted in 2001 to support the policies within the Runnymede Borough Local Plan, Second Alteration (2001). Transport strategies have changed significantly since this guidance was adopted, with much greater emphasis on travelling sustainably. However, car ownership levels also remain high in the Borough, and many residents remain concerned regarding traffic levels and the need to provide sufficient car parking associated with new development which is proposed in their area.

- 1.6 The Runnymede 2030 Local Plan is consistent with the presumption in the NPPF in favour of sustainable development. Policy SD3 specifically promotes active and sustainable travel and Policy SD4 refers to guidance for parking, as part of the overall transport strategy of the Plan.
- 1.7 The Local Plan proposes nearly 8,000 new homes in the Borough up to 2030, along with approximately 80,000sqm of additional employment floorspace and about 6,000sqm of new retail floorspace. This quantum of development will place additional pressure on local transport infrastructure including parking.
- 1.8 There has also been a notable increase in electric vehicle ownership and cycle usage since the previous guidance was adopted. The new parking guidance reflects these changes, providing for more cycle parking than the existing 2001 guidance and also reconfirming Surrey County Council guidance for electric vehicle charging points which Local Plan policy SD7 requires applicants to comply with subject to feasibility. The intention is that the guidance will therefore help to promote healthier lifestyles, but also reflect climate change concerns and Government policy to restrict the future sale of combustion powered vehicles.
- 1.9 The Borough has also seen an increase in student and older populations since the previous guidance was adopted and standards are incorporated into this guidance specific to development proposals for these groups.

2. Planning and Transport Policy Context

National Planning Policy Framework (NPPF) (July 2021)

- 2.1 National planning policy has, as one of its core principles, a requirement to actively manage patterns of growth to make fullest possible use of public transport, walking and cycling, and focus significant development in locations which are or can be made more sustainable.
- 2.2 Transport policies have an important role to play in facilitating sustainable development but also in contributing to wider sustainability and health objectives. National policy refers to a transport system being balanced in favour of sustainable transport modes, giving people a real choice about how they travel. The NPPF also requires all developments that generate significant amounts of movement to be supported by a Transport Statement or Transport Assessment and accompanying Travel Plan to determine and manage the likely impact of the proposed development.
- 2.3 Paragraph 107 of the NPPF sets out the Government's approach to local parking standards as follows:

“If setting local parking standards for residential and non-residential development, local planning authorities should take into account:

- the accessibility of the development;*
- the type, mix and use of development;*
- the availability of and opportunity for public transport;*
- local car ownership levels; and*
- the need to ensure an adequate provision of spaces for charging plugin and other ultra-low emission vehicles”*

- 2.4 Paragraph 108 (chapter 9) states the following:

“Maximum parking standards for residential and non-residential development should only be set where there is a clear and compelling justification that they are necessary for managing the local road network, or for optimising the density of development in city and town centres and other locations that are well served by public transport (in accordance with chapter 11 of this Framework). In town centres, local authorities should seek to improve the quality of parking so that it is convenient, safe and secure, alongside measures to promote accessibility for pedestrians and cyclists.”

National Design Guide (January 2021)

- 2.5 The National Design Guide illustrates how well-designed places can be achieved in practice and sets out ten characteristics that should be incorporated into new developments.

- 2.6 It articulates the need to consider how buildings and places relate to their context, referencing the importance of hard and soft landscaping and the treatment of transport infrastructure.
- 2.7 The Government publication identifies that peoples' patterns of movement are integral to well-designed places (para 75). It promotes well considered parking, servicing, and utilities infrastructure for all uses.
- 2.8 The guide advocates compact forms of development to make destinations easily accessible by walking or cycling and to reduce dependency upon the private car. It also recognises that how parking is arranged has a fundamental effect on the quality of a place or development, noting how parking standards are set locally and vary in response to local conditions.
- 2.9 It highlights how the provision and treatment of parking has the potential to enhance the overall quality of place, as well as influencing the lifestyles of occupants and other users, as well as contributing to climate change mitigation and adaptation.
- 2.10 The guide also identifies the role of a well-designed movement network in defining a clear pattern of streets that limits the impacts of car use. In respect of parking, it stresses that this should be attractive, well landscaped and sensitively integrated into the built form so that it does not dominate the development or the street scene, with effective use of trees to soften the visual impact, improve air quality and contribute to biodiversity.

Surrey Local Transport Plan 4

- 2.11 Surrey County Council adopted its new Transport Plan (known as Local Transport Plan 4 (LTP4)) in July 2022. This includes plans to reduce the 46% of carbon emissions currently generated by transport across the County. Local Transport Plan 4 supersedes the earlier Local Transport Plan 3.
- 2.12 LTP 4 sets out proposals to 2030 and beyond which include:
- Increasing safer and improved walking and cycling routes;
 - Encouraging people out of their cars;
 - Providing more charging points and parking for electric vehicles;
 - More bus services;
 - Charging for transport use;
 - Introducing car clubs;
 - Improving internet connections; and
 - Re-designing neighbourhoods that enable easier access to local services.
- 2.13 The above are tools to help in reducing the need to travel by car.

Surrey County Council Vehicular and Cycle Parking Guidance (November 2021)

- 2.14 This updated guidance provides helpful advice to local planning authorities in Surrey when preparing their own local parking guidance.
- 2.15 The guidance recognises that the availability of car parking has a major influence on the means of transport people choose for their journeys and suggests there is a need to balance an appropriate level and type of parking with the need to protect highway safety and to promote active and sustainable travel, taking account of the opportunity for alternative modes of travel at a local level.
- 2.16 The guidance also acknowledges the increased popularity of cycling for leisure and commuting, including using e bikes; emphasising that high quality and secure cycle parking is important in all new development, and the emergence of electric vehicles and a projected growth in their ownership indicates that electric charging points must also become integral to new development (see chapter 3 for more information on this point). This SPD reconfirms the current Surrey County Council guidance on the standards of electric vehicle charging points required to comply with adopted Local Plan policy SD7 to serve both residential development and a variety of new commercial and other developments. Equally, it provides for improved cycle parking standards and encourages those standards to be applied as minimum provision, to help further encourage cycle ownership and use.
- 2.17 It also recommends the use of ‘maximum’ parking standards for new commercial and other non-residential development, such as employment uses, retailing, hotels, leisure facilities and certain institutional uses such as hospitals, colleges, care homes etc., which are all individually, or in combination with other uses, a ‘destination’ that significant numbers of people travel to and where applying a maximum limit on the availability of car parking may be an important influence upon reducing travel by car.
- 2.18 In terms of new residential development, the Surrey guidance suggests the application of ‘maximum’ standards, although it also notes that, *‘there is no policy to restrict car ownership so there is little to be gained in heavily restricting residential parking’*. For this reason, recommended residential car parking ‘standards’ are therefore included in this document as flexible ‘guidelines’ rather than more rigid ‘maximum’ or ‘minimum’ standards. This enables the locational characteristics of new residential development to be taken into account more closely, so that for example, less car parking would generally be required in a town centre location where alternative modes of transport are more readily available, whilst greater provision might be preferred in villages or more rural locations where there are fewer alternatives to using a private car.
- 2.19 The Surrey County Council guidance also recommends the provision of ‘fast charge’ electric vehicle charging points associated with all new residential development and larger scale new commercial development types (across a range of uses).

