

**Draft Revised Parking Guidance Supplementary Planning Document  
(Planning Policy-Georgina Pacey)**

**Synopsis of report:**

The report outlines the proposal for draft revised Parking Guidance to support the implementation of the Runnymede 2030 Local Plan.

**Recommendation(s):**

The Planning Committee is asked to:

1. **AGREE** the vehicular parking standard for inclusion in the draft Runnymede Parking Guidance SPD for new office development out of the following options:

1a: 1 car space per 30m<sup>2</sup> to 1 car space per 100m<sup>2</sup> depending on location (SCC recommended standard)

1b: 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 (Project Centre Limited recommended standard).

2. **AGREE** the vehicular parking standard for inclusion in the draft Runnymede Parking Guidance SPD for new purpose built student accommodation out of the following options:

2a: Case-by-case assessment, linked to transport assessment/travel plan (SCC recommended standard)

2b:

<b>Sustainable access zone</b>	<b>Proposed parking standard (maximum)</b>
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. Car-free (Blue Badge parking only) encouraged.
Sites OUTSIDE Sustainable Access Zones	Individual assessment, requiring robust justification of parking levels and sustainable access.

**((Project Centre Limited recommended standard))**

3. Following agreement on matters 1 and 2 above, **APPROVE** the draft revised Runnymede Borough Parking Guidance Supplementary Planning Document (SPD) for public consultation for a period of six weeks.

## 1. Context of Report

- 1.1 The Borough Council's extant parking guidance was adopted over 20 years ago in October 2001. These standards are significantly out of date and are given limited weight by the Development Management team in the decision taking process for this reason.
- 1.2 Since adoption of the current guidance, much has changed, including national planning guidance, the requirement to deliver sustainable development, the encouragement of more sustainable forms of travel such as walking and cycling and the increased use of electric cars.
- 1.3 In January 2018, Surrey County Council (SCC) also published its own updated Vehicular and Cycle Parking Guidance to provide updated guidance for parking across the county, to help the Borough and District councils across the County develop their own updated standards. This guidance document was further updated in November 2021.
- 1.4 Officers commenced work on the production of updated parking guidance for the Borough in 2019. The replacement guidance once adopted will replace the Borough Council's extant parking guidance from October 2001.
- 1.5 Draft revised proposals for new parking guidance were first considered at the Member Working Group in December 2019. At this group meeting, Members raised particular concerns about student car parking issues associated with Royal Holloway University (RHUL) and the proposed approach in the draft proposals to consider this issue on a 'case-by-case assessment basis'. Various discussions were subsequently had with the Chair of Planning Committee and Members from Englefield Green to discuss the issue in further detail, as well as RHUL to discuss Councillor concerns and to explore the possibility of setting up a controlled parking zone/s in the vicinity of the university.
- 1.6 Following on from the above, some amendments were made to the Parking SPD and the revised document was reported to the Planning Committee meeting of 4th November 2020. At this meeting, the Committee was asked to approve the draft Parking Guidance SPD for public consultation. However, some Members still expressed strong concern over the proposed parking standard for new student accommodation and considered a specific minimum parking standard should be specified instead of the proposed case by case assessment, in order to address concerns of residents in the Englefield Green area and give greater clarity to developers and residents. Officers were also asked to further consider the proposed parking standard for offices to address concerns raised by some Members. The item was deferred to a future meeting in order to allow Officers to further review, in conjunction with Members, the proposed parking standards relating to student accommodation and office accommodation.
- 1.7 Following the 4th November Planning Committee meeting, Officers undertook a benchmarking exercise of student and office accommodation parking standards used in other Local Authority areas in order to consider further options for possible approaches to the setting of parking standards for Purpose Built Student Accommodation (PBSA) and office developments in the Borough. This paper was discussed with Members of the Planning Committee at a special working group meeting held in December 2020. The steer given to Officers at this meeting was that they should prepare a specification for tender to secure transport consultancy support to help gather robust evidence on which parking standards for PBSA and office developments might be based.

