

**RUNNYMEDE BOROUGH LOCAL PLAN
SECOND ALTERATION
APRIL 2001**

**SUPPLEMENTARY PLANNING GUIDANCE
ON CAR PARKING : OCTOBER 2001**

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PREAMBLE ON SUPPLEMENTARY PLANNING GUIDANCE

This Supplementary Planning Guidance (SPG) is a material consideration when deciding planning applications. While only the policies in the Runnymede Borough Local Plan Second Alteration have the status that Section 54A of the 1990 Town and Country Planning Act provides in determining planning applications, SPG plays a valuable role in providing a detailed interpretation of policy guidance. The SPG has been subject to the prescribed consultation process, details of which are set out in Appendix 3.

The decision to prepare SPG on car parking provision arises from the recommendation of the Local Plan Inspector who held the first Local Plan Inquiry in respect of the Runnymede Borough Local Plan Second Alteration Deposit Draft. The Council took the opportunity to update the car parking standard to reflect changes to government guidance and advice from Surrey County Council. It develops Policies MV9 and MV10 of the Local Plan.

The Local Plan is currently being reviewed and changes may be made to the SPG if particular issues emerge that have not been adequately considered as part of this interim approach.

Introduction

- 1.1 The SPG has been prepared within a framework of the government's desire to reduce traffic congestion and the need to travel by car. The availability of car parking has a major influence on the means of transport people choose for their journeys. However, car parking provision only forms one element of an overall package of measures designed to encourage a reaction on car use. Accordingly the government wishes to secure Travel Plans alongside planning applications, which are likely to have significant transport implications. The advice also highlights the benefits of setting Travel Plans (see Appendix '2') within the context of wider initiatives involving other 'developments' in the area. At the local level these objectives have been brought together in the Runnymede Travel Initiative (RTI) (see Appendix '1'). The revised car parking standards, the framework for Travel Plans and the RTI are brought together in this SPG. The gross floor area threshold for Travel Plans for individual developments is defined in PPG13 Annex 'D'.
- 1.2 The Surrey County Council have undertaken detailed work on the provision of car parking and produced guidance that highlights the need to distinguish between locations in the County based upon accessibility to public transport. The focus of this approach is that locations that are more accessible should have reduced car parking because alternative means of access are available. On the basis of this approach the Council has identified the town centres of Addlestone, Chertsey and Egham as sites with a level of public transport provision sufficient to warrant separate treatment from the remainder of the Borough. Reduced car parking standards will therefore apply in the defined town centre areas identified in the Borough Local Plan. A dual car parking standard is not established where facilities are unlikely to be located in town centres (eg Marinas).
- 1.3 Where it is clear that the land use(s) proposed do not fall into any of the categories for which standards have been prepared, the requirements should be discussed at an early stage with the Borough Council.
- 1.4 In assessing development proposals as a whole, the Council will expect not only the standards to be followed but that layout and design terms parking areas complement the development and the locality within which it is situated by appropriate use of landscaping and surfacing and kerbing materials.

- 1.5 All proposals should have regard to the following general notes, although the standards only apply to developments above the threshold gross floor areas defined in PPG13 set out in Annex D. The Council will need to use its discretion when considering parking appropriate for small developments so as to reflect local circumstance. Where there is an absence of guidance in this SPG reference will be made to PPG13.

General Notes

Interpreting the Standards

- 2.1 These standards define the normal maximum requirements for car parking spaces acceptable to the Borough Council. Only in special circumstances at the discretion of Borough Council may they be exceeded. It is however not considered that this would be applicable on many occasions.
- 2.2 Where two or more land uses apply to the same site (eg a restaurant associated with a public house, offices associated with industrial buildings) the maximum parking provision for each land use should be assessed separately. Account may be taken of demand where it can be demonstrated that this will occur. Shared use of parking will be encouraged, particular in town centres.
- 2.3 Standards based on floor area refer to the total gross floor area (GFA) in square metres, as ascertained by external measurement of the building, unless otherwise stated (eg “shops” includes their own storage areas).

