

Appendix A

Runnymede Borough Parking Guidance

Draft SPD for Consultation

Runnymede Borough Council

November 2020June 2022

Contents

| | |
|---|----|
| Executive Summary..... | 3 |
| 1. Introduction | 5 |
| The Need to Review the Parking Guidance..... | 5 |
| 2. Planning and Transport Policy Context | 6 |
| National Planning Policy Framework (NPPF) (July2021) | 6 |
| National Design Guide (January 2021)..... | 7 |
| Car Ownership Changes | 8 |
| Car Ownership Levels Table | 9 |
| Electric Vehicle Ownership..... | 10 |
| Surrey Local Transport Plan 4 (emerging) | 10 |
| Surrey County Council Vehicular and Cycle Parking Guidance (November 2021)..... | 11 |
| Planning Policies in Runnymede: The Runnymede 2030 Local Plan | 12 |
| Runnymede Design Guide (July 2021)..... | 13 |
| 3. Parking Guidance for Runnymede | 13 |
| Car Parking Guidance for Non-Residential development | 13 |
| Car Parking Guidance for Residential development | 15 |
| Parking Space dimensions..... | 16 |
| Car free developments..... | 16 |
| Cycle Parking | 16 |
| Electric Vehicle Charging Points | 17 |
| Travel Plans | 17 |
| Car Clubs..... | 17 |
| Coach/Bus | 18 |
| Equality Act | 18 |
| 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..... | 19 |
| Appendix 2 – Parking Guidance for new residential development within use Class C3..... | 23 |
| Appendix 3 – Electric Vehicle Charging Points Guidance (reproduced from the Surrey County Council Vehicular and Cycle Parking Guidance (November 2021))..... | 24 |

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 ~~the~~ Surrey County Council's updated Vehicular and Cycle Parking Guidance (adopted in ~~January 2018 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.

[‡]<https://www.surreycc.gov.uk/roads-and-transport/policies-plans-consultations/transport-plan/surrey-transport-plan-strategies/parking-strategy>

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 expressed during the consultation stages of the new Local Plan as well as 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 ~~space-areas~~ is set out in the [emerging Runnymede Design Guide](#) SPD for the Borough [which was implemented in July 2021](#).

Once adopted, this parking guidance will have Supplementary Planning Document (SPD) status and will be 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 in context is considered relevant:

- The Government's 'A Green Future: Our 25 Year Plan to Improve the Environment' Plan 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) 20192021, paying particular regard to the need to promote sustainable transport;
- The emerging Surrey Local Transport Plan 4 (April 2018due for adoption in Summer 2022 following public consultation in the second half of 2021), Surrey Parking Strategy (April 2011updated January 2020), Surrey Vehicular and Cycle Parking Guidance (November 2021)Vehicular and Cycle Parking Guidance (January 2018) and Car Clubs in new developments (March 2019);
- The adopted Runnymede 2030 Local Plan (July 2020); and draft Runnymede Climate Change Strategy (scheduled for adoption in Summer 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.

1.31.4 The parking guidance included in this SPD recognises that town centre locations in the Borough generally offer sustainable travel alternatives to trips by the 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 and the introduction of lockdown measures or advice. 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

1.41.5 The Council's previouscurrent 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 the previousthis 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.

1.51.6 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.

1.61.7 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. ~~Thises quantum~~ of development will place additional pressures on local transport infrastructure including parking.

1.71.8 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 ~~the~~ 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.

1.81.9 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~~February 2019~~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.

2.11 This new Government publication identifies that patterns of movement for people are integral to well-designed places. It promotes well considered parking, servicing and utilities infrastructure for all uses. The guide also recognises that how parking is arranged has a fundamental effect on the quality of a place or development.

Car Ownership Changes

2.22.11 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.

2.32.12 In Runnymede Borough, vehicle ownership has 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 has also increased from 14,320 in 2001 to 14,590 in 2011.

2.42.13 The table below gives further detail of the changes in vehicle ownership in Runnymede between the 2001 and 2011 censuses:

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 | - |

2.52.14 The table helps to illustrate that car ownership levels in Runnymede Borough remain high compared to the national average, though the table also shows that car ownership levels in Runnymede Borough are marginally lower than those found across Surrey.

Electric Vehicle Ownership

2.15 Electric vehicle ownership has increased substantially ~~in the past 5 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.

2.62.16 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 energy 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.with new registrations of plug in cars in the UK increasing from 3,500 in 2013 to more than 166,000 by August 2018⁵.

2.7 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 2017⁶. With Government seeking to restrict the sale of any new petrol, diesel or hybrid vehicle registrations after 2035, electric vehicle ownership is likely to increase significantly in the next 10-20 years and it is important that the Council's strategies, this and other guidance and its decisions reflect this.

Surrey Local Transport Plan 4 (April 2018 emerging)

2.17 Surrey County Council consulted on a new draft Transport Plan (known as Local Transport Plan 4 (LTP4)) in the second half of 2021. LTP4 is due to be adopted in Summer 2022 and includes plans to reduce the 46% of carbon emissions currently generated by

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.

⁵ <https://www.nextgreencar.com/electric-cars/statistics/>

⁶ Figure 1: EV registrations from January 2012 to December 2017; Surrey Transport Plan: Electric Vehicle Strategy

transport. Local Transport Plan 4 will supersede the earlier Local Transport Plan 3 on adoption.

2.18 LTP 4 will set out proposals to 2030 and beyond which will include:

- Increasing safer and improved walking and cycling routes; to
- 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.

2.82.19 The above are tools to help in reducing the need to travel by car.

Surrey County Council Vehicular and Cycle Parking Guidance (January 2018November 2021)

2.92.20 This updated guidance provides helpful advice to local planning authorities in Surrey when preparing their own local parking guidance.

