

The Report of the Executive

The Executive met on Tuesday, 28 July 2015 commencing at 11.00 am. County Councillor Carl Les in the Chair. County Councillors Arthur Barker, David Chance, Gareth Dadd, Chris Metcalfe, Janet Sanderson and Clare Wood.

Also in attendance: County Councillors David Blades.

The Executive met on Tuesday, 18 August 2015 commencing at 11.00 am. County Councillor Carl Les in the Chair. County Councillors Arthur Barker, David Chance, Gareth Dadd, Chris Metcalfe, Janet Sanderson and Clare Wood.

Also in attendance: County Councillors Andrew Backhouse, Derek Bastiman, Liz Casling, Patrick Mulligan.

The Executive met on Tuesday, 8 September 2015 commencing at 11.00 am. County Councillor Carl Les in the Chair. County Councillors Arthur Barker, David Chance, Gareth Dadd, Don Mackenzie, Chris Metcalfe, Janet Sanderson and Clare Wood.

The Executive met on Tuesday, 27 October 2015 commencing at 11.00am. County Councillor Carl Les in the Chair. County Councillors Arthur Barker, David Chance, Gareth Dadd, Don Mackenzie, Chris Metcalfe, Janet Sanderson and Clare Wood.

Also in attendance: County Councillors Andrew Backhouse, John Clark, David Ireton, Mike Jordan and Bob Packham

1: Proposals for Revision to County Council guidance on Transport Issues including Standards for Parking for Developer Funded works within North Yorkshire: The report was considered by the Executive on 27 October 2015, along with appendices 1A to 1F.

Background

'Transport Issues and Development – A Guide' was approved by the Executive on 24 September 2002 and adopted by the County Council on 23 October 2002. When adopted it complied with the relevant national planning guidance contained in Planning Policy Guidance 13, (PPG13) published in March 2001. 'Transport Issues and Development – A Guide' contained advice to assist developers proposing to build within North Yorkshire on the submissions they should include in any planning application to adequately address highways and transport issues. The document included the County Council's parking standards for development. The parking standards which were detailed in Appendix A to 'Transport Issues and Development – A Guide' were maximum standards in accordance with the national guidance in PPG 13. This aimed to encourage a move away from car use by restricting the ability to park cars and was adopted by the County Council to ensure advice on planning applications reflected national policy. Implementation of the PPG13 standard has resulted in issues with indiscriminate parking on the highway particularly in residential areas. Further pressure is put on the parking provision by the current practice for residents to treat garages as domestic storage and not a parking space.

PPG13 was withdrawn when the National Planning Policy Framework (NPPF) was introduced

in March 2012. This means that key elements of the County Council's guidance are no longer in line with national policy. In particular the NPPF removes the principle of maximum parking standards; the advice on parking is at paragraph 39 which states:-

"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 opportunities for public transport;*
- *local car ownership levels; and*
- *an overall need to reduce the use of high-emission vehicles."*

Since the introduction of the NPPF officers have ensured compliance with the NPPF by generally requiring residential developments to provide the maximum parking standard quoted in 'Transport Issues and Development – A Guide'. This pragmatic solution has ensured the County Council has been able to offer guidance which is not contrary to national policy but a formal change is required to bring the County Council's guidance in line with the NPPF. A report on this matter was taken to the Corporate Director and BES Executive Members on 3 July 2015 and the following decision was taken:

"To agree to the withdrawal of 'Transport Issues and Development – A Guide' save for Appendices B,C,D, and F(as amended).

- a) *To agree to the adoption, as an interim measure, of a revised Appendix A which will detail the revised minimum parking standards as set out in the report Paragraphs 5.3 to 5.7.*
- b) *To agree that the Corporate Director BES takes all necessary steps for a full review of parking standards; a full review of the requirements for Transport Assessments and a full review of the requirements for Travel Plans in conjunction with the local planning authorities within North Yorkshire.*
- c) *To agree that a further report be brought to Members following the conclusion of the review.*
- d) *To agree that a report goes to the Executive seeking approval for (a) to (d) above."*

A further report was taken to the Transport, Economy and Environment Overview and Scrutiny Committee on 14 October 2015. The committee supported the proposal to issue the interim advice containing minimum parking standards for residential development.

Policy Implications

Withdrawing the majority of 'Transport Issues and Development – A Guide', will remove guidance which no longer complies with national planning guidance. In future responses to planning applications, made on behalf of the County Council in its role as local highway authority, need to be clearly based on national policy so they will stand up to challenge through the Appeals process or judicial challenge.

Options

If the current guidance is, in the main, withdrawn to address the disparity between the County Council's guidance and national policy three options have been considered:

- Option A ○ No Action, retaining the existing advice and no review;
- Option B ○ Undertake a full review with regard to replacing 'Transport Issues and Development – A Guide' without any interim guidance being put in place
- Option C ○ Introduce interim advice on residential parking standards
 - Retain other elements of the guidance detailed in 5.1 below as an interim position and
 - proceed with a full review of all standards with regard to replacing 'Transport Issues and Development – A Guide'

The detailed considerations for each option are below.

Option A

Given the changes to national policy it is considered inappropriate to continue with the ad-hoc arrangements currently employed by officers to address the differences between local guidance and national policy. It is considered appropriate that as local highway authority NYCC should provide local guidance on parking standards. The 'do nothing' approach is not recommended.

Option B

Ideally this would be the option to adopt. However a full review will require formal consultation with partners including the ten planning authorities within North Yorkshire. This is by its nature a lengthy process. The new guidance would not be available for some time so could not be used for the current high volume of residential developments that are coming forward for approval.

Option C

This gives the opportunity to withdraw outdated guidance which is in conflict with national policy and establish interim standards to address the key issue of residential parking. It would enable more appropriate standards to be applied to the high volume of residential development currently coming forward for approval. A formal review of the full standards could then be undertaken including all the appropriate consultations.