Planning Policies in Runnymede: The Runnymede 2030 Local Plan

- 2.20 The Runnymede 2030 Local Plan contains several references to parking guidance. Policy SD4 (Highway Design Considerations) makes it clear in policy that *“Relevant design and parking standards for vehicle and cycle parking within development proposals will be assessed against the Council’s current adopted guidance”*. The parking guidance included in this SPD, is the guidance used by the Council to help assess the parking requirements associated with development proposals, until superseded.
- 2.21 Policy SD3 (Active and Sustainable Travel) states that the Council will *“support schemes and development proposals which enhance the accessibility and connectivity between people and places by active and sustainable forms of travel”*. This includes, but is not limited to, securing improvements to or contributions towards improving the capacity of cycle parking at the Borough’s railway stations, and requiring development proposals which will generate a significant number of traffic movements to submit and then implement the measures in an approved travel plan.
- 2.22 Evidence in the Council’s Strategic Highway Assessment (SHAR), which underpins the Runnymede 2030 Local Plan, identifies several ‘congestion hot spots’ including a number of junctions along the A320, and other highway issues in Runnymede. Policy SD3 aims to achieve modal shift and sets out measures to support and achieve an increase in active and sustainable travel choices. Policy SD4 requires development proposals to fully explore the impact they have on the highway network and identify measures which can be secured to mitigate their impact for all highway users including pedestrians and cyclists. The application of up to date parking guidance is part of these measures.
- 2.23 The Local Plan also considers sustainable design to be integral to good planning. Policy SD7 describes a range of sustainable design principles including measures for secure storage of cycles and also states that development proposals will be supported where they (amongst other things) subject to feasibility, incorporate electrical vehicle charging points in accordance with guidance issued by Surrey County Council.
- 2.24 Longcross Garden Village has a specific policy; SD9, which expects safe routes for all users and a range of sustainable transport choices, including a new bus service linking Longcross railway station with neighbouring settlements including Woking. Equally important to the strategy in the Runnymede 2030 Local Plan is the inclusion of Policy SL1 which promotes healthy lifestyles. This policy requires new developments to provide opportunities for walking and cycling as well as outdoor recreation and sport. These are all influences on parking requirements in new developments.

Runnymede Design Guide (July 2021)

- 2.25 The Council has prepared a Design Guide SPD to provide guidance for new development in the Borough. The new Design Guide includes guidance on the design of parking for new development, to complement the Parking Guidance SPD.

3. Transport statistics

Car Ownership Changes

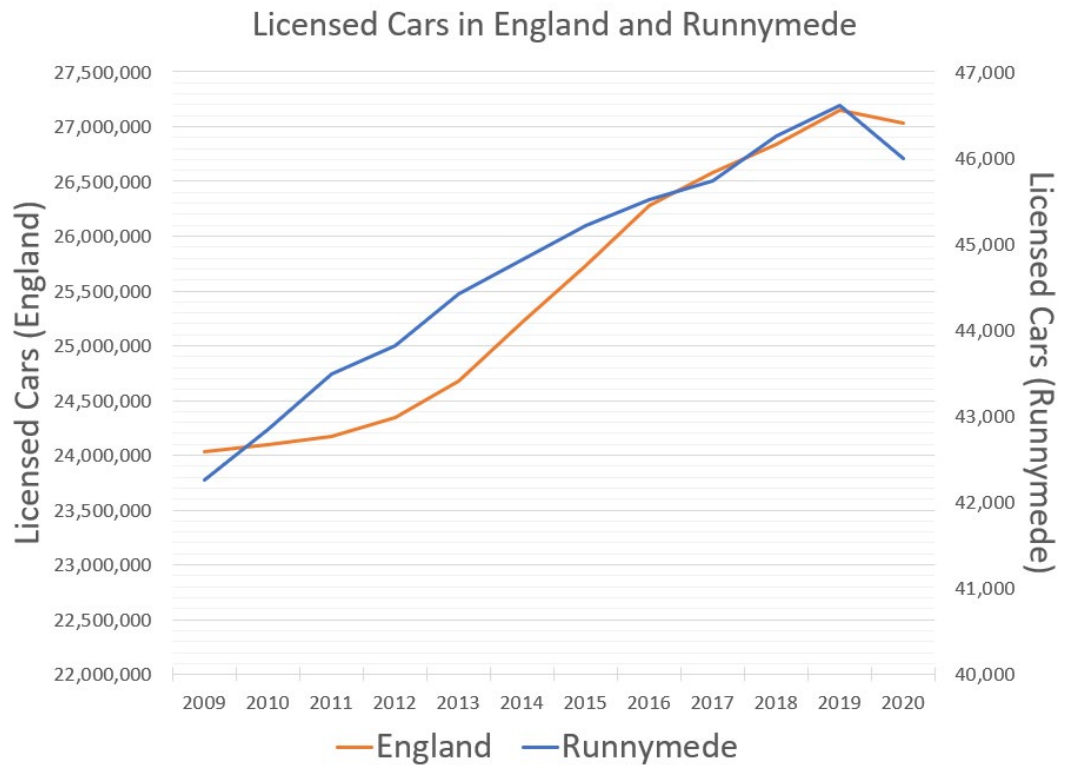
- 3.1. Since the 2001 Census, overall vehicle ownership across the UK has marginally increased. In 2001, the average vehicle ownership level was 11 cars per 10 households; this had increased to approximately 12 vehicles per 10 households by 2011.
- 3.2. In Runnymede Borough, vehicle ownership also increased slightly from 84.8% of households in 2001 to 85.5% of households in 2011. Equally, the number of households with more than 1 car also increased from 14,320 in 2001 to 14,590 in 2011.
- 3.3. The table below gives further detail of the changes in vehicle ownership in Runnymede between the 2001 and 2011 censuses:

Table 1: Car Ownership Levels Table

Cars	Runnymede				Surrey				National (England and Wales)			
	2001		2011		2001		2011		2001		2011	
	Number	%	Number	%	Number	%	Number	%	Number	%	Number	%
All categories: Car or van availability	31,656	100.0	32,714	100.0	433,176	100	455,791	100	21,660,475	100	23,366,044	100.0
No cars or vans in household	4,813	15.2	4,811	14.7	60,594	14.0	59,865	13.1	5,802,183	26.8	5,989,770	25.6
1 car or van in household	12,523	39.6	13,313	40.7	175,800	40.6	184,249	40.4	9,486,366	43.8	9,861,642	42.2
2 cars or vans in household	10,834	34.2	10,711	32.7	149,976	34.6	155,920	34.2	5,095,959	23.6	5,777,662	24.7
3 cars or vans in household	2,501	7.9	2,755	8.4	34,440	8.0	39,670	8.7	976,438	4.5	1,283,780	5.5
4 or more cars or vans in household	985	3.1	1,124	3.4	12,366	2.9	16,150	3.5	299,529	1.4	453,190	1.9
Sum of all cars or vans in the area	46,061	-	48,063	-	-	-	-	-	23,936,250	-	27,294,656	-

- 3.4. The table helps to illustrate that at the time of the 2011 Census, car ownership levels in Runnymede Borough remained high compared to the national average, though the table also shows that car ownership levels in Runnymede Borough were marginally lower than those found across Surrey.
- 3.5. The Council has further examined national and local trends in car ownership using Department for Transport (DfT) data on licenced vehicles¹. Figure 1 below demonstrates that car ownership in Runnymede has been steadily increasing since 2009.

Figure 1: Licensed car trends



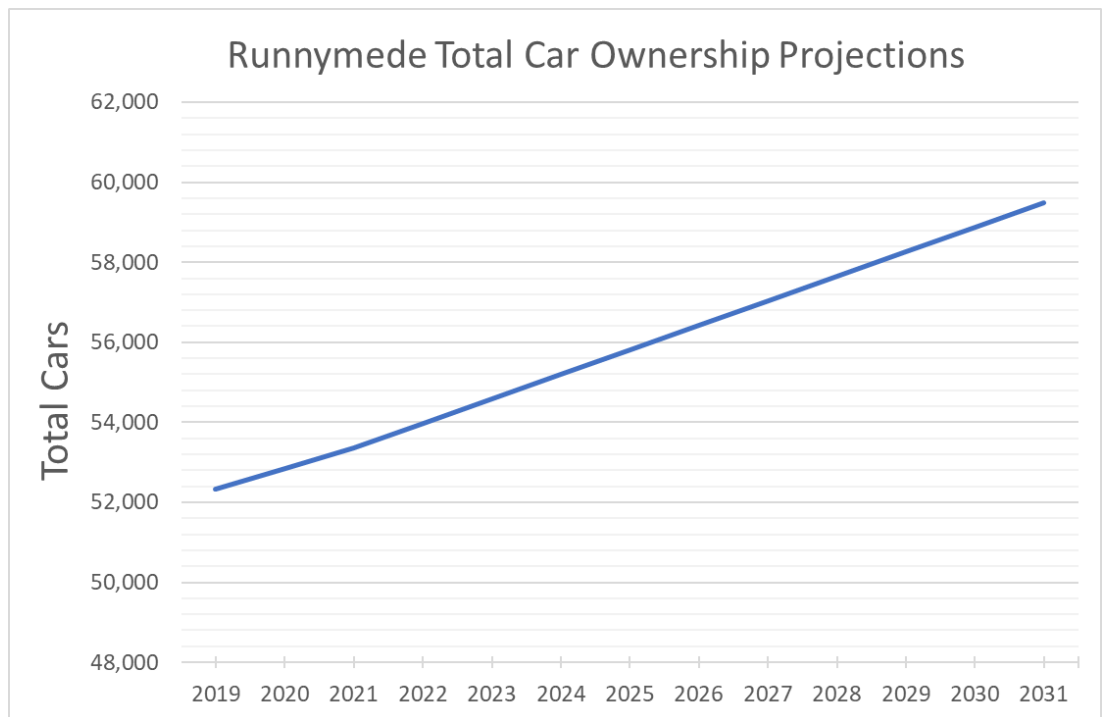
- 3.6. The trends for Runnymede have largely followed the national trend in England, although during 2010-2015 ownership increased at a more rapid rate than the national trend.
- 3.7. A sharp decrease in ownership was recorded during 2020, which is reflected in the national trend. This is likely to be due to changing travel and vehicle buying habits during the Covid-19 pandemic.

¹ DfT Table VEH0105: Licensed vehicles at the end of the year by body type

NTEM Car Ownership Future Trends

- 3.8. The National Trip End Model (NTEM) has been interrogated to understand future trends in car ownership. Figure 2 below demonstrates that car ownership in Runnymede is predicted to continually increase to 2031.

Figure 2: NTEM car ownership projections



- 3.9. It should be noted that the NTEM future trends are based on past ownership trends, and the projected steady increase is a result of the generally steady upward trend shown in Figure 1 previously.
- 3.10. It is difficult to predict the long-term impacts of the Covid-19 pandemic on vehicle ownership. However, all local, sub regional (i.e., Surrey) and national policy supports reducing vehicle ownership and a gradual downward trend or levelling off is achievable as incentives towards sustainable travel take hold.
- 3.11. Without a step-change in alternative transport choices, NTEM forecasts shown in Figure 2 indicate car ownership could increase by 11% to 59,500 vehicles by 2031, which will have an inevitable impact on parking pressures in the area. In this regard, the sections below provide some information on alternatives to the traditional combustion engine car.