Lorry Parking

- 2.4 For lorry parking, where alternative modes of travel are not generally available, defined parking standards should normally be met. Where no standard is defined, provision must be made and justification produced to demonstrate the acceptability of the level chosen.

Parking for Disabled People

- 2.5 Applicants must demonstrate that an appropriate level of conveniently sited parking provision has been made which is suitable for disabled people. The minimum dimensions of a car parking space for a disabled person is 3.6 metres by 4.8 metres; the longer dimension kerbside for in-line parking should be extended to 6.6 metres to allow for tailgate loading. The Borough’s normal parking requirement for disabled

people will be the Institute of Highways and Transportation's Guidance, which is currently as follows:

(a) for car parks serving shopping or recreational areas and places to the general public:

with up to 200 spaces : 6% of total requirement subject to a minimum of 3 spaces

with over 200 spaces : 4% of total requirement plus 4 spaces

(b) for car parks serving employment premises:

with up to 200 spaces : 5% of total requirement subject to a minimum of 2 spaces

with over 200 spaces : 2% of total requirement plus 6 spaces

(the above provision is to be reserved for visitors with disabilities and any employees with disabilities should have additional reserved spaces within the car park).

Each car park should be considered individually to decide whether the recommended standard is too few or too many.

Motorcycle Parking

2.6 Although not specifically referred to in the parking standards, developers will be encouraged to make appropriate provision for motorcycle parking at the same standard as cycle parking.

Cycle Parking

2.7 Cycle parking should be sited in a secure location within 20 metres of the access to the premises, which they serve. Where appropriate, separate provision should be made for employees and visitors to the development. Where 5 or more stands are provided, the stands should be lit at night, be secure, and be appropriately signed. Convenient changing and showering facilities should normally be provided within the development.

2.8 In shopping areas a contribution towards the cost of communal cycle parking provision may, in appropriate circumstances, be acceptable as an alternative to parking within the development.

THE STANDARDS

1. RESIDENTIAL

(a) Dwelling Houses

	<u>Standard Provision</u>	<u>Town Centre Provision</u>
Housing (Including Sheltered and Elderly Person Housing New Dwellings)		
One Bedroom	1	1
Two Bedroom	1.5-2.0	1
Three or More Bedroom	2.0	1.5-2.0

Plus for flat development (except for the elderly and sheltered housing) a minimum of 1 cycle space per 150 sq m gross floorspace

(b) Hotels and Hostels

These are unlikely to be found in town centres. If they are then the standard will be reduced by 25%.

- | | |
|--------------------------|---|
| (i) Hotels and Motels | 1.5 car spaces per bedroom (including staff accommodation) plus 1 coach space per 100 bedrooms. |
| (ii) Residential Hostels | 1 car space per 3 residents. |

(c) Residential Institutions

- | | |
|------------------------|--|
| (i) Old People's Homes | 1 car space per 5 residents. |
| (ii) Hospital | 1 car space per 4 staff plus 1 car space per 3 daily visitors. |

Plus a minimum of 1 cycle space per 700 sq.m.

- | | |
|----------------------|---|
| (iii) Student Hostel | 1 car space per 5 students and 1 car space per member of staff. |
|----------------------|---|

Plus a minimum of 1 cycle space per 100 sq.m.