2.102.21 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.

2.112.22 The guidance also acknowledges the increased popularity of cycling for leisure and commuting; emphasising that high quality 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. 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.

2.122.23 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.

2.132.24 In terms of new residential development, the Surrey guidance suggests ~~that there is little to be gained by seeking to restrict parking through the use of 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’.~~ recognising there is no intention or powers available to Surrey County Council ~~to restrict car ownership within the County. For this reason, r~~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.

2.142.25 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 including; Class E office, B2 general industrial, Class E/F.2 retail and Class E/F.2/sui generis leisure uses over 500sq.m, B8 storage and distribution uses over 1000sq.m and other developments such as new schools/colleges, hotels and health uses.

Planning Policies in Runnymede: The Runnymede 2030 Local Plan

2.152.26 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, will be the guidance used by the Council to help assess the parking requirements associated with development proposals, until superseded. On adoption, it adoption, it will replace the Council’s October 2001 Parking Standards.

2.162.27 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.

2.172.28 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

Runnymede⁷. 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.

2.182.29 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. 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 ~~the~~-Longcross railway station with and-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)

2.192.30 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. Parking Guidance for Runnymede

3.1 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

3.2 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.

- 3.3 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.

~~3.4 In respect of student accommodation and other university associated development specifically, the Council recognises that despite the Royal Holloway University of London's (RHUL), which is 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 private car use remains relatively high and local on-street car parking problems are exacerbated in neighbouring communities such as Englefield Green and Egham as a result. parking surveys in 2021 to determine whether Purpose Build Student Accommodation (PBSA) schemes in the locality were resulting in over-spill 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. Within those communities, the Council is presently working with RHUL and others including Surrey County Council, to consider the introduction of new controlled parking zones (CPZs) or other forms of parking restriction within residential areas most affected by on street car parking.~~

~~3.5~~3.4 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.

3.63.5 Some larger scale non-residential developments may also-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.

3.73.6 Where it has been indicated that an individual assessment for parking is more appropriate to the nature of development proposed (e.g.—leisure centres~~student accommodation~~, 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.

3.8 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

3.9 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.

3.10 ~~In following Surrey County Council's approach, T~~he 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.

3.11 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.

3.12 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. Where cycle storage is proposed within a garage, larger garages with dimensions of 3m x 7m, or 4m x 7m would be considered appropriate. For car ports/ car barns the recommended minimum dimensions are 2.9m x 5.5m.

3.13 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

3.14 For both residential and non-residential developments, the minimum dimension of a car parking space should be 2.5m x 5.0m

Car free developments

3.15 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

3.16 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 cycle parking needs at Addlestone Station and 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 space within a garage large enough to accommodate cycles as well as park a car.

3.17 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. 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.

Electric Vehicle Charging Points

3.163.18 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 January 2018 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 which requires compliance 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.

3.173.19 In non-residential developments where disabled parking spaces are made available for members of the public, a proportion of these parking spaces should also benefit from EV charging points. 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

3.183.20 Surrey County Council Vehicular and Cycle Parking Guidance (January 2018 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 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

3.193.21 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

3.203.22 In accordance with the guidance set out by Surrey County Council in its Vehicular and Cycle Parking Guidance ([January 2018](#)[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

3.213.23 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 fully flexible and adaptable to address all needs. It has also been subject to an Equalities Impact Assessment (EqIA) screening.

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 Class | 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) | | |

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|---|---|---|
| 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 space per 30m ² to 1 car space per 100m ² depending on location <u>OR 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. TBC at Planning Committee meeting of 22nd June 2022</u> | 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 | Case-by-case assessment, linked to transport assessment/travel plan <u>OR Sustainable Access Approach recommended by Project Centre Ltd outlined in committee report. TBC at Planning Committee meeting of 22nd June 2022</u> | Case-by-case assessment, linked to transport assessment/travel plan |
| 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 | Flats/houses without garages or gardens: 1 and 2 bedroom unit: 1 space 3 or more bedroom unit: 2 spaces |
| 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 |
| 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 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 3.8 of this document.

Appendix 2 – Parking Guidance for new residential development within use Class C3

| Locational Characteristics | Town Centre (Spaces per dwelling) | Suburban/ Village/Rural (Spaces per dwelling) | Visitor Parking (Minimum spaces per dwelling) ⁷ |
|------------------------------|-----------------------------------|---|--|
| Studio Apartment*/1 Bed Home | 1 space | 1 space | 0 spaces OR individual assessment/justification |
| 2 Bed Home | 1 space | 1 space | 0.5 spaces |
| 3 Bed Home | 1 space | 2 spaces | 0.5 spaces |
| 4 Bed Home | 1 space | 3 spaces | 0 spaces OR individual assessment/justification |

*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.

⁷ As the default position, all visitor parking will be treated as unallocated unless agreed otherwise with the applicant

Appendix 3 – Electric Vehicle Charging Points Guidance (reproduced from the Surrey County Council Vehicular and Cycle Parking Guidance (January 2018November 2021))

| Residential Development | 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 | <u>1 fast charge socket per flat (allocated and unallocated spaces).</u> | 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 | <u>7kw Mode 3 with Type 2 Connector</u> | 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; | <u>20% (+10%)</u> of available spaces to be fitted with a fast charge socket | 7kw Mode 3 with Type 2 Connector | 230v AC 32 Amp Single Phase dedicated supply |

| | | | |
|---|--|--|--|
| 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 > | Plus A further <u>20%</u> (10%) of available spaces to be provided with power supply to provide additional fast charge socket | 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)⁸ for guidance and further information on charging modes and connector types.

⁸ <https://www.beama.org.uk/resourceLibrary/beama-guide-to-electric-vehicle-infrastructure.html>

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