Electric Vehicle Ownership

- 3.12. Electric vehicle ownership has increased substantially over recent years. In 2020 pure-electric sales were up by 185.9% versus 2019, while plug-in hybrid sales were up 91.2%. August 2021 saw a 32.2% increase in pure-electric car sales in the UK

compared to the same month in 2020. A total of 68,033 new cars were registered in the UK in August 2021, (10.9% of the total) were pure-electric cars, (7.4%) were plug-in hybrids, and (nearly 12%) were full hybrids. Diesel and mild-hybrid diesels accounted for the remainder of sales, at 7.5% and 4.9% of the total respectively². In Surrey, the rise in the number of electric vehicles registered in the County has been significant, with about 200 registered vehicles in 2012 and over 2,500 registered vehicles by the end of 2017³. In Runnymede vehicle registrations have also risen sharply in recent years with the number of registered vehicles more than doubling in the two years between June 2020 (453) and June 2022 (1,086). The vast majority of electric vehicles registered within Runnymede are Battery Electric, accounting for 572 (52.67%) of all electric vehicles within Runnymede. The next largest category is Plug-in Hybrid Petrol Cars. These account for 412 (37.94%) of the 1,086 registered vehicles. The remaining 102 are split relatively evenly across all other vehicle types.

- 3.13. When considering the number of charging points in the Borough, compared to the other borough and district councils in Surrey, Runnymede (38) has the fifth highest number of publicly available electric vehicle charging points behind Guildford (92), Elmbridge (54), Spelthorne (53) and Waverley (50). The 38 publicly available charge points within Runnymede represent an availability of 42.1 charge devices per 100,000 population.
- 3.14. More than 6.5m households plan to buy an electric vehicle or plug-in hybrid, research by the energy watchdog Ofgem has found. This equates to 24%, or nearly one in four of all households. The climate change committee, an independent public body that advises the UK government and devolved governments, predicts that about 18m battery and plug-in hybrid electric vehicles will be on the road by 2030 when a ban on the sale of new internal combustion vehicles is introduced⁴.
- 3.15. The Runnymede 2030 Local Plan and this SPD therefore supports the transition to EV vehicles by requiring a proportion of all parking spaces in new developments in Runnymede to provide EV charging facilities.

Cycling, including E bikes and Cargo Bikes

- 3.16. On average, according to the Department for Transport, approximately 18% of adults in Runnymede cycle once a month, and just over 12% cycle once a week (annual averages taken over the period 2016-2021). Table 2 shows the year on year usage for adults cycling at least once weekly and monthly, as well as for those cycling either 3 or 5 times a week.

² Driving Electric.com - Electric car sales UK: August 2021 sees electric overtake diesel for market share 6 Sept 2021.

³ Figure 1: EV registrations from January 2012 to December 2017; Surrey Transport Plan: Electric Vehicle Strategy

⁴ The Guardian – ‘6.5m households in UK plan to buy an EV by 2030’ 21st May 2021.

Table 2: Proportion of adults who cycle, by any purpose, frequency in Runnymede

Frequency of cycling	2016	2017	2018	2019	2020	2021
At least once per month	18.2	22.1	17.7	17.0	18.1	15.0
At least once per week	11.4	17.3	11.0	10.4	13.3	9.8
At least 3 times per week	6.1	9.3	3.4	4.3	6.2	3.8
At least 5 times per week	4.3	4.5	2.2	2.6	3.0	0.8

Source: Department for Transport

3.17. As shown in table 2, significant reductions in the frequency of adults cycling fell notably across all frequencies following the COVID-19 pandemic. The reductions are for both leisure cycling and for travel.

3.18. The above statistics include e bike use as well as traditional cycling. In relation to the former, despite the downward trend in regular cycling between 2020 and 2021 in Runnymede (and nationally), having steadily risen in popularity over recent years, e-bike sales in the recent past have rocketed across Europe, with the COVID-19 pandemic influencing changes in travel behaviour. Many European countries have seen e-bike growth of between 30 and 40%, compared to single-digit growth in car sales. Industry experts have predicted that this growth will continue, with e-bike sales in Europe expected to increase from 3.7 million per year in 2019, to 17 million per year by 2030.

3.19. The UK has also witnessed this upward trend, although sales have been low compared to its neighbours in continental Europe with e-bikes accounting for just 3% of bikes sold in 2019 compared to around 10 and 30% of sales in other European countries, including those with less of an established cycling culture. The COVID-19 pandemic has accelerated sales and use of e-bikes around the world, with a 60% increase in sales of e-bikes in the UK in April 2020 alone⁵. This was driven by lockdown restrictions on travel; reduced capacity and the need for social distancing on public transport; as well as increased provision of temporary cycle lanes and infrastructure. There has been an increase in the use of bike share schemes too: the CoMoUK Bike Share Users Survey 2020 revealed that bike share schemes attracted more new users than usual in 2020, underpinned by lockdown restrictions and the government advice to avoid public transport⁶.

⁵ Butler, S. (2020) 'Bike boom: UK sale sup 60% in April as Covid-19 changes lifestyles', The Guardian, 26 June. Available at: Bike boom: UK sales up 60% in April as Covid-19 changes lifestyles | Retail industry | The Guardian

⁶ CoMoUK (2020) Bike share user survey. Available at: CoMoUK-Bike-Share-Survey-2020.pdf

- 3.20. E-bikes widen the appeal of cycling to more users, including those with lower fitness levels, older people and people with disabilities. They can help to overcome barriers set by the UK's often hilly terrain and enable longer trips to be made by bike, offering great potential for mode shift from the car. Furthermore, given that 68% of journeys in the UK are under five miles, there is, indeed, a huge opportunity for mode shift that e-bikes could significantly contribute to.
- 3.21. An evaluation of e-bike schemes across continental Europe found that typically around half of e-bike trips replaced car trips and that in some cases, as many as 70% of e-bike trips were previously made by car. The 2021 Fully Charged: Powering up the potential of e-bikes in city regions (November 2021) report produced by Steer also found evidence that e-cargo bikes have the potential to revolutionise first and last mile travel and logistics, replacing up to a quarter of commercial deliveries in cities, 50% of commercial service and maintenance trips, and 77% of private trips (e.g. shopping, child transport).
- 3.22. To support the growth and use of bicycles including electric bikes, chapter 4 of this SPD requires applicants to provide secure cycle parking in new developments and encourages the provision of electrical sockets adjacent to any secure cycle parking.

4. Parking Guidance for Runnymede

- 4.1 The parking guidance in this SPD seeks to ensure the provision of appropriate levels of car and cycle parking associated with all new development. The guidance applies to both residential and non-residential development, and sets out provision for car parking, cycle parking, and parking for people with limited mobility. The increased use of car clubs is also considered as is the approach to parking requirements within or associated with controlled parking zones (CPZs).