- 1.8 Funding for this consultancy support, which was a growth item, was secured following approvals by the Planning Committee on 14th April 2021 and Corporate Management Committee (CMC) on 15th April 2021.
- 1.9 A tender for the work was prepared and shared with Members of the Planning Committee in late April 2021. The tender was then advertised, and a multi-disciplinary design, engineering and landscape architecture consultancy firm called Project Centre Ltd (PCL) was appointed in June 2021. The consultants were tasked with compiling the necessary evidence base to underpin locally derived and robust parking standards for PBSA and new office developments in the Borough. Parking surveys in the affected areas were to be undertaken as part of the evidence gathering work. PCL held an inception meeting with Members at the start of the process in order to present their approach to the commission and provide an opportunity for Members to feed in their comments.
- 1.10 Following PCL's completion of their commission, a briefing session was held with the Planning Committee in April 2022 to discuss their findings and recommendations for parking standards for both PBSA and new office developments. PCL's final report can be viewed at Appendix B  
[Planning policy evidence based documents – Runnymede Borough Council](#)

## 2. Report

- 2.1 Following the receipt of PCL's report and recommendations, a revised version of the Parking Guidance SPD has been prepared. Key revisions to the SPD since Planning Committee last considered it in November 2020 can be summarised as follows (please note that all changes made are shown tracked in the draft SPD at Appendix A):
- Updating of Section 2: Planning and Transport Policy Context to update the summary of the documents referred to;
  - Updating of the statistics on electric vehicle ownership in section 2;
  - Updating of Electric Vehicle Charging Standards based on revised guidance produced by Surrey County Council in their November 2021 Vehicular and Cycle Parking Guidance from November 2021;
  - Amendment of text relating to Surrey County Council's recommendations for residential car parking standards. The previous officer report from November 2020 and the draft SPD at this time stated that SCC standards were neither minimum or maximum standards. This report, and the updated draft SPD confirms that this was not the correct interpretation and that the SCC recommended residential standards are maximums;
  - Updating of the text in section 3 on student parking matters and the use of CPZs.
  - Updating of section on car clubs to reflect revised guidance produced by Surrey County Council in their November 2021 Vehicular and Cycle Parking Guidance from November 2021.
  - Confirmation that Controlled Parking Zones and other on street parking restrictions could apply not only to Purpose Built Student Accommodation/other university developments, but also other types of development where appropriate such as new office developments;
  - Addition of text setting out the Council's position on car free developments;
  - Confirming the minimum dimensions for parking spaces for both residential and non residential development in section 3, and for parking spaces within garages and carports;
  - Confirmation in appendix 2 'Parking Guidance for new residential development within use class C3' that any visitor parking provided will be treated as unallocated unless otherwise agreed;
  - In appendix 2 'Parking Guidance for new residential development within use class C3', the column entitled 'Cycle Parking Guidance (minimum per dwelling)' has been deleted to avoid repetition as this information is already included in appendix 1;

- Addition of text in section 3 on provision of EV charging points for disabled people;
  - Addition of text in the Travel Plans section to confirm that the latest guidance produced by Surrey County Council should be relied upon at the time an application is determined, regardless of whether it supersedes the reference to the guidance referred to in the SPD.
  - Updating of SCC's current EV charging standards in appendix 3.
- 2.2 A copy of the revised Parking Guidance SPD is attached at Appendix A. Officers now request approval by the Planning Committee to consult the public on the new guidance for a period of six weeks.
- 2.3 The new guidance has been prepared to reflect the latest national planning guidance set out in the NPPF and the updated parking guidance prepared by Surrey County Council from November 2021 (Appendix C- [Supplementary Planning documents and other guidance – Runnymede Borough Council](#))
- 2.4 Surrey County Council's guidance document recommends 'standards' for vehicle and cycle parking across both residential and non-residential development. It also sets out standards for the provision of electric charging points for both new residential and non-residential development, and offers further guidance in respect of disabled parking, school parking and car clubs.
- 2.5 Officers are of the view that in broad terms, the standards contained in the Surrey County Council guidance provide a sound basis on which to base revised parking guidance for Runnymede and to a significant extent, the draft revised guidance prepared by officers seeks to follow Surrey County Council's recommended approach. Officers have noted that key elements of the Surrey County Council guidance have also been adopted by a number of other Surrey Planning Authorities, including Epsom & Ewell, Tandridge, Woking and Elmbridge. The only areas in which there is more than one option to consider relate to the parking standards for Purpose Built Student Accommodation and new Office development, following the more detailed, local evidence developed by PCL which present alternative standards to Surrey County Council.