It is considered that Option C provides the most appropriate route to adopt. As the proposals will change adopted County Council policy they were brought to the Executive for endorsement and recommendation to County Council.

Other considerations

'Transport Issues and Development – A Guide' contains other advice in addition to the parking standards; it is considered that some of this advice is worthy of retention in the interim as it provides useful guidance which is not in conflict with national policy; the majority of this advice is contained in the appendices. It is therefore proposed to retain the following appendices to 'Transport Issues and Development – A Guide' with some changes to assist developers and officers until the full review of the document is completed:

| | |
|-------------------------|---|
| Appendix B: | Cycle Parking Facilities |
| Appendix C (all parts): | Parking Dimensional Requirements (with amendments) |
| Appendix D: | Check list for a Transport Assessment (with amendments) |
| Appendix E: | Not used |
| Appendix F: | Check list for a Travel Plan |

The existing Appendix A contains maximum parking standards for all types of development that may come forward in North Yorkshire. This was adopted as policy by the County Council on 23 October 2002. It acknowledges the diverse geography of the County and the associated accessibility to transport options other than the private car by setting different standards for differing parts of the County. As an interim measure it is proposed to adopt as policy a revised Appendix A which keeps the three categories but better defines them. The three categories are:

Rural Areas

The most remote areas of the County where there is a heavy reliance on private cars to access employment and services.

The Market Towns plus parts of Harrogate and Knaresborough, Scarborough and Catterick Garrison

The market towns are clearly defined by the local planning authorities. They all have a degree of accessibility to services without reliance on the private car. However, particularly in the outskirts there is a reliance on the private car particularly outside peak hours.

Central Urban Areas

Those parts of Harrogate and Knaresborough, Scarborough and Catterick Garrison not covered above but also including central areas in some of the market towns. Applying this category would be dependent on the developer showing the site had good access to all services without the need for a private car. There would also be a need to show that cars parking outside the site would not create conditions prejudicial to highway safety.

For each of these categories it is proposed for the interim to set **minimum** parking standards for residential development based on the number of bedrooms. It is also proposed that a garage will only be counted as a parking space if it is a minimum size of 3m by 6m. All other parking requirements would be set on an individual basis in accordance with paragraph 39 of NPPF. This will allow businesses to provide an appropriate level of parking to serve their needs and the accessibility of their site, guided by a Travel Plan where appropriate. The revised Appendix A (pages 26 to 31) would also set the cycle parking standards and operational parking standards. Operational parking is that required by a business to enable it to function properly. It covers facilities for HGVs and vehicles owned by the business which is needed for its day to day business eg delivery vans. The advice in Appendix B (page 32) is considered appropriate without amendment. Appendix C does not provide any information on the minimum size of garage that would allow a reasonable level of domestic storage whilst still enabling a car to be parked. National advice on an appropriate minimum garage size to provide parking and storage is to be found in Manual for Streets, 2007 (MfS) which recommends a minimum size of 3m by 6m. It is proposed to add this requirement for a minimum size of garage to be counted as a parking space to Appendix C (pages 33 to 37) and to set the minimum size for a single garage at 3m by 6m.

Historically guidance on the content of Transport Assessments has been set nationally the most recent advice was contained in Guidance on Transport Assessment (GTA) which was withdrawn on 22 October 2014. The advice in Appendix D ensures that the appropriate matters are covered but does not provide any guidance on the acceptable impact of development before mitigation is required. It is proposed to amend Appendix D (pages 38 to 41) to set suitable levels for requiring mitigation. The levels are to be taken from 'Transport Issues and Development – A Guide' and GTA and will enable officers to secure the appropriate developer funded infrastructure to mitigate the impact of development on North Yorkshire's highway network.

It is not considered necessary to retain the advice in Appendix E which simply provided a map of the County with District Council Boundaries. The advice in Appendix F (pages 43 to 44) is considered appropriate without amendment. For completeness the proposed versions of the retained Appendices are attached to this report at Appendix 1.

Financial Implications

Consideration has been given to the potential for any financial implications arising from the recommendation. It is the view of officers that the recommendation does not have a financial impact on the County Council.

Legal Implications

The NPPF provides national policy on many aspects of development and any policy or advice the County Council produces at a local level needs to be in line with that policy. The proposals set out in this report are aimed at ensuring NYCC local policy is in line with national policy.

Consultation Undertaken and Next Steps

The views of the lead officers at the ten planning authorities within North Yorkshire have been sought on the proposal to introduce interim standards, which in the context of residential parking would mean the withdrawal of maximum parking standards and replacing these with set minimum parking standards for residential development. This interim approach is proposed whilst a full review is completed. The approach has been welcomed.

If Option C is adopted the full review of 'Transport Issues and Development – A Guide' will include an appropriate consultation exercise with the relevant stakeholders.

Equalities Implications

Consideration has been given to the potential for any adverse equality impacts arising from the recommendation. The standards relating to parking for the disabled listed in Appendix A remain unchanged from those in the previous advice. Consequently, it is the view of officers at this stage a full Equality Impact Assessment is not required in the context of the interim proposals as it is not considered that the recommendation would have an adverse impact on any of the protected characteristics identified in the Equalities Act 2010. However further consideration will be given to whether an Assessment is required as part of the detailed review.

Reasons for Recommendations

To bring the County Council's policy and advice used for highways development management in North Yorkshire in line with National Policies and Practices. To introduce as policy **minimum** parking requirements for residential development in the interim to improve the quality of residential development. To retain Operational parking requirements for all types of development and to allow parking levels at other types of development to be agreed through negotiation having regard to the location and its accessibility, the contents of any Travel Plan and the requirements of the developer.

The Executive, at their meeting on 27 October 2015, agreed the following for recommendation to County Council on 11 November 2015, as set out in the report to the Executive.