Car Parking Guidance for Non-Residential development

- 4.2 Many non-residential uses do not require new car parking to be provided, unless the scale of the development is significant, or the nature of the development makes it appropriate to do so. In line with Surrey County Council's approach, the car parking standards for non-residential uses set out in this guidance are expressed as maximums, in order to encourage travel to 'destinations' by means other than the private car and to prevent excessive car parking provision at those destinations. Town centre locations of course, generally offer alternative travel options and public car parking. It is in these locations where densities of development can be higher to help make the most effective use of land in the most sustainable locations, and where in particular, private car parking provision can be lower. The new parking guidance for non-residential development in Runnymede is at Appendix 1.
- 4.3 Parking requirements associated with residential institutions such as student accommodation, care homes and extra-care provision are also included in the non-residential guidance as they are essentially commercial entities with specific car parking requirements, that are very different from normal residential use.
- 4.4 The Council recognises that Royal Holloway University of London's (RHUL), located in Englefield Green, has clear policies to encourage students, staff and visitors to travel to the university campus by sustainable transport modes. However, due to concerns locally regarding high demand for on street parking in the surrounding residential areas, the Council commissioned parking surveys in 2021 to determine whether Purpose Build Student Accommodation (PBSA) schemes in the locality were resulting in overspill parking. The survey results found that high levels of on street parking were being exacerbated by non-residential demand, including people commuting to the area during the day time, potentially including those travelling to the University, rather than from PBSA.
- 4.5 Where new non-residential development including (but not limited to) student accommodation, other university-related development, new office development or new C3 residential development takes place within or immediately adjacent to any areas where significant parking restrictions such as CPZs are considered necessary, the Council will seek contributions from developers towards the set-up and capital renewal costs of those parking restrictions and/or CPZs as part of its strategic approach towards managing car parking issues in the locality and associated with such developments; and will assess the potential impacts of each proposal on levels

of on-street car parking in the locality on a case-by-case basis. It must be recognised however that there are a number of risks associated with securing and funding in perpetuity new CPZs via the planning system. For example, there is no guarantee that there will be sufficient developments coming forward (and therefore funds forthcoming) over the years to allow for CPZs to be free-for-use (or at reduced cost) for residents in the long term. Therefore, where CPZs are introduced in the Borough, there is the chance that the ongoing running costs of such schemes will need to be covered by residents paying for permits in these areas.

- 4.6 Some larger scale non-residential developments may benefit from a bespoke car parking scheme, appropriate to that use and/or its location, particularly when taking account of other policies and practices in place and which are associated with the operation of the development. In such circumstances, a site-specific parking and travel plan can take detailed account of the location of the development, the ability of people to walk, cycle or travel by public transport to the development and the policy of the institution to provide or subsidise public transport services, and/or restrict car travel to their site.
- 4.7 Where it has been indicated that an individual assessment for parking is more appropriate to the nature of development proposed (e.g. leisure centres, hospital expansion, new places of worship etc.), the Council will generally require the following information to be provided by applicants as part of this assessment:
- a parking management plan;
 - a travel plan and/or;
 - a cycle strategy.

Parking for disabled drivers:

- 4.8 In accordance with Surrey County Council guidance, parking for disabled drivers needs to be fully considered when planning a development. For non-residential development, an additional 5% of total parking spaces should be allocated for disabled users or a minimum of 1 space per 750m² of gross floor area (whichever is the greater) to meet demand. Such spaces should have dimensions of 3.6m by 5m and be located no further than 50m from an accessible entrance (ideally the main entrance), clearly signed and undercover. All parking for disabled drivers should be designed and provided in accordance with the appropriate government guidance.

Car Parking Guidance for Residential development

- 4.9 The Surrey County Council Vehicular and Cycle Parking Guidance (November 2021) provides the initial basis for the residential parking guidance in this SPD, adjusted to take account of the characteristics of the Borough. Parking guidelines for new residential development in Runnymede are set out at Appendix 2.
- 4.10 The parking guidance included in this SPD expresses neither a maximum nor minimum standard for residential development. This is to enable development proposals to respond fully and flexibly to the characteristics of their location, taking

account of the availability of alternative means of travel in the area, car parking issues in the locality and to make the most efficient use of land.

- 4.11 Residential parking in town centre locations is likely to be reduced due to more convenient access to public transport, the availability of public car parks, convenience of access to local facilities to which it is possible to walk and cycle, the need to make the most efficient use of land, and to ensure the urban fabric is not dominated by private car parking provision.
- 4.12 In residential schemes, parking spaces within garages will be counted towards the overall parking provision providing that the internal dimensions of each parking space measure, as a minimum, 6m x 3m, to ensure that a large modern car can be accommodated. Where garages are below this size, they will not be counted towards the parking requirement. For car ports/ car barns the recommended minimum dimensions are 2.9m x 5.5m. Where cycle storage is proposed within a garage, larger garages with dimensions of 3.3 x 7 or 6 x 4 would be considered appropriate. This would allow for cycle storage either at the front/rear of the garage or to the side.
- 4.13 The guidance for residential development set out in Appendix 2 only applies to new residential development and not to the conversion or sub-division of existing properties in the Borough. This is because the generation of parking requirements from existing uses are generally considered to be consistent with buildings in the same location.

Parking Space dimensions

- 4.14 For both residential and non-residential developments, the minimum dimension of a car parking space should be 2.5m x 5.0m. See paragraph 4.8 above for details of the size requirements for disabled parking spaces.

Car free developments

- 4.15 There may be instances where the Council will support new developments in the Borough which propose no vehicular parking. This is likely to be in the Borough's town centres, in other locations which are deemed to be highly sustainable, or where a site owner/operator has policies and/or practices in place in perpetuity which can be demonstrated to restrict car travel to their site.

Cycle Parking

- 4.16 The aim of enabling more people to cycle as an alternative to car trips requires safe cycle routes and convenient and safe cycle parking. The Local Plan encourages a modal shift from reliance on the private car to active and sustainable modes of transport including cycling. The Council is aware of the need to keep under review the wider requirements for high quality, secure and convenient cycle parking in each of its town, local and village centres. Cycle parking needs to include external storage space that is secure, covered and lit, or provided as space within a garage large enough to accommodate cycles as well as park a car.