### ***Parking Guidance for new Residential Development***

- 2.6 In relation to residential car parking, officers recommend that Runnymede uses the Surrey County Council Guidance as a starting point. However, the parking guidance contained in the Surrey document acknowledges that local circumstances may suggest more bespoke guidance could be developed locally, depending upon the characteristics of the locality.
- 2.7 In terms of residential car parking, the County Council's guidance includes different standards in town centre, edge of centre, suburban and rural locations, however these are not considered to be closely reflective of the characteristics of the settlement pattern for Runnymede. Instead, officers consider that the Borough's revised parking guidance should more appropriately reflect two characteristic areas; town centre locations and suburban/rural locations. The draft revised parking guidance being proposed by officers also suggests different residential parking levels depending upon the size of property within those two types of locality.
- 2.8 The Surrey County Council guidance says little about visitor parking in new residential developments. Officers are of the opinion that some additional steer in this regard would be useful to applicants, officers and members alike and as such, additional guidance is provided at Appendix 2 of the SPD.
- 2.9 As a deviation from the approach recommended by SCC, officers recommend that vehicle parking provision for new residential development should be applied as

'guidance', enabling an element of flexibility when dealing with the specifics of a new residential development and its locality, rather than being applied as a rigid and inflexible maximum standard. During preparation of the draft revised Parking Guidance, members of the Infrastructure and Economic Development Working Party debated at some length whether the proposed residential parking guidance should be applied as guidance or as a more rigid standard. The Working Party was divided, but officers remain of the view that flexible guidance is more appropriate and helpful to the Council when coming to a balanced planning judgement about whether the detailed layout and place-making of new residential development is acceptable.

- 2.10 The Infrastructure and Economic Development Working Party was also concerned to ensure that the Council's revised guidance for residential parking was clear that parking provision for one bed homes also applied to studio flats/apartments, given that average household sizes and potential car ownership rates were likely to be similar for those types of development. That clarification is included in the document.
- 2.11 Requirements for new cycle parking associated with new residential development contained within the suggested Borough standards also closely follows Surrey County Council's guidance. In common with the County Council guidance, all cycle parking standards are proposed to be applied as a minimum standard, to help further encourage cycle ownership and use. This is consistent with action reference PPAT 2.0 from the Council's draft Climate Change Strategy (2022) which seeks to, 'Facilitate & encourage active transport in the Borough: Reduce traffic congestion; Improve air quality; Improve health & wellbeing; and reduce vehicle emissions'.

#### ***Parking Guidance for new Commercial and other Non-Residential Development***

- 2.12 The recommended parking guidance for new non-residential development follows very closely the parking guidance adopted by Surrey County Council in its November 2021 document in all but two areas (PBSA and offices). More information on both uses is provided at paragraphs 2.17 to 2.45. Where specific vehicle parking standards are stipulated for certain commercial and other non-residential uses, reflecting Surrey County Council's recommended approach, officers also recommend that the new Borough standards are applied as a maximum. This is intended to ensure appropriate levels of provision but ensure against excessive private car parking capacity being provided at 'destinations' (i.e. business premises, leisure centres, town centres, retail parks etc.) where walking, cycling and public transport are convenient means of alternative transport to those destinations.
- 2.13 For many non-residential uses however, the County Council guidance suggests it is more appropriate that an individual, case-by-case assessment of vehicular parking requirements is undertaken by the planning authority as part of its consideration of the development proposal. This is considered to be a sensible approach as many non-residential development uses and proposals are unique, or raise particular issues where a bespoke parking solution will generally offer the best response to the development proposed.
- 2.14 Requirements for new cycle parking associated with new commercial and other non-residential development are also recommended to closely follow Surrey County Council's guidance, and in common with the County guidance, are proposed to be applied as a minimum, to further encourage cycle ownership and use.
- 2.15 The Infrastructure and Economic Development Working Party was broadly content with the non-residential parking guidance put forward by officers, but asked officers to look in further detail at vehicular parking in association with new purpose built student accommodation, given ongoing concerns regarding car parking issues associated with the presence of Royal Holloway University of London (RHUL) within the Borough and

levels of on-street car parking local to the university in Englefield Green and parts of Egham.