- (a) The withdrawal of 'Transport Issues and Development - A Guide' save for Appendices B, C, D and F (as amended) is noted.
- (b) As an interim measure a revised Appendix A which will detail the revised minimum parking standards as set out in paragraphs 5.3 to 5.7 of the report is adopted.
- (c) It is agreed that the Corporate Director - Business and Environmental Services take all necessary steps for a full review of parking standards; a full review of the requirements for Transport Assessments and a full review of the requirements for Travel Plans in conjunction with the local planning authorities within North Yorkshire.
- (d) That a further report is to be brought to Members following the conclusion of the review, is noted.

The Executive RECOMMENDS:

- (a) The withdrawal of 'Transport Issues and Development - A Guide' save for Appendices B, C, D and F (as amended);
- (b) The adoption as an interim measure a revised Appendix A which will detail the revised minimum parking standards as set out in the report;
- (c) That the Corporate Director - Business and Environmental Services take all necessary steps for a full review of parking standards; a full review of the requirements for Transport Assessments and a full review of the requirements for Travel Plans in conjunction with the local planning authorities within North Yorkshire.
- (d) That a further report is to be brought to Members following the conclusion of the review, is noted.

2. Household Waste Recycling Centre policy amendments: The report was considered by the Executive 27 October 2015 together with Appendix 2 (pages 45 to 50) which details the existing policy.

The Household Waste Recycling Centre (HWRC) policy framework was introduced in 2005 and has provided the direction for the service for the last 10 years. As part of the Council's requirement for savings under the "One Council" programme charges for soil and rubble waste

were introduced at HWRCs in August 2014. This required changes to a number of policies at that time. Existing HWRC policies are attached as Appendix 2 (pages 45 to 50).

Need for change

Some of the current policies are no longer relevant or do not fully take into account revised operating practices, which have been introduced over time to improve the service. It is therefore proposed to update the policy framework to address these anomalies and bring it in line with improvements to the service implemented since the framework was adopted. As part of the Council's requirement for savings under the 2020 programme an Outline Business Case has been developed which includes proposals to:

- Charge non-residents for the use of North Yorkshire HWRCs where the Council does not have reciprocal arrangements with neighbouring local authorities;
- Charging for additional non-household wastes;
- Reducing all HWRC summer opening hours;
- Reducing the days some HWRCs are open.

These issues were considered in an extensive public consultation exercise in 2013 and changes to the Council's policies in relation to HWRCs are now required in order to enable implementation of these savings proposals.

Proposed changes

Policy 2 – Site Catchment

Policy 2 currently requires HWRCs to be located so that “*no single HWRC serves a population greater than 69,000 people*”. The figure of 69,000 was based upon the average level of provision in England included in the 2002 National Assessment of Civic Amenity Sites.

Since the introduction of policies in 2005, a second HWRC has been established in the West of Harrogate, to reduce pressure on the Harrogate Stonefall HWRC. Whilst the vast majority of the 112,000 population modelled as being served by the two Harrogate sites, are within a 20 minute drive time of the new site at West Harrogate, the majority of residents in Harrogate (103,000) are nearer to the Harrogate Stonefall HWRC. In theory, the catchment of Stonefall HWRC is therefore still sufficient to warrant a further site to serve Harrogate whereas in practice the use of the two sites servicing Harrogate is more equally divided than the catchments would suggest. In order to deal with this modelling/policy anomaly the following amended policy is suggested.

“Policy 2 (New) - North Yorkshire County Council will locate Household Waste Recycling Centres across the county on the basis that no single HWRC, or an average of two where they serve the same community, serves a population greater than 69,000 people”.

Policy 4 – Operating Hours

The site opening hours are not prescribed within the policy framework, but the current policy 4 states that “*North Yorkshire County Council will move to earlier opening from 08.00am at all sites as financial resources and operating restrictions allow*”. Whilst maintaining the ambition of this policy the County Council's current financial situation requires recognition of the need for a flexible approach to opening hours that allows for variation according to need. The following amended policy is suggested:

“Policy 4 (New) - North Yorkshire County Council aims to provide an accessible HWRC service at all sites during reasonable daylight hours throughout the week, as resources and operating restrictions allow. Where it is not possible to provide a full service at all sites during

reasonable daylight hours, availability may be adjusted at all or some HWRCs in such a way as to minimise the impact on the largest number of residents. Changes to HWRC opening hours will not be made without appropriate consultation.”

Policy 14 – Charging for non-household waste

Policy 14 currently refers to providing facilities for receiving and charging for non-household waste at ‘Strategic’ sites only. However, implementation of charging for soil and rubble in 2014 provided the opportunity to receive and charge for non-household waste at all HWRCs and this has been the practice at all sites since that time. It is therefore appropriate to amend policy 14 to read:

“Policy 14 (New) - North Yorkshire County Council will seek to provide facilities at all sites to enable the collection and disposal of other waste streams including commercial waste, and will make an appropriate charge for the receipt of these wastes

Based upon this proposed amendment the following policies are no longer necessary and are proposed to be removed from the policy framework.

Policy 18 (to be deleted) - North Yorkshire County Council will, provide a commercial waste service at strategic sites to serve the needs of each district and the business community

- *where no other suitable commercial waste services serve the area and*
 - *where it does not detract from the service provided to householders*
 - *no hazardous commercial waste will be accepted, other than bonded asbestos by prior arrangement.*
- and charge accordingly.*

Policy 19 (to be deleted) - North Yorkshire County Council may provide a service for soil, rubble and plasterboard disposal provided that HWRC operating contractors agree to receive these wastes at no costs to the County Council.

Policy 20 (to be deleted) - North Yorkshire County Council will allow its HWRC contractors to recover costs for the disposal of soil, rubble and plasterboard by making a charge.

Policy 16 – Use of HWRCs other than by residents of North Yorkshire.