- 4.17 Cycle parking will be required in all new residential and many non-residential developments. The provision of safe and secure cycle parking associated with new development in town centres is particularly important, where car parking associated with new development will be reduced and there is the ability to further encourage cycling as an active form of travel, including the use of more expensive e-bikes. Cycle parking provision set out in this SPD is expressed as minimum guidance to further encourage cycle ownership and more cycling trips to be undertaken.
- 4.18 In order to support the growth and use of electric bikes, consideration should be given to the provision of electrical sockets adjacent to any secure cycle parking provided.

Electric Vehicle Charging Points

- 4.19 Appendix 3 of this SPD sets out the current Surrey County Council guidance for the provision of 'fast charge' electric vehicle charging points as set out in their November 2021 Vehicular and Cycle Parking Guidance document. At the time of producing this SPD, this was the most up to date guidance produced by Surrey County Council on this matter. In line with adopted policy SD7 from the Runnymede 2030 Local Plan, subject to feasibility, development proposals will be supported where they incorporate electrical vehicle charging points in accordance with Surrey County Council guidance on electric vehicle charging points. Notwithstanding the content of appendix 3 of this document, should any updated guidance be adopted by the County Council on electric vehicle charging standards following the publication of this SPD, it is this updated guidance that should be relied upon for Development Management decision making.
- 4.20 In non-residential developments where disabled parking spaces are made available, a proportion of these parking spaces should also benefit from EV charging points, with a minimum of one EV parking space being expected for disabled users. The charging points which serve disabled parking bays should adhere to any published national standards on accessible EV charge points which are in force at the time of determination of the planning application.

Travel Plans

- 4.21 Surrey County Council Vehicular and Cycle Parking Guidance (November 2021), promotes schools to develop, update and monitor School Travel Plans. There is a similar expectation with other institutions, large scale commercial and residential schemes. The County Council has separate guidance on Travel Plans available on their website. Runnymede Borough Council fully supports and will implement the County Council's guidance in respect to travel planning. Should any updated guidance be adopted by the County Council on Travel Plans or School Travel Plans following the publication of this SPD, it is this updated guidance that should be relied upon for Development Management decision making.

Car Clubs

- 4.22 Surrey County Council guidance was published in March 2019. Car clubs offer clear benefits for individuals, with cost savings and access to a range of low carbon, well maintained, flexible use vehicles. Car clubs also support policies to cut congestion, reduce emissions, improve air quality, reduce parking pressure and increase take up of sustainable travel modes. There are opportunities for car clubs to be incorporated within new developments in Runnymede and therefore the Borough Council will continue to fully support and implement the County Council's guidance in respect to car clubs.

Coach/Bus

- 4.23 In accordance with the guidance set out by Surrey County Council in its Vehicular and Cycle Parking Guidance (November 2021), on all new school sites where it is likely that pupils will travel to and from school in coaches, sufficient space should be reserved to allow coaches to enter the site, drop off and pick up pupils. Where appropriate, bus stops, bays, raised kerbs, seating and shelters shall be provided on the highway by the applicant.

Equality Act

- 4.24 The Equality Act 2010 requires that all members and sections of the community are taken into consideration when preparing planning policies and guidance. People with protected characteristics may have difficulty in accessing facilities and services, as well as experiencing restrictions in choices about where to live and work and spend free time. It is therefore important that new development ensures that all residents, visitors and employees within the Borough are not disadvantaged through guidance which further restricts accessibility and choice. Therefore, this guidance has been produced to be flexible and adaptable to address all needs. It has also been subject to an Equalities Impact Assessment (EqIA) screening.

5. Review of this SPD

- 5.1 This SPD will be the subject to regular review, with the first review being scheduled to take place 3 years post adoption. In the intervening period, where the SPD requires changes which are minor in nature, or where the changes are required urgently for legal reasons, or changes in government policy and / or legislation, these changes will be approved by the Chair / Vice Chair of the Planning Committee.
- 5.2 Subject to the urgency of the change, as per paragraph 5.1 above, any major change required to the Scheme will be subject to full public consultation.
- 5.3 All changes to this SPD will be noted within the Version Control at the start of the document, and an updated SPD will be uploaded to the Council's website.

Appendix 1 – Non-Residential Vehicle and Cycle Parking Guidance, by Use Class as expressed in the Town and country Planning (Use Classes) Order 1987 as amended

Type of Use	Vehicle Parking Guidance (Maximum per m ² GFA)	Cycle Parking (Minimum)
Shops (Class E/F.2)		
Food or non-food retail e.g.: small parades of shops serving the local community (up to 500m ²)	1 car space per 30m ²	1 space per 125m ² (town/local centre), 1 space per 350m ² (out of centre)
Food retail (500 m ² to 1000m ²)	1 car space per 25m ²	1 space per 125m ² (town/local centre), 1 space per 350m ² (out of centre)
Food retail (above 1000m ²)	1 car space per 14m ²	1 space per 125m ² (town/local centre), 1 space per 350m ² (out of centre)
Garden Centres	1 car space per 25 m ²	1 space per 300m ² (min 2 spaces)
Non-food retail (500m ² or more)	1 car space per 25m ²	1 space per 1500m ² (out of centre) with minimum 4 spaces; 1 space per 300m ² (town/local centre)
Financial and professional services (Class E)		
Banks, building societies, estate agents and other agencies, betting shops	1 car space per 30m ²	Individual Assessment
Food and drink (mainly on the premises) (Class E)		
Restaurants, snack bars and cafés. For sale & consumption on the premises	1 car space per 6m ² / No parking in Town Centre	1 space per 20 seats (minimum 2 spaces), town centre parking not necessarily required
Public House, wine bar, drinking establishment (sui generis)		
Public houses, wine bars or other drinking establishments but not nightclubs	Individual Assessment/ Justification/ No Parking in Town Centres	1 space per 100m ² (minimum 2 spaces), town centre parking not necessarily required
Hot Food Takeaways (sui generis)		