- 2.16 When the Planning Committee considered the draft Parking Guidance SPD in November 2020, as well as requesting that further work was undertaken on parking standards for PBSA, they also asked that officers reconsider the parking standards for new office developments due to concerns that in some parts of the Borough, overspill parking from office development into nearby residential areas was occurring.

***Additional work undertaken by Project Centre Limited to derive parking standards for Purpose Built Student Accommodation and Office development***

General approach

- 2.17 In determining suitable, locally derived parking standards for PBSA and new office developments, Project Centre first carried out a detailed literature review of current and emerging national, sub-regional (Surrey wide) and local policies relating to transport and parking matters, as well as climate change given the intrinsic links between transport movements and delivering national and local climate change targets and ambitions. Relevant statistics were also analysed.
- 2.18 Project Centre also commissioned parking stress surveys between September and November 2021. The aim of these surveys was to understand:
- The on-street parking occupancy both during and outside of university term times, and to gain a picture of the changes in demand directly related to university activities in the case of PBSA; and
  - The on-street parking occupancy near to office developments in the Egham Hythe area.
- 2.19 The survey areas were set following discussions with Members about the roads they felt were most affected by overspill parking. A technical note outlining the survey methodology is contained at Appendix A of the consultant's report, which can be viewed at Appendix B  
[Planning policy evidence based documents – Runnymede Borough Council](#)

Purpose Built Student Accommodation: Key survey findings and findings from statistical analysis

- 2.20 The surveys show that parking demand increased during the term time surveys, although parking demand was not evenly distributed within the study area, with several roads having parking occupancy levels well above and below the averages during each survey.
- 2.21 Parking stress was found to be predominantly concentrated in the west of the study area, both during and outside of term time. The surveys show that parking stress is high outside of term time, particularly in Alexandra Road, Harvest Road, The Crescent, and along Egham Hill. However, term-time student parking appears to exacerbate it and extend high parking stress to neighbouring roads.
- 2.22 Of particular interest however, the surveys show that excess demand is not exclusively originating from the university on the roads listed above, and there are other sources of on-street demand. Specifically, the consultants have advised that predominant residential demand commonly results in peak parking stress during overnight surveys due to residents returning to their homes from work. However, in the case of the surveys carried out in Egham and Englefield Green, the heightened demand for parking during the day-time surveys suggests non-residential demand.

- 2.23 An independent benchmarking exercise of other local authority areas with student populations which had not previously been considered by the Council in their own benchmarking was also undertaken. This showed a preference for maximum parking standards for PBSA.
- 2.24 Statistics relating to car ownership per student household, car ownership per individual student, and PBSA population data were also analysed. Key conclusions drawn were:
- Car ownership amongst students living closest to RHUL and Egham Station is at its lowest level across the whole Borough;
  - Highest student car ownership is in the southern, less built-up area of Runnymede;
  - Students are more likely to own and travel by car where they are required to travel greater distances, and public transport connections are less reliable;
  - over 95% of students living within PBSAs are within a short distance of RHUL; and,
  - the average number of cars per student living in PBSA is estimated to be in the region of 0.17 cars per student.
- 2.25 PBSA parking standards: conclusions and recommendations of Project Centre Limited
- 2.26 Given the results of the parking surveys undertaken by Project Centre Limited, and following their analysis of other relevant data, the consultants concluded that PBSA is not the contributing factor towards on-street parking pressures in the Egham and Englefield Green areas. Instead, it is likely that the parking pressures generated by RHUL are associated with students and staff travelling from elsewhere in the Borough and potentially from areas outside the Borough that have limited alternative travel options to visit the university.
- 2.27 Implementing standards that require minimum parking ratios for PBSA are therefore not recommended as it is considered that they will not solve the existing issues. Indeed, there is concern that setting minimum standards may in fact encourage higher car ownership in areas where students can viably travel by sustainable modes and where car ownership is currently low.
- 2.28 Based on the benchmarking work, student car ownership levels and the results of the parking surveys, the following accessibility based maximum standards are therefore recommended by the consultants:

<b>Sustainable access zone</b>	<b>Proposed parking standard (maximum)</b>
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. Car-free (Blue Badge parking only) encouraged.
Sites OUTSIDE Sustainable Access Zones	Individual assessment, requiring robust justification of parking levels and sustainable access.

- 2.29 The recommended sustainable access zones referred to above are mapped in figure 9 on page 31 of the consultant's report and are based on a 20 minute walk (1600m) from RHUL and Egham train station. Any proposal that falls outside of these zones will require extensive justification and mitigations to ensure sustainable, low-car access can be achieved to the university.

- 2.30 The maximum parking standards proposed above are not expected to lead to parking overspill or additional pressures due to the low car ownership levels amongst students in this type of accommodation.
- 2.31 If the Planning Committee decides to include these standards in the draft Parking Guidance SPD, it is recommended that consideration is given to implementing on-street parking enforcement in Englefield Green and Egham (either through controlled parking zones or priority parking areas) on a case by case basis. Such controls would stop parking demand from non-residents and ensure residents are able to park in their area. The consultants are of the view that this is the most cost-effective and quickest way to alleviate the on-street pressures identified. In this regard, it should be noted that the sum of £46,703.50 has been secured through planning approval RU.20/0098 at Rusham Park towards the introduction and implementation of controlled parking zone projects within either Egham, and/or Englefield Green within the vicinity of the site and the wider campus.

#### Office Accommodation: Key survey findings and findings from statistical analysis

- 2.32 The surveys show that across the study area the average daytime parking stress was 77% occupied (meaning there were 90 parking spaces free to park in). Conversely, the overnight parking surveys indicated an average occupancy of 112% (as in addition to cars being parked in authorised locations, cars were also being parked in locations which were unacceptable or illegal).
- 2.33 The survey also identified the parking stress by user type through the use of vehicle registration to identify the vehicle and the overall dwell time. Vehicles parked in the study area were identified as residents, commuters or visitors. On this basis the survey data indicated that 63% of parking stress was attributed to residents, 9% to commuters and 6% to visitors.
- 2.34 The parking stress results do not highlight a specific pattern of parking stress. The survey indicated that specific roads experience high levels of parking stress such as Wendover Road, Claremont Road, Avenue Road and Meadow Gardens all with over 100% parking occupancy during the daytime survey (10:00-12:00). The level of parking stress was generally found to be higher overnight which would reflect a pattern of those returning home from work.
- 2.35 An independent benchmarking exercise of office parking standards in other local authority areas which had not previously been considered by the Council was also undertaken. All of the assessed comparator authorities apply maximum standards for new office developments of which two authorities apply maximum standards based on a zonal system.
- 2.36 Statistics relating to car availability of those in employment was also analysed (car and van availability). Key conclusions drawn were:  
-94% of the working population own 1 car or van per household with on average 65% of the borough owning 2 or more cars or vans per household;  
- Car ownership in the areas of concern raised by residents and Councillors indicate that 61% of households are likely to own 2 cars or more within the area.

#### Office parking standards: conclusions and recommendations of Project Centre Limited

- 2.37 The parking stress surveys indicate that it is high car ownership levels in the area, combined with other cars arriving from outside of the area for other reasons, including office related parking, which is driving the high levels of on street parking observed on the roads surveyed.
- 2.38 Given the results of the parking surveys and following the analysis of the census data, the consultant is of the opinion that overspill parking from offices is not the sole source

of local on-street parking pressures in the study area, and indeed is a relatively minor contributor. They advise that implementing standards that require minimum parking ratios are therefore unlikely to solve the existing issues. Indeed, setting minimum parking standards for offices may even increase parking demand in offices and business parks. Encouraging travel to work through high parking provision can lead to habitual car use where staff travelling to work may have otherwise used viable alternative, sustainable modes.