The statutory obligation of the Council is to provide HWRCs for use by residents of North Yorkshire free of charge at the point of delivery. There is no obligation to allow residents of other areas to use North Yorkshire’s HWRC and if the Council chooses to allow residents of neighbouring areas to use its HWRCs it is permitted to make a charge to recover its costs.

Policy 16 currently says that: “North Yorkshire County Council will provide HWRCs for the use of North Yorkshire residents for disposal of their household”. The current policy implies that the sites are not provided for residents of other areas but does not make it clear under what conditions, if any, residents of other areas are permitted to use North Yorkshire HWRCs.

Past surveys have shown that a large proportion of waste delivered to some HWRCs originates from outside the County. Those sites receiving the most waste from outside North Yorkshire are Stokesley and Tadcaster. The cost of disposing of this waste is significant.

Past practice was to ignore cross boundary waste movements between Councils on a ‘swings and roundabouts’ basis but an increasing number of neighbouring councils have introduced restrictions in recent years on the use of their sites by residents of other areas, meaning that North Yorkshire is now a net importer of waste to HWRCs.

It is proposed that the first objective will be to have reciprocal arrangements with neighbouring authorities to allow residents of both areas to use their most convenient HWRC but where this is not possible, or practical, it is proposed that the policies be amended to clarify that North Yorkshire HWRCs are available to residents of neighbouring areas at a charge. The charge may either be direct to the user or via the neighbouring authority. It is therefore proposed that Policy 16 be amended to read:

“Policy 16 (New) - North Yorkshire County Council will provide HWRCs for the use of North Yorkshire residents for disposal of their household waste free of charge at the point of use. Where appropriate HWRCs will also accept wastes from non-residents as well as other non-household waste subject to the costs of dealing with these wastes being recovered through charging, unless in the case of waste delivered by non-residents reciprocal arrangements are in place with neighbouring Councils”.

Consultation

A consultation exercise was carried out between 14 October and 22 December 2013 seeking public views on a range of proposed service changes at HWRCs. The consultation was publicised at HWRCs, libraries, through parish and town councils, on the County Council's consultation web pages, by letters to businesses and charities who use the service, through staff bulletins, a member briefing email, press releases and a radio interview.

Those wishing to find out more detail about the proposals could read the consultation document on the council website consultation page or by requesting a copy from customer services. Responses to the consultation could be made through onsite surveys, using the council website consultation page or by completion of a paper consultation questionnaire.

The primary purpose of the consultation was to seek views on the disposal of soil and rubble (and similar materials) however the opportunity was also taken to consult on other areas of the HWRC service at the same time including questions relating to use of sites by residents of other areas, site summer opening hours, and the potential reduction of availability of the 6 least busy HWRCs to 4 days per week.

This consultation remains valid and appropriate to help inform changes to policies now being considered although it is acknowledged that implementation of any changes to services may require additional targeted consultation at the time. The 2013 consultation outcomes indicated that:

- 60% of respondents agreed or strongly agreed with the principle to open the 6 least busy HWRCs 4 days per week (compared to the current 6 days per week).
- 38% of respondents agreed or strongly agreed with reducing summer opening hours at all HWRCs by 1 hour per day, to close at 6pm. NB: 41% agreed or strongly agreed with reducing summer opening hours at all HWRCs by 2 hours per day.
- 43% agreed or strongly agreed that HWRCs should accept other non-household wastes including tyres but at a charge to cover the costs. 47% disagreed or strongly disagreed.
- 61% agreed or strongly agreed with accepting non-residents waste at a charge and applying a North Yorkshire resident only permit scheme. 30% disagreed or strongly disagreed. This shows a clear indication that people want us to accept waste from non-residents but to recover the cost of doing this.

Financial impact

There is no direct financial impact associated with the proposed changes to HWRC policies but these changes will then provide flexibility in some HWRC operating practices that can be used to help reduce costs. This report does not deal with the implementation of these changes but revisions to site operating hours and charging for waste from residents from other areas (as envisaged as part of the 2013 consultation), if implemented, are likely to reduce annual operating costs by up to £200k p.a. These savings cannot be delivered without the changes to policies proposed within this report.

Detailed proposals for implementing savings in relation to the HWRCs are being developed as part of the NY2020 programme and any changes to operating practices will be subject to the Council's normal governance and decision making processes. Implementation of the type of changes as highlighted above would therefore be subject to amendment of the policy framework as described in this report, and the agreement of the relevant Executive Member.

Equalities impact

The proposed policy amendments do not have any direct impact on protected characteristics but may lead to changes in service delivery that will impact on people living in rural areas and those who have a low income. In particular, the proposal to provide flexibility in HWRC operating hours is aimed at reducing the impact of any change to the greatest number of residents. Any change is therefore most likely to affect rural areas. Similarly, the introduction of any charges for non-household waste or charging residents from other areas is likely to have a bigger impact on those on a low income. These issues are described further in the attached Equalities Impact Assessment.

Legal impact

NYCC has a statutory duty to provide Household Waste and Recycling Centres (HWRCs) under [Section 51 of the Environmental Protection Act 1990](#) for residents to dispose of their household waste free of charge. NYCC currently provides 20 HWRCs across the County run by Contractors and the cost of providing this service, including disposal of the waste delivered to the HWRCs is approx. £5.9 million p.a.

Guidance is provided by the Government's Waste and Resources Action Programme on how the service should be provided. These proposals are not legally binding, but should be considered in assessing provision. Guidance is also available from Government on the ability to charge for receipt of some wastes at HWRCs, including commercial waste and waste from other authority areas.

The amendments to policies outlined in this report will enable the service to continue to be delivered in accordance with current legislation and appropriate guidance. The proposed amendments will also regularise minor anomalies in service provision where current policies have not kept pace with service improvements.