For sale & consumption of hot food off the premises	1 car space per 6m ² / No Parking in Town Centres	1 space per 50 m ² (minimum 2 spaces), town centre parking not necessarily required
Business (office, research and development and light industrial premises) (Class E)		
Office, research & development, light industry appropriate in a residential area-threshold of 2,500m ²	1 car parking space per 200sqm in town centre locations (within 400m of a bus stop providing a minimum of 4 buses per hour and located within 800m of a train station) and 1 space per 30sqm in all other areas.	1 space per 125m ² (minimum 2 spaces) for office premises 1 space per 250m ² (min 2 spaces) for research and development and light industrial premises
B2 General Industrial		
General industrial use	1 car space per 30m ²	1 space per 500m ² (minimum 2 spaces)
B8 Storage/distribution (including open air storage)		
Warehouse (storage)	1 car space per 100m ² 1 lorry space per 200m ²	1 space per 500m ² (minimum 2 spaces)
Warehouse (Distribution) or Cash and Carry	1 car space per 70m ² 1 lorry space per 200m ²	
C1 Hotels		
Hotels, boarding and guest houses where no significant care is provided	1.5 car spaces per bedroom plus 1 coach space per 100 bedrooms OR individual assessment/justification	Individual Assessment
C2 Residential Institutions		
Extra Care	1 car space per 1 or 2 bed self-contained unit OR 0.5 per communal unit OR Individual assessment/justification	Individual Assessment
Hospital	1 car space per 4 staff plus 1 car space per 3 daily visitors OR Individual assessment/justification	Individual Assessment

Student Halls of Residence/Residential colleges	Sustainable access zone	Proposed parking standard (maximum)	Case-by-case assessment, linked to transport assessment/travel plan
	Sites ONLY within RHUL Sustainable Access Zone	Staff: 1 space per 2 staff Student: 1 space per 7 beds	
	Sites ONLY within Egham Station Sustainable Access Zone	Staff: 1 space per 2 staff Student: 1 space per 7 beds	
	Sites within RHUL AND Egham Station Sustainable Access Zones	Staff: 1 space per 2 staff Student: 1 space per 10 beds.	
	Sites OUTSIDE Sustainable Access Zones	Individual assessment, requiring robust justification of parking levels and sustainable access.	
The sustainable access zones referred to as part of this parking standard can be viewed at Appendix 4 of this SPD.			
Care Home/Nursing Home	1 car space per 2 residents OR individual assessment/justification		Individual assessment
Training centres	1 car space per 2 staff OR Individual assessment/justification		Individual Assessment
C3 Dwelling houses			
Family houses, up to 6 residents living as a single household, including households where care is provided	See separate table in Appendix 2		See separate table in Appendix 2
Sheltered/ Extra Care	1 car space per 1 or 2 bed self contained unit OR 0.5 per communal unit OR Individual assessment/justification		Individual Assessment
C4 Houses in Multiple Occupation			

Small shared houses occupied by between three and six unrelated individuals, as their only or main residence, who share basic amenities such as a kitchen or bathroom.	Individual assessment/justification	Individual assessment/justification
Non-residential institutions (Class E/F.1/F.2)		
Day Nurseries/Crèche (Class E)	0.75 car spaces per member of staff plus 0.2 spaces per child	1 space per 5 staff plus minimum 2 spaces
Doctor's practices (Class E)	1 car space per consulting room. Remaining spaces determined by individual assessment	1 space per 2 consulting rooms (minimum 2 spaces)
Dentist's practices (Class E)	1 car space per consulting room. Remaining spaces determined by individual assessment	1 space per 2 consulting rooms (minimum 2 spaces)
Veterinary practices (Class E)	1 car space per consulting room. Remaining spaces determined by individual assessment	1 space per 2 consulting rooms (minimum 2 spaces)
Libraries, museums and art galleries (Class F.1)	1 car space per 30m ² OR individual assessment/justification	Individual Assessment
Public halls licensed for entertainment, unlicensed youth and community centres and Scout huts etc (Class F.2)	1 car space per 3 persons OR per 3 seats or per 20m ² OR individual assessment/justification	Individual Assessment
Places of worship (Class F.1)	1 car space per 10 seats OR Individual assessment/justification	Individual Assessment
Schools/colleges/children's centres (Class F.1)	Case-by-case assessment, linked to transport assessment/travel plan	School Travel Plan required, to incorporate a site-specific cycle strategy
Assembly and leisure and Other Uses (Class E/F.2/sui generis) will be subject to an Individual Assessment for both car and cycle parking		

PLEASE NOTE that in addition to the above standards, parking spaces parking for disabled drivers needs to be fully considered when planning a development. For non-residential development, an additional 5% of total parking spaces should be allocated for disabled users or a minimum of 1 space per 750m² of gross floor area (whichever is the greater) to meet demand. More information about the required size and design of disabled car parking spaces can be viewed in paragraph 4.8 of this document.

Appendix 2 – Parking Guidance for new residential development within use Class C3 (Family houses, up to 6 residents living as a single household, including households where care is provided)

Locational Characteristics † → Unit size ↓	Town Centre ¥ (Spaces per dwelling)	Suburban/ Village/Rural (Spaces per dwelling)
Studio Apartment*/1 Bed Home	1 space	1 space
2 Bed Home	1 space	1 space
3 Bed Home	1 space	2 spaces
4+ Bed Home	1 space	2 spaces

Notes to table:

**A one-bedroom apartment/home and studio apartment are terms which are often used interchangeably, however there is a critical difference between the two. A studio apartment is a self-contained unit and houses everything in the single room space with exception of a bathroom. One-bedroom apartments feature separate spaces for the bedroom area, living room area and the kitchen area. Irrespective of the internal layout difference between these homes, parking standards applied for a 1 bed home will equally apply to a studio apartment.*

† As set out at paragraph 4.11 of this SPD, the parking guidance set out in the table above expresses neither a maximum nor minimum standard for residential development. This is to enable development proposals to respond fully and flexibly to the characteristics of their location, taking account of the availability of alternative means of travel in the area, car parking issues in the locality and to make the most efficient use of land. As such, in applying these standards, the accessibility to alternative sustainable modes of transport from a development site will be considered (including proximity to rail stations, and bus stops (combined with consideration of frequency of services in both cases)) as well as key services and facilities (as set out in the Council's Sustainable Places Part 2 report), and where necessary, this may support an increase or decrease in overall on site parking provision.