- | | |
|-----------------------|-------------------------------------|
| (iv) Nursing Homes | 1 car space per 2 residents. |
| (v) Residential Homes | 1 car space per 2 members of staff. |

2. **BUSINESS DEVELOPMENT**

	<u>Standard Provision</u>	<u>Town Centre Provision</u>
(a) All Development Within Use Class B1 and B2 (including offices, light and general industrial and research and development)	1 car space per 30 sq m gross floor area	1 car space per 40 sq m gross floor area

Plus 1 lorry space per 200 sq m gross floor area and a minimum of 1 cycle space per 700 sq m gross floor space area

(b) **Warehouses (Use Class B8)**

(i) Buildings Used Solely for Storage	1 car space per 100 sq m gross floor area	1 car space per 133 sq m gross floor area
(ii) Cash and Carry	1 car space per 25 sq m gross floor area	1 car space per 33 sq m gross floor area

Plus 1 lorry space per 500 sq m gross floor area and a minimum of 1 cycle space per 850 sq m gross floor area

3. **RETAIL DEVELOPMENT**

(a) **Shops and Financial and Professional Services (Use Class A1 and A2)**

(i) Individual Shops/Banks	1 car space per 30 sq m gross floor area	1 car space per 40 sq m gross floor area
(ii) Supermarkets	1 car space per 14 sq m gross floor area	1 car space per 14 sq m gross floor area
(iii) Superstores	1 car space per 14 sq m gross floor area	1 car space per 14 sq m gross floor area
(iv) Garden Centres, DIY Stores	1 car space per 20 sq m gross floor area	1 car space per 20 sq m gross floor area
(v) Retail Parks	1 car space per 20 sq m gross floor area	1 car space per 20 sq m gross floor area

Plus 1 lorry space per 500 sq m gross floor area; for all A1 uses a minimum of 1 cycle space per 500 sq m

4. **FOOD AND DRINK**

	<u>Standard Provision</u>	<u>Town Centre Provision</u>
(a) Restaurants and Cafés	1 car space per 30 sq m gross floor area	1 car space per 40 sq m gross floor area
(b) Public Houses and Bars	1 car space per 6 sq m gross floor area	1 car space per 8 sq m gross floor area

Plus a minimum of 1 cycle space per 140 sq m

5. **ASSEMBLY AND LEISURE**

These uses are unlikely to be found in town centres. If they are then the standard will be reduced by 25%:

(a) Theatres, cinemas, bingo clubs, dance halls and clubs	1 car space per 5 persons as licensed (1 car space per 3 persons if less than 1,000 sq m)
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Plus a minimum of 1 cycle space per 450 sq m gross floor area

(b) Conference Centres	1 car space per 5 seats (1 car space per 3 seats if less than 1,000 sq m)
(c) Exhibition Halls	1 car space per 6 sq m gross floor area
(d) Stadia	1 car space per 15 seats
(e) Multi-activity health clubs or leisure centres	Individual assessment
(f) Tennis and Badminton Clubs	4 spaces per court
(g) Squash Clubs	2 spaces per court

Plus for all indoor leisure and sports centres a minimum of 1 cycle space per 300 sq m

(h) Marinas and water sports	3 car spaces per hectare of water area
(i) Field sports clubs	1 car space per 2 playing participants
(j) Golf clubs and driving ranges	1 car space per 0.3 holes or per driving bay
(k) Equestrian centres	1 car space per stable

6. OTHER USES

(a)	Pick your own fruit farms	9 car spaces per hectare of PYO farm land
(b)	Vehicle repair, garage and spares stores	1 car space per 20 sq m
(c)	Car sales establishments	1 car space per 50 sq m car display area
(d)	Exhaust and tyre centres	1 car space per 0.3-0.5 bays
(e)	Mixed uses – town centres	Individual assessment
(f)	Mixed uses – out of town	Individual assessment

7. NON-RESIDENTIAL INSTITUTIONS

The standard provision is only identified below. Where there is a town centre location the standard will be reduced by 25%:

(a)	Day nurseries/crèches	0.75 car spaces per member of staff plus 0.2 spaces per child
(b)	Doctors' practices	1 car space per doctor, 1 car space per 2 ancillary staff and 2 spaces per consulting room
(c)	Dentists' practices	3 car spaces per consulting room
(d)	Veterinary practices	4 car spaces per consulting room

Plus for all health centres and surgeries a minimum of 1 cycle space per 350 sq m