- 2.39 Overall, the consultants recommend that maximum parking standards are implemented borough wide in order to encourage travel to offices by means other than the private car and ensure against excessive car parking provision at those destinations. One standard is recommended for town centres, and another standard to cover the remainder of the Borough. The recommended standards are set out in the table below:

<b>Area</b>	<b>Standard (maximum)</b>
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)	1 car parking space per 200sqm
All other areas	1 space per 30sqm

- 2.40 The maximum parking standards proposed above are not expected to lead to parking overspill or additional pressures on areas surrounding new office developments. Additional, on-street parking enforcement (either through controlled parking zones or priority parking areas) could also be considered on a case by case basis to help address the current high demand in some parts of the Borough.

***Alternative parking standards for Purpose Built Student Accommodation and office developments***

Purpose Built Student Accommodation

- 2.41 As an alternative to the standards recommended by Project Centre Limited for PBSA, members of the Planning Committee could consider taking an alternative approach. In this regard, officers are suggesting that in order to provide a flexible approach which could take account of varying circumstances such as a site's geographical location, each student accommodation development could also be considered through individual assessment, on a 'case-by-case basis', rather than applying a particular 'standard' of provision. This reflects Surrey County Council's recommended approach, but also allows planning judgements to be made about levels of parking provision appropriate to a student development which takes account of and responds to any parking management policies and sustainable travel policy/initiatives at RHUL prevailing at the time. RHUL's current site management policies for example, are targeted to significantly restrict student car parking, in order to discourage student travel to the university by private car, where possible.
- 2.42 If the Planning Committee decides that their preference is to include a 'case by case/individual assessment' approach for PBSA, this would be supported by the additional text which has been included at paragraph 3.4 in the Parking Guidance SPD on the potential to introduce controlled parking zones (CPZs) or other parking restrictions as part of an appropriate car parking strategy for a locality affected by university-related development and activity, as well as other types of development which may come forward in the Borough.
- 2.43 It is suggested that a flexible, case-by-case assessment is applied to deal with other university-related development, as recommended by Surrey County Council.

Office developments

- 2.44 As an alternative to the standards recommended by Project Centre Limited for new office developments, members of the Planning Committee could consider taking an alternative approach. In this regard, officers are suggesting that the alternative would be to follow the advice of Surrey County Council in their 2021 Vehicular and Cycle Parking Standards Guidance and apply a flexible standard of a maximum range of 1 car space per 30m<sup>2</sup> to 1 car space per 100m<sup>2</sup> depending on location (the guidance could confirm that in town centre locations, the 1 car parking space per 100m<sup>2</sup> standard would be expected to be applied). This is a more generous standard for town centre locations than proposed by Project Centre Limited. Either the standard recommended by Project Centre Limited, or the standard recommended by Surrey County Council are considered appropriate for inclusion in the Runnymede Parking Guidance SPD. The Project Centre standard would however be more likely to encourage end users to travel by active and sustainable transport options due to more limited vehicular parking on site. This would potentially be more in line with the Draft Surrey Local Transport Plan 4 aspirations and the Council's own draft Climate Change Strategy.
- 2.45 If the Planning Committee decides that their preference is to include the Surrey County Council recommended approach for new office developments, officers can confirm that if there was a concern about overspill parking from a particular development proposed, the wording on Controlled Parking Zones and other parking restrictions proposed for inclusion in the SPD could also potentially be applied, and could provide part of a holistic parking solution for this type of development.

#### ***Electric Charging Points***

- 2.46 Officers have also looked carefully at Surrey County Council's recommended guidance for the provision of new 'fast charge' electric charging points. Adopted Runnymede 2030 Local Plan policy SD7 states that development proposals will be supported where they are, 'subject to feasibility, incorporate electrical vehicle charging points in accordance with guidance issued by Surrey County Council'. In line with this policy requirement, the draft Parking Guidance SPD reconfirms the current Surrey County Council guidance on electric charging points but cautions that standards set out could be superseded over the lifetime of the Local Plan by revised guidance issued by Surrey County Council.