Conclusion

The current HWRC policy framework requires updating to reflect current practice and to provide some flexibility in the way the service is provided and enable a reduction in costs. Implementation of changes that were subject to consultation in 2013 would reduce service costs by approximately £200k p.a. but the implementation of any change as a consequence of

revised policies would be subject to normal decision making processes and further consultation if appropriate,

The Executive RECOMMENDS:

That County Council approve the following changes to the HWRC policy framework:

Existing policies 2,4,14,and 16 are replaced by:

Policy 2 (New) - North Yorkshire County Council will locate Household Waste Recycling Centres across the county on the basis that no single HWRC, or an average of two where they serve the same community, serves a population greater than 69,000 people.

Policy 4 (New) - North Yorkshire County Council aims to provide an accessible HWRC service at all sites during reasonable daylight hours throughout the week, as resources and operating restrictions allow. Where it is not possible to provide a full service at all sites during reasonable daylight hours availability may be adjusted at all or some HWRCs in such a way as to minimise the impact on the largest number of residents. Changes to HWRC opening hours will not be made without appropriate consultation.

Policy 14 (New) - North Yorkshire County Council will seek to provide facilities at all sites to enable the collection and disposal of other waste streams including commercial waste, and will make an appropriate charge for the receipt of these wastes.

Policy 16 (New) - North Yorkshire County Council will provide HWRCs for the use of North Yorkshire residents for disposal of their household waste free of charge at the point of use. Where appropriate HWRCs will also accept wastes from non-residents as well as other non-household waste subject to the costs of dealing with these wastes being recovered through charging, unless in the case of waste delivered by non-residents reciprocal arrangements are in place with neighbouring Councils

The following policies are removed:

Policy 18 North Yorkshire County Council will, provide a commercial waste service at strategic sites to serve the needs of each district and the business community

- where no other suitable commercial waste services serve the area and
- where it does not detract from the service provided to householders
- no hazardous commercial waste will be accepted, other than bonded asbestos by prior arrangement.

and charge accordingly.

Policy 19 North Yorkshire County Council may provide a service for soil, rubble and plasterboard disposal provided that HWRC operating contractors agree to receive these wastes at no costs to the County Council.

Policy 20 North Yorkshire County Council will allow its HWRC contractors to recover costs for the disposal of soil, rubble and plasterboard by making a charge.

3. Appointments to Committees and Outside Bodies: Any proposals for the re-allocation of seats, if necessary to achieve political proportionality, or for changes to memberships or substitute memberships of committees, or other bodies to which the Council makes appointments put forward by the relevant political group, prior to or at the meeting of the Council, be agreed including:

Care and Independence Overview and Scrutiny Committee

County Councillor Tim Swales to replace Liz Casling

Young People Overview and Scrutiny Committee

County Councillor Liz Casling to replace Tim Swales

Health & Wellbeing Board

Shaun Jones to replace Julie Warren as the NHS England representative.
Julie Warren is to replace Gillian Laurence as the named substitute.

Janet Probert is to replace Vicky Pleydell as the representative for Hambleton Richmondshire and Whitby CCG, with Debbie Newton as named substitute, from 1 December 2015.

Scrutiny of Health Committee

Scarborough Borough Council representative Councillor Mrs J Mortimer replaces
Substitute Member – Councillor A Jenkinson

Police and Crime Panel – changes for information only

| | | | |
|---|-----------------------------------|------------|------------------|
| CHAMBERS, Michael MBE (replaces Margaret Atkinson) | Harrogate Borough Council | | Conservative |
| DEW, Peter (replaces Fiona Fitzpatrick) | City of York Council | | Conservative |
| DONOHUE-MONCRIEFF, Michelle | Scarborough Borough Council | | Conservative |
| GRANT, Helen (replaces Mick Griffiths) | Richmondshire District Council | | Independent |
| HOPE, Eric | Ryedale District Council | | Conservative |
| HOBSON, Mel (replaces Gillian Ivey) | Selby District Council | | Conservative |
| LES, Carl | North Yorkshire County Council | Chair | Conservative |
| MASON, Ashley (replaces Mark Warters) | City of York Council | Vice-Chair | Liberal Democrat |
| QUINN, Gill (replaces Simon Myers) | Craven District Council | | Conservative |
| WILKINSON, Peter | Hambleton District Council | Vice-Chair | Conservative |

VOTING
CO-OPTED COMMUNITY MEMBERS (2)

1. SIDHU, Santokh
2. CRAIG, Professor Gary

The Executive RECOMMENDS:

That the following appointments are approved:

Care and Independence Overview and Scrutiny Committee

County Councillor Tim Swales to replace Liz Casling

Young People Overview and Scrutiny Committee

County Councillor Liz Casling to replace Tim Swales

Health & Wellbeing Board

Shaun Jones to replace Julie Warren as the NHS England representative.
Julie Warren is to replace Gillian Laurence as the named substitute.

Janet Probert is to replace Vicky Pleydell as the representative for Hambleton
Richmondshire and Whitby CCG, with Debbie Newton as named substitute, from
1 December 2015.

Scrutiny of Health Committee

Scarborough Borough Council representative Councillor Mrs J Mortimer replaces
Substitute Member – Councillor A Jenkinson

Any further proposals for the re-allocation of seats, if necessary to achieve political proportionality, or for changes to memberships or substitute memberships of committees, or other bodies to which the Council makes appointments put forward by the relevant political group, prior to or at the meeting of the Council, to be agreed.