(e)	Libraries, museums and art galleries	1 car space per 30 sq m
(f)	Public halls licensed for entertainment. Unlicensed youth and community centres and Scout huts etc	1 car space per 3 persons or per 3 seats or per 20 sq m
(g)	Places of worship	1 car space per 10 seats (where it is likely that the congregation will be drawn from a wide area, additional spaces may be required)

APPENDIX 1

RUNNYMEDE TRAVEL INITIATIVE

1. Introduction

- 1.1 The Runnymede Business Partnership (RBP) comprising representatives of the local business community, Chambers of Commerce, Schools, Colleges, the Police and the Borough Council has contributed to production of the Runnymede Travel Initiative (RTI) designed to help reduce the need to travel by car.
- 1.2 The Surrey Local Transport Plan identifies North-West Surrey (including Runnymede) as one of the most congested parts of the County. Traffic at peak times will increase, creating a steadily deteriorating situation for many, unless action is taken to reduce car journeys. The RBP identified traffic congestion as a major problem for the business community and set out as a key task ways to bring about a reduction in peak hour travel. The RBP has been working closely with the Council to identify the most appropriate mechanism for reducing the need to travel by car. It was observed that the 'school trip' had a distinct journey pattern and comprised an easily identifiable group with a distinct and regular travel pattern. The first stage of the RTI focuses on the impact that the school journey has on peak hour flows. The second stage examines how the business community can contribute towards a reduction in journeys.

2. Runnymede (School) Travel Initiative

- 2.1 Some 20% of journeys during the morning peak time are attributed to the school journey. The key to tackling this issue is to find alternative means of travelling to school. Currently about 25 of the 35 schools in the Borough have been visited by the RBP, outlining the project and discussing each school's specific travel needs and problems.

Yellow Buses

- 2.2 One element of the RTI was the greater use of school buses. This is a function normally undertaken by the County Education Authority but it was noted by the RBP that current provision only has a limited impact on the total number of school journeys undertaken. The RBP decided to consider an alternative means to complement the current school bus service and focusing on journeys of less than 4.8 km. A considerable amount of work has been undertaken on this issue.
- 2.3 Discussions have taken place on school bus provision with interested schools and with First Group (a company which is seeking to introduce the American School Yellow Bus concept into the U.K.). It is a target of the RBP to introduce a pilot project in January 2002 involving the use of four buses at two schools. This will be funded by parental contributions, support from the Council and Section 106 funding.

Cycle Facilities

- 2.4 New cycle shelters have been installed at the schools listed below and funded by the Local Transport Plan monies:

<i>School</i>	<i>Cycle Capacity</i>
Abbeylands, Addlestone	50
Fullbrook, New Haw	110
Magna Carta, Egham	180
St George's College, Addlestone	30
Salesian School, Chertsey	90
Sir William Perkins, Chertsey	40
<i>Total</i>	<i>500</i>

Cycle Routes

- 2.5 New cycle route will also be developed and the latest, the Chertsey to Ottershaw link, was opened in the spring of 2001 (this passes Salesian and Sir William Perkins Schools). Additional Section 106 funding would help to secure more routes.

Walking Buses

- 2.6 Meetings have been held with parents at a number of schools to discuss the development of Walking Buses, with the aim of establishing walking routes.

Park and Walk

- 2.7 A new walking initiative has been piloted in Englefield Green. Royal Holloway, University of London, has agreed to permit the use of Elm Lodge Car Park, off Harvest Road, as a parking and meeting point for parents of children at St Jude's and St Cuthbert's Schools. Children then walk the remainder of the journey to the two schools in Bagshot Road, as part of a Walking Bus.

Walk to School Week

- 2.8 International 'Walk to School Weeks' take place annually, and it is intended to promote this to primary schools to encourage walk to school days throughout such weeks.

School Travel Plans

- 2.9 The RBP is liaising with schools to co-ordinate their initiatives within the framework of the proposals set out above, within formal School Travel Plans.