#### ***Other Guidance Included***

- 2.47 In line with Surrey County Council parking guidance, officers recommend that the County Council's additional guidance in respect of disabled parking, school parking and car clubs should also be incorporated into the Borough Council's revised parking guidance. The provisions for disabled parking are in full accordance with the Department of Transport advice. Since officers last brought the draft Parking Guidance SPD before the Planning Committee, Surrey County Council has updated their guidance on car clubs, and as such, amendments to the SPD have been made to reflect this.

#### ***Other matters***

- 2.48 It should be noted that as part of the public consultation on the SPD, Project Centre Limited and officers in the Planning Policy team will be arranging an evening presentation for any members of the public who would find it helpful to find out more about the parking standards contained in the SPD, particularly those related to PBSA and new office developments. This will include a question and answer session.

### **3. Policy framework implications**

- 3.1 Supplementary Planning Documents (SPD) do not form part of the Development Plan for Runnymede but are a material consideration in decision taking. The adoption of this SPD would support the following local plan objectives in particular:
- 4) To ensure Runnymede's communities are supported by new or enhanced community and other infrastructure services and facilities, including a range of sustainable and active travel choices;
  - 5) To deliver a garden village at Longcross which achieves a sustainable community capable of meeting its own day to day service needs and which offers a choice of sustainable and active travel modes;
  - 6) To increase resilience to climate change, including flood risk, to reduce greenhouse gas emissions and promote water efficiency and the use of renewable and low carbon energy;
  - 13) To support projects which improve the integration of road and rail to reduce congestion and improve accessibility to a range of sustainable and active travel choices.
- 3.2 When adopted, this SPD will support the Council's draft Climate Change Strategy, particularly action reference PPAT 2.0 which seeks to, 'Facilitate & encourage active transport in the Borough: Reduce traffic congestion; Improve air quality; Improve health & wellbeing; and reduce vehicle emissions'. It will also support priorities 5 and 6 from the draft Economic Development Strategy as reproduced below:

**Priority 5: Better infrastructure for sustainable growth:** Improve the Borough's competitive performance through provision of improved infrastructure to support mobility, communications, health and well-being.

**Priority 6: Developing a low carbon economy**

Support and encourage businesses to be more sustainable. This could mean aiding businesses to become more energy efficient or to develop more sustainable business practices within their own operations and those of their supply chains. The Council will share good practice in sustainability and will encourage and support businesses to develop green products and services.

**4. Resource implications (where applicable)**

- 4.1 The costs associated with this work have been met to date through the Council's approved 2019/2020 and 2020/2021 budgets for Planning Policy, and additional funding secured specifically for this project following approval by Corporate Management Committee. Remaining project costs are expected to be met through the Council's 2022/23 approved budget for the Planning Policy team.

**5. Legal implications**

- 5.1 Officers are not aware of any legal implications as a result of the adoption of this SPD. Following adoption however, Members should be aware that in accordance with Regulation 11(2)(c) & (d) of the Town & Country Planning (Local Planning)(England) Regulations 2012 (as amended), any person with sufficient interest in the decision to adopt the Runnymede Parking Guidance SPD may apply to the High Court for permission to apply for judicial review of that decision. Any such application must be made promptly and in any event not later than 3 months after the date on which the SPD was adopted.

**6. Equality implications**

- 6.1 The Council has a Public Sector Duty under the Equalities Act 2020 to have due regard to the need to:
- a) Eliminate unlawful discrimination, harassment or victimisation;
  - b) Advance equality of opportunity between persons who share a Protected Characteristic and persons who do not share it;
  - c) Foster good relations between those who share a relevant protected characteristic and persons who do not share those characteristics;

in relation to the 9 'Protected Characteristics' stated within the Act.