CARL LES
Chairman

County Hall,
NORTHALLERTON.
3 November 2015

**Interim Guidance
on
Transport Issues
including
Parking Standards
and
advice on
Transport Assessments
and
Travel Plans**

Parking Standards

Guidelines for Provision

- 1 Plans defining the urban areas and market towns can be found in the appropriate Local Plan.
- 2 These are **MINIMUM** parking standards, to be applied at **residential developments** with different values dependent on accessibility to public transport proximity of differing land uses and location.
- 3 A flexible approach should be taken in using the standards so that each development proposal is assessed on its merit. A lower parking provision may be appropriate, particularly in more central locations where public transport provision is greater, depending on the circumstances of each case. This should be established from early discussions with the highway authority.
- 4 Operational parking space is defined as the space required for cars and other vehicles regularly and necessarily involved in the operation of the business of particular buildings. It includes space for commercial vehicles delivering goods to or collecting them from the buildings, space for loading and unloading and for picking up and setting down of passengers.
- 5 Where no operational requirement is specified, adequate provision for servicing must be provided. This should include sufficient space to allow the maximum number and size of vehicles likely to serve the development at any one time to manoeuvre with ease and stand for loading and unloading without inconvenience to other users of the site.
- 6 Staff requirements quoted refers to the likely maximum number of staff to be present on site at the busiest time.
- 7 In a number of cases, new development will incorporate more than one land use. In these circumstances, the standards applicable to each use simultaneously will be demanded.
- 8 All parking layouts must be designed in such a way that pedestrian and cyclist safety and convenience have absolute priority.
- 9 Where a specific category is not listed standards will be determined by discussion.
- 10 The needs of people with disabilities should be properly provided for in the design of parking areas, and reduced parking levels should not apply to the provision of such spaces. Parking for the disabled should be additional to the general parking provision. A minimum provision equal to 6% of spaces should be designated for people with disabilities, with a minimum of 1 space for employment developments, and 3 spaces for retail/leisure developments above 1000m². The spaces need to be extra wide to cater for wheelchair manoeuvring and be located as close as practical to building entrances. The kerb adjoining these spaces should be dropped along the entire length of the parking spaces to facilitate ease of movement for wheelchair users.

Cycle and operational parking for non-residential uses

| Land Use | Use Class | Cycle Parking (Minimum) | Operational Parking (Minimum) |
|---|-----------|---|--|
| Education | | | |
| Nursery Schools | D1 | Staff 1 space/5 staff | Facility for contract buses School Travel Plan <i>Space for deliveries</i> |
| Primary and Secondary Schools | D1 | Staff 1 space/5 staff Students 1 space/5 students | Sufficient facility for contract buses School Travel Plan <i>Space for deliveries</i> |
| Sixth Form Colleges and Colleges of FE | D1 | Staff 1 space/5 staff Students 1 space/5 students | Travel Plan <i>Space for deliveries</i> |
| Medical | | | |
| Health Centres Doctors' Surgeries Dentists' Surgeries Veterinary Surgeries | | 1 space / 3 consulting rooms | 1 space / doctor or nurse facilities for patients to pick up and set down as appropriate disabled parking |
| Business and Industry | | | |
| Offices | B1 A2 | 1 space / 150m ² GFA | space for deliveries |
| Banks | | 1 space / 150m ² GFA | 1 suitably located space to accommodate security van and other deliveries in a town centre |
| Industry | | | |
| Manufacturing | B2 to B7 | Staff 1 space /200m ² GFA Customers 1 space / 500m ² GFA | 1 service vehicle / 500m ² GFA |
| Warehousing | B8 | 1 space / 400m ² GFA | 1 service vehicle / 250m ² GFA |
| Offices | | 1 space / 150m ² GFA | space for deliveries |

| Hotel and Catering | | | |
|--|------|--|---|
| Hotels /Motels Defined as more than 20 beds | C1 | 1 space /10 bedrooms | 1 space / resident member of staff Coach pick up/ set down Taxi pick up / set down |
| Guest Houses Defined as under 20 beds | C1 | 1 space /10 bedrooms | 1 space / resident member of staff |
| Restaurants | A3 | 1 space / 50m ² PFA (Public Floor Area) (minimum 4 spaces) | Taxi / car pick up / set down Space for deliveries Note: These standards may be varied for town centre sites depending on the availability of public car parking. |
| Public houses / Licensed Clubs | | 1 space / 10m ² PFA (Public Floor Area) | Space for deliveries Note: These standards may be varied for town centre sites depending on the availability of public car parking. |
| Automotive industry | | | |
| Garages Service Stations Car Repair Workshops | none | Staff 1 space / 6 staff | 1 space / breakdown or towing vehicle where a car wash is provided, space for 5 cars to wait |
| Motorist Centres Tyre fitting, exhausts etc | | Staff 1 space / 6 staff | space for 2 cars to wait |
| Retail | | | |
| Town centre / neighbourhood shops | | Staff 1 space / 200m ² GFA Customers 1 space /100 m ² GFA | 1 service vehicle / 500 m ² GFA |
| Supermarkets (under 1000 m ² GFA) | | Staff 1 space / 200m ² GFA Customers 1 space /500 m ² GFA | 1 service vehicle / 500 m ² GFA |
| Superstores (over 1000 m ² GFA) | | Staff 1 space / 200m ² GFA Customers 1 space /750 m ² GFA | 1 service vehicle / 500 m ² GFA |
| DIY stores Retail Warehouses | | Staff 1 space / 200m ² GFA Customers 1 space /750 m ² GFA | 1 service vehicle / 500 m ² GFA |
| Garden Centres | | Staff 1 space / 200m ² GFA Customers 1 space /750 m ² GFA | 1 service vehicle / 500 m ² GDA (Gross Display Area) |

| Entertainment and public spaces | | | |
|--|----|--|--|
| Public Halls Places of Assembly Community Centres Places of worship | D1 | 1 space / 25 m ² GFA | Space for deliveries |
| Cinemas and theatres excluding multiplexes | | 1 space / 50 seats | Space for coaches to pick up and set down as appropriate Space for deliveries |
| Dance Hall discotheque | | 1 space / 50 m ² GFA | Space for deliveries Note these standards may be varied for town centre sites depending on the availability of public car parking |
| Libraries museums and Art Galleries | D1 | 1 space / 300m ² GFA as appropriate | Space for mobile library van as appropriate |
| Sports and leisure | | | |
| Indoor and outdoor stadia including Rugby League and Football Stadia and Cricket Grounds | D2 | Staff 1 space / 10 staff Players and spectators Determined by Travel Plan | Coaches for players space for deliveries |
| Sports and Leisure Centres | D2 | Staff 1 space / 10 staff Players and spectators Determined by Travel Plan | space for deliveries |
| Swimming pools and skating rinks | | Staff 1 space / 10 staff Players and spectators Determined by Travel Plan | space for deliveries |
| Golf Courses | | Staff 1 space / 10 staff | space for deliveries |