Highway Works

- 2.11 As part of the safe routes to school proposals, consideration has been given to a number of schemes to make the highway environment around schools safe

3. Runnymede (Company) Travel Initiative

- 3.1 The RBP is liaising with the business community to identify potential ways of reducing business-related journeys. Some companies, as part of the planning conditions attached to the buildings they occupy, are required to prepare travel plans. Others will be approached to discuss voluntary action.

APPENDIX 2

HOW TO PREPARE COMPANY TRAVEL PLANS

1. INTRODUCTION

1.1 Scope of the Company Travel Plan

A Travel Plan (TP) is a package of measures drawn up in conjunction with staff and unions to help and encourage employees to use public transport, cycle, walk or car share for both commuting and work journeys. It is a plan of commitment to change the travel behaviour of the workforce. A Travel Plan will also help companies and organisations to meet their responsibilities set by both central and local government. These include the environmental, economic and the social affects of their work and air quality standards.

1.2 Travel Plan Strategy

1.2.1 The TP is a long-term strategy for reducing dependence of staff on travel by private car. The aims of the strategy are twofold:

- To increase the awareness of staff of the advantages and potential for travel by more environmentally friendly modes of transport;
- To introduce a package of measures in both physical and management terms that will facilitate travel by non-car modes of transport.

1.2.2 The TP is a strategy with the objective of reducing private car mileage in favour of more sustainable modes of travel. The objective reflects, and is intended to comply with, current Government policy.

1.2.3 The format of this document reflects the various elements involved in the Plan, these being:

- The Administration
- The Constituent Measures
- On-going Monitoring and Review

1.2.4 The TP begins with a review of staff travel patterns (or with new developments when the development has settled into its new operating procedures), focusing both on staff travel arrangements and on existing infrastructure and systems that are in place. This information defines a starting point and will be used during the on-going review and assessment of the success of the Travel Plan.

2. Staff Travel Patterns

2.1.1 In order to establish the travel patterns of staff at the time of introduction of the plan, a comprehensive staff questionnaire survey (the Travel Questionnaire) will be undertaken. The results of the preliminary analysis of the questionnaire will be in the format illustrated below:

Mode of Travel	Percentage of Staff
Car Driver Alone	
Car Driver with Other Staff	
Car Passenger	
Public Transport	
Walk	
Bicycle	
Motorcycle	
Other	
TOTAL	100%

3. Plan Administration

3.1.1 It will be necessary for the end user to nominate a co-ordinator to monitor the implementation and administration of the Travel Plan. This will usually be a member of staff in the first instance.

3.1.2 Administration of the TP involves the maintenance of the necessary systems, data and paperwork. Any change in the nominated person will be notified to the planning authority.

3.1.3 The co-ordinator will be responsible for the administration of the Plan, the implementation of the Plan measures, and on-going monitoring of the Plan. For the annual review it is assumed this will be the responsibility of the Local Authority as a sum of money has been given as part of the Section 106 Agreement.

3.2 Administration

3.2.1 It will be necessary for a filing system to be established and maintained for recording all correspondence relating to the Travel Plan, the results of periodic monitoring and the results of each annual review (see Section 5).

3.2.2 The co-ordinator will set up this system and then pass onto the local authority the results of the staff travel database which will comprise the results of the Staff Questionnaire.

3.2.3 In the interests of confidentiality, the co-ordinator alone will hold the database and be responsible for the release of information. Information contained within the database will be released to the planning authority on request; in the interests of security only postcode details will be supplied.

3.2.4 The staff travel database will be reviewed annually. New staff will be entered into the database on commencement of employment and staff leaving employment will be removed from the database.

3.3 Consultation

3.3.1 The success of the Plan will rely on the support of staff of the occupiers. The co-ordinator will retain close contact with the office management.

3.4 Promotion

- 3.4.1 All staff, including new employees, will be made aware of the existence of the TP at the commencement of employment. The details of the Plan, its objectives in enhancing the environment and the role of individuals in achieving the objectives of the Plan will be explained and presented on a noticeboard to be prominently on display to all staff.