- 6.2 There are no known equality implications as a result of this draft SPD. The guidance included in the SPD has been produced to be flexible and adaptable to address all needs. The Council has a legal duty to comply with equalities legislation and to assess the likely impact (positive or negative) that a plan, strategy, policy, project or service may have upon protected groups. An Equality Impact Assessment has been undertaken for the Local Plan as a whole and given that this SPD stems from Local Plan Policy (SD4:Highway Design Considerations in particular), it is considered that this provides appropriate Equalities reassurance.
- 6.3 Nevertheless, a An Equality Impact Assessment screening has been undertaken to support the production of this SPD which concludes that the SPD will not affect any employees or service users on the basis of a protected characteristic(s) they have. Any effects the SPD has on the wider Borough community, including those groups with protected characteristics is likely to be beneficial through the more careful and detailed consideration applicants will give towards ensuring higher quality development in the future. Overall, it has been concluded that a full Equality Impact Assessment is not required. The draft screening assessment can be viewed at Appendix D.

## **7. Environmental/Sustainability/Biodiversity implications**

- 7.1 A detailed Sustainability Appraisal (SA) was carried out upon the Runnymede 2030 Local Plan. The draft Parking Guidance SPD is supplementary to the new Local Plan and therefore does not require a separate SA.
- 7.2 The SPD has however undergone Strategic Environmental Assessment (SEA) and Habitats Regulations Assessment (HRA) screening. That screening has concluded that there will be no likely significant effects on designated habitats or any other significant environmental effects as a result of the guidance included in the SPD. The screening document can be viewed at Appendix E. The screening document has been shared with statutory consultees and at the time of writing, their comments are awaited.
- 7.3 Appropriate parking standards have the potential to help meet the Local Plan's aims to reduce travel by private car and encourage more active & sustainable travel by encouraging less use of vehicle transport and more walking and cycling. The draft revised parking guidance will, when adopted, make a contribution towards the Borough's actions on climate change. Please see comments in section 3 above in terms of how adoption of the SPD has the potential to support the Council's draft Climate Change Strategy.

## **8. Conclusions**

- 8.1 The draft revised parking guidance has been prepared to reflect the up to date guidance set out in the NPPF and to support the policies contained in the Runnymede 2030 Local Plan. The guidance has been prepared taking account of national planning guidance and the updated parking guidance published by Surrey County Council in November 2021. The additional consultancy work undertaken by Project

Centre Limited also provides the Planning Committee with further detailed advice and alternative recommendations around parking standards for new office developments and PBSA schemes. The guidance drafted for consultation seeks to provide a degree of certainty for developers and communities in respect of the levels of vehicular and cycle parking that will be required in association with new development but also provides flexibility to assess individual schemes where that may be more appropriate given the nature of development proposed. The draft revised guidance also seeks to take account of the locational characteristics and the ability to travel by walking, cycling and use of public transport where those modes of travel are convenient options, the need to plan for greater use of electric vehicles in the future and the potential need to control on-street car parking in certain locations through the use of controlled parking zones (CPZs).

- 8.2 Subject to Planning Committee approval, a 6-week period of public consultation will take place to seek the views of local communities and other interested parties on the draft guidance.
- 8.3 Once public consultation feedback has been considered, the SPD will be reported back to the Planning Committee for final consideration, and potential adoption.
- 8.4 Once adopted, the new guidance will then become an important material consideration for planning decisions and will be published on the Council's website. Where in due course the revised parking guidance is a relevant consideration to new development being proposed, applicants and promoters will be advised of the guidance through the pre-application and planning application processes.

**(To resolve)**

### **Background papers**

Appendix A – Draft Revised Runnymede Parking Guidance SPD

Appendix B - Final Draft Parking Standards Report on Purpose Built Student Accommodation and Office Development as produced by Project Centre Ltd. Can be viewed at: [Planning policy evidence based documents – Runnymede Borough Council](#)

Appendix C - Surrey County Council Vehicular and Cycle Parking Guidance, November 2021. Can be viewed at: [Supplementary Planning documents and other guidance – Runnymede Borough Council](#)

Appendix D – Equality Impact Assessment Screening

Appendix E – SEA/HRA Screening