| Residential - special | | | |
|--|--|--------------------|---|
| Frail elderly nursing homes (restricted to 60/ 65+) | | 1 space / 6 staff | Staff 1 space / resident member of staff 1 space /2 non- resident member of staff Space for ambulance or customised transport Space for deliveries |
| Sheltered accommodation (restricted to 65/65+ and restricted to 1 bedroom units) | | 1 space / 10 staff | Staff 1 space / resident member of staff 1 space /2 non- resident member of staff Space for ambulance or customised transport Space for deliveries |
| Semi-retirement accommodation (where individual units are self-contained) | | | Staff 1 space /2 non- resident member of staffs Visitors 1 space / unit Space for deliveries |
| Student accommodation | | 1 space / 2 units | 1 space / 3 students space for deliveries |
| Community housing for the handicapped | | | Staff 1 space / resident member of staff 1 space /2 non- resident member of staff ambulance or customised transport Space for deliveries |
| Extra care facilities | | 1 space / 6 staff | Staff 1 space / resident member of staff 1 space /2 non- resident member of staff Space for ambulance or customised transport Space for deliveries |

Residential Parking Standards

| Minimum Vehicle Parking | | | | | |
|-------------------------|--|--|-------------|---|--|
| use class | Land Use | Minimum Cycle Parking | Rural Areas | Market Towns and Harrogate / Knaresborough Scarborough Catterick Garrison | Central Urban Areas <i>with good accessibility to all services</i> |
| | Dwelling 4 or more bedrooms | Secure facility to lock cycles | 3 spaces | 2 spaces | |
| | Dwelling 3 bedrooms | Secure facility to lock cycles | 2 spaces | 2 spaces | |
| | Dwelling 2 bedrooms | Secure facility to lock cycles | 2 spaces | 1 space | |
| | Dwelling 1 bedroom | Secure facility to lock cycles | 1 space | 1 space | |
| | Houses in multiple occupancy Bedsitters | Secure facility to lock cycles per bedroom | ####? ? | | |

Cycle Parking Facilities

Guidelines for Provision

The type of cycle parking provided should be based on the expected length of stay by the prospective user.

Short Stay

Where the length of stay by the user is expected to be less than approximately 2 to 3 hours (e.g. customers at a supermarket) short stay cycle parking facilities will normally be adequate. These should preferably be 'Sheffield' type stands these being a fixed hoop against which a cycle can be lent and locked. These are available commercially from a number of manufacturers. Any type of stand that supports the cycle by its wheel should be avoided as these often cause damage to the wheel.

Short stay cycle parking facilities need not necessarily be undercover but providing covered parking facilities may benefit customers.

Long Stay

Where the length of stay by the user is expected to be over approximately 3 hours (e.g. staff parking) long stay facilities should normally be provided. These may be either Sheffield type stands provided in a covered area or covered bike shed or cycle lockers. Both of these types of facility are available commercially from a number of manufacturers.

Long Stay cycle parking should be located near to the final destination and be covered and secure.

Location of Cycle Parking

The location of cycle parking is crucial to its successful use.

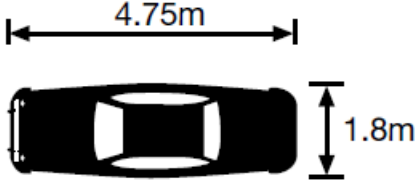
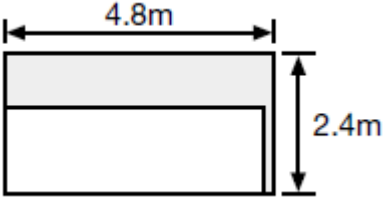
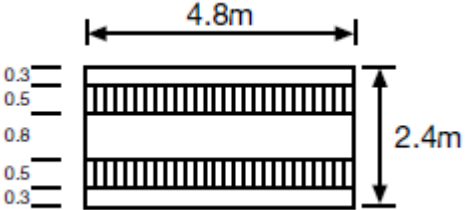
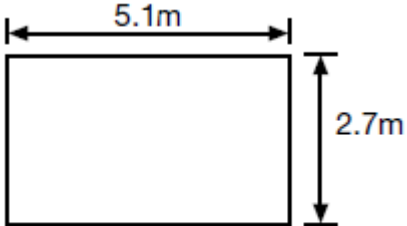
All types of cycle parking should be located in an area which has regular passing pedestrian traffic. This provides informal supervision, increases the security of the facilities and therefore increases its use.

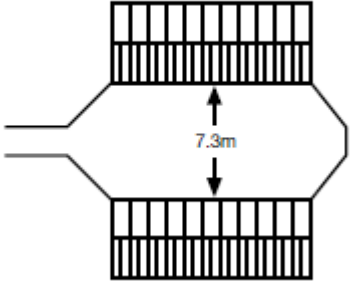
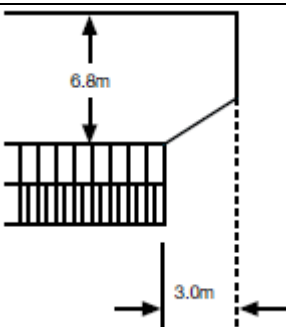
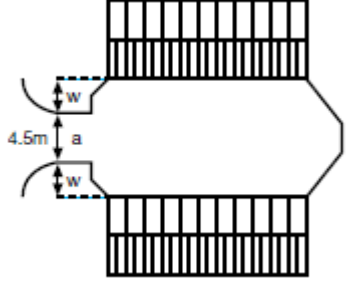
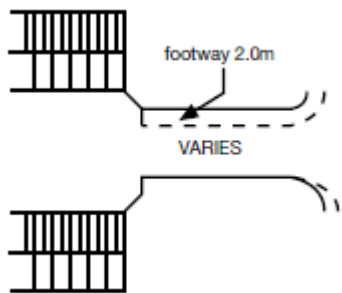
Short stay cycle parking should be located as close as possible (e.g. within 30 m) to the final destination (e.g. as close to the store entrance as possible). Experience shows that where the facility is not located close to the final destination its use is decreased. This can lead to problems with informal cycle parking at the entrance to the development (e.g. cycle locked to trolley parks at supermarket entrances).