3.5 Updating

- 3.5.1 The TP is a strategy for the indefinite future and as such will evolve over time. Although the objectives of the Plan, to 'educate' staff and to 'facilitate' travel by sustainable modes, will not change, it may be possible over time and when the end user of the development is ultimately known to define specific targets, in consultation with the planning authority.
- 3.5.2 The on-going monitoring programme and in particular the annual review (outlined in Section 5) will provide up-dated information that will allow the Plan to be revised, refined and improved.

4. Plan Measures and Incentives

- 4.1.1 There are details available in the pack setting out the type of measures that could be introduced by each company. The key to a successful travel plan is to identify which transport alternatives staff and visitors will be prepared to use. You should then try to make these measures more attractive than driving alone.
- 4.1.2 There is no single solution to answer all your organisation's transport needs/problems – different people will respond to different measures, some may not react to any. A combination of measures should therefore be introduced to let people 'pick and mix' according to what suits their own day to day requirements and lifestyles.

5. Plan Monitoring and Review

- 5.1.1 A programme of monitoring and review will need to be designed to generate information by which the success of the Plan can be evaluated. Monitoring and review will be the responsibility of the local authority.
- 5.1.2 The major objective of the TP is to effect a reduction in the use of private cars for work-based trips. A suitable indicator of the Success of the Plan is therefore the mode-split of staff travel (presented in Table 2.1). Targets are to be agreed with the occupier of the site in order that his/her specific business needs are catered for.
- 5.1.3 Other less direct objectives of the Plan are to increase the awareness of staff about the environmental implications of travel mode choice. Awareness is less easy to monitor although one indicator will be the general response to the introduction of the Plan, measured by the volume and type of feedback from staff members, both at the outset and as the strategy evolves.

5.2 Monitoring

5.2.1 The monitoring measures outlined below incorporate both the collection of 'hard' analytical data and 'soft' data in the form of general feedback and correspondence.

- Monitor the level of usage of staff cycle stands to establish demand;
- Monitor the demand for motorcycle parking;
- Seek regular feedback from bus operators to establish the perceived level of demand for local bus service (this may be difficult to establish as ticketing data is not often given out);
- Monitor the take-up of the staff car sharing scheme;
- Record comments received from office management and from staff relating to the operation and implications of the Plan.

5.2.2 Information gathered through the monitoring process will be recorded for input to the annual review (outlined below).

5.3. Annual Review

5.3.1 Each year on or about the anniversary of the introduction of the CTP, the local authority will undertake a comprehensive review of the Plan. The objective of the review will be to assess the success of the Plan and to identify the potential for future refinement of the details of the Plan.

5.3.2 The major element of the review will involve the re-issue of the Travel Questionnaire. Although the travel database will be regularly up-dated, the re-issue of the questionnaire to all staff offers the opportunity to gather new information about wider staff attitudes to travel. Analysis of the questionnaire will also yield up-dated mode-split information for comparison with data derived at the introduction of the Plan, free of seasonal bias.

5.3.3 The local authority will compile a Review Report outlining the results of the annual review. The report will also incorporate the results of the on-going monitoring throughout the preceding period. The report will be filed for record, with copies available on request.

APPENDIX 3

**SUPPLEMENTARY PLANNING GUIDANCE ON
CAR PARKING PROVISION :**

STATEMENT OF CONSULTATION

STATUTORY CONSULTATION PROCESS

Following the adoption of the Runnymede Borough Local Plan Second Alteration in April 2001, the Council resolved to prepare supplementary planning guidance (SPG) to cover car parking provision. The draft SPG was published for comment over the period 15th June to August 2001. Comments were received from statutory consultees, development industry representatives and residents and community bodies.

During that period 9 letters were received giving rise to 42 individual comments. The Council gave consideration to the comments received at its meeting on 25th October 2001. It was resolved to adopt the SPG subject to minor changes.