¥ *Town centre boundaries are as defined on the Policies Map for the Local Plan. As a general point, in terms of requirements for cycle parking for residential schemes, for flats or houses without garages or gardens, a minimum of 1 cycle parking space should be provided for 1 and 2 bedroom units, and a minimum of 2 cycle parking spaces should be provided for units with 3 or more bedrooms. As a general point, proportionate, well integrated visitor parking is encouraged in residential schemes as appropriate.*

Appendix 3 – Electric Vehicle Charging Points Guidance (reproduced from the Surrey County Council Vehicular and Cycle Parking Guidance (November 2021))

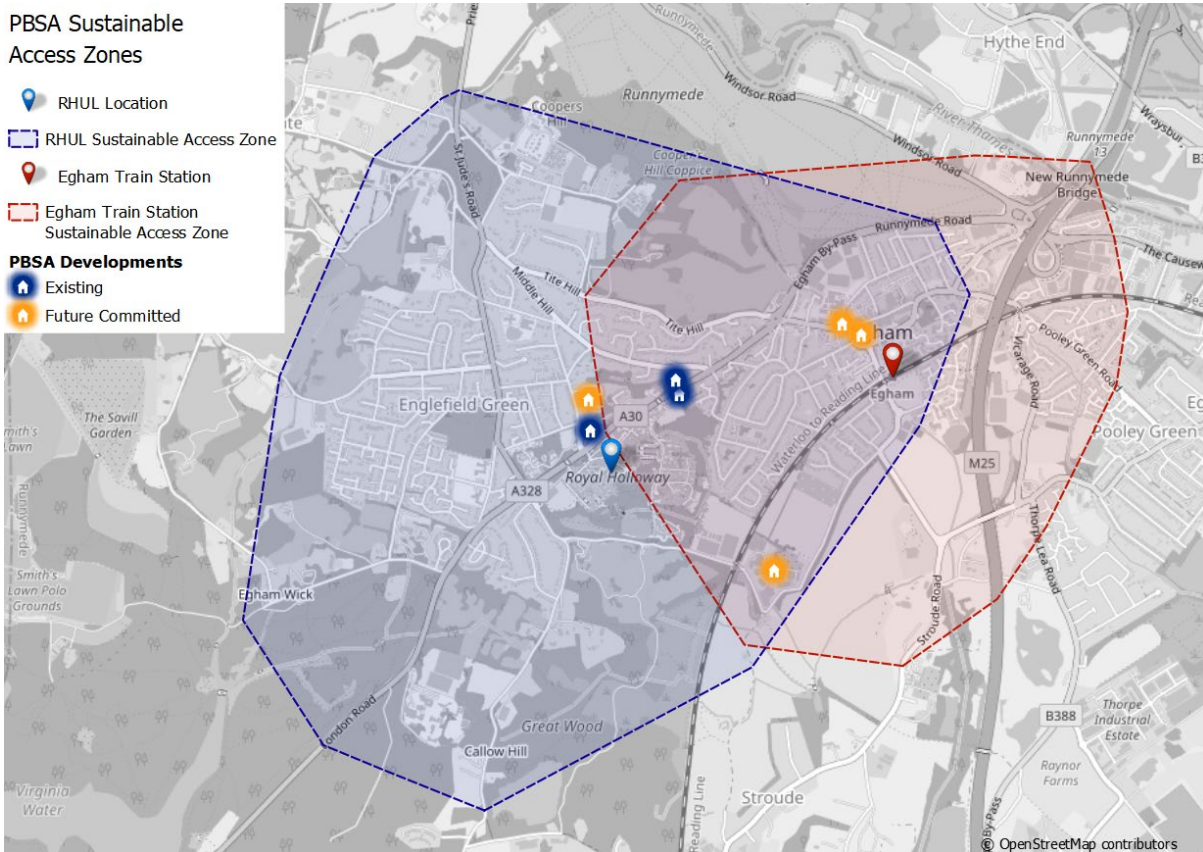
Residential Development	Minimum EV Charging Requirement	Charge Point Specification	Power Requirement
Houses	1 fast charge socket per house	7kw Mode 3 with Type 2 Connector	230v AC 32 Amp Single Phase dedicated supply
Flats/Apartments	1 fast charge socket per flat (allocated and unallocated spaces).	7kw Mode 3 with Type 2 Connector	230v AC 32 Amp Single Phase dedicated supply
C2 Care/Nursing Home C3 Elderly (Sheltered)	20% of available spaces to be fitted with a fast charge socket A further <u>20%</u> of available spaces to be provided with power supply to provide additional fast charge socket	7kw Mode 3 with Type 2 Connector	230v AC 32 Amp Single Phase dedicated supply
Commercial Development (Offices / Employment Retail / Leisure Uses)	EV Charging Requirement	Charge Point Specification	Power Requirement
E Offices, light Industry 500m ² >; B2 General Industrial 500m ² >; B8 Storage & Distribution 1000m ² >; E Doctors/Dentists practices; F.1 Schools/Colleges; E Retail 500m ² >; C1 Hotels; E/F.2/sui generis Sports Clubs, Health Clubs, Leisure Centres, Theatres, Cinemas, Conference Centres, 500m ² >	20% of available spaces to be fitted with a fast charge socket Plus A further 20% of available spaces to be provided with power supply to provide additional fast charge socket	7kw Mode 3 with Type 2 Connector	230v AC 32 Amp Single Phase dedicated supply
		Feeder pillar or equivalent permitting future connection.	230v AC 32 Amp Single Phase dedicated supply

Sui Generis Uses	EV Charging Requirement	Charge Point Specification	Power Requirement
(Including all other uses not mentioned above)	Individual assessment/justification	Individual assessment/justification	To be determined by charge point specification
High demand, short stay land uses	EV Charging Requirement	Charge Point Specification	Power Requirement
(Development with high demand and short stay characteristics in strategic locations (e.g. motorway service stations, large petrol filling stations) Large or major development and regeneration projects	20% of available spaces to be fitted with a fast charge socket. A further 10% of available spaces to be provided with power supply to provide additional fast charge socket	7kw Mode 3 with Type 2 Connector Feeder pillar or equivalent permitting future connection	230vAC 32 Amp Single Phase dedicated supply 230vAC 32 Amp Single Phase dedicated supply
	1 or more rapid charge sockets	50kw Mode 4 (DC) Multi-standard charge point	400v AC 100Amp Triple Phase dedicated supply

Note: Please refer to BEAMA Guide to Electric Vehicle Infrastructure (April 2015)⁷ for guidance and further information on charging modes and connector types

⁷ <https://www.beama.org.uk/resourceLibrary/beama-guide-to-electric-vehicle-infrastructure.html>

Appendix 4 – Purpose Built Student Accommodation Sustainable Access Zone



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