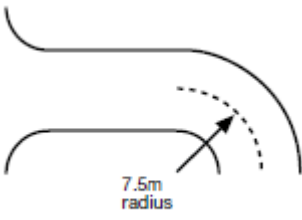
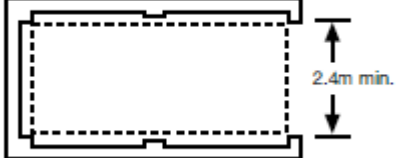
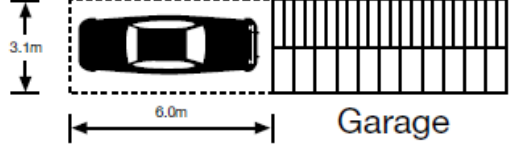
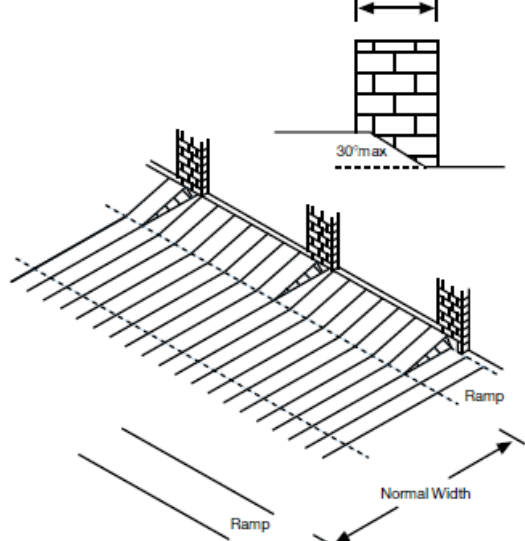
Ongoing Review of Provision

The number of cycle parking places specified in the guidelines is the recommended minimum provision. The developers should always assess whether an increased level of provision may be necessary or advantageous. Additionally, the developers should monitor usage of the cycle parking facilities following completion of the development. If the cycle parking is well utilised consideration should be given to providing additional parking.

Car Parking Dimensional requirements

| | |
|--|---|
| <p>Standard Car Size</p> <p>99% of all new cars will fit within the dimensions of a rectangle 4.75m x 1.8m.</p> |  |
| <p>'Standard' Car Parking Space</p> <p>A minimum space of 4.8m x 2.4m is required for the hard standings, car ports and the internal dimensions of garages. The standard dimensions of 4.8m x 2.4m must only be used as a general minimum (16ft x 8ft).</p> |  |
| <p>Basic Hard standing</p> <p>For a standard car excluding working space for individual plots.</p> |  |
| <p>Basic Convertible hard standing or car port convertible to garage later. Group hard standings convertible to garages later</p> | |
| <p>Notes</p> <ol style="list-style-type: none"> Dimensions of convertible hard standings include allowance for wall thickness. Slab dimensions are the absolute minimum for garages and larger sizes will be to provide working space. Add from 0.6m in length x 1.0m in width to 1.5m in length and 1.5m in width for working space. In special case of garages or car ports for the semi-ambulant, see 'Designing for the Disabled' by Selwyn Goldsmith RIBA. |  |

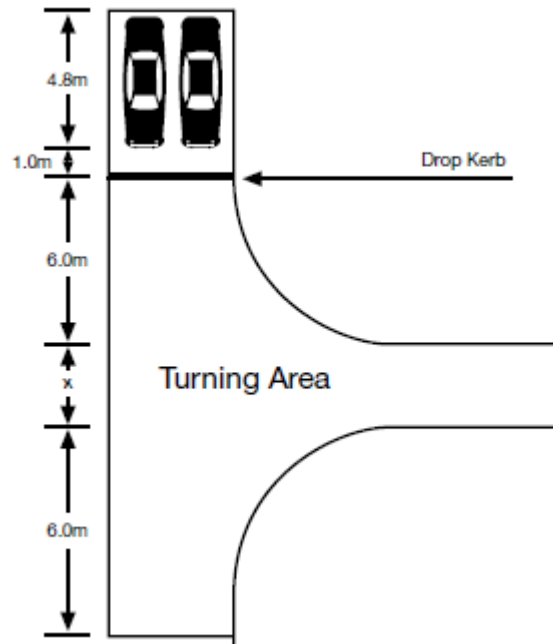
| Car Working Space | | |
|--|---------------------------------------|---|
| Basic space | | 2.4m x 4.8m |
| A | Working surface and minimum clearance | 3.2m x 5.6m |
| B | Door opening from dwelling | 3.4m x 5.8m |
| C | Washing and cleaning | 3.5m x 5.9m |
| D | Washing and storage space | 3.6m x 6.0m |
| E | As D, with space for kneeling | 3.8m x 6.3m |
| Garage Forecourts | | |
| Manoeuvring space between walls or garages Min 7.3m – up to 9.0m desirable. To allow for opening lock up doors and cars parked outside. | |  |
| Manoeuvring space between garage and opposite kerb Manoeuvring space at end of forecourt aisles 3.0m. | |  |
| Garage forecourts need to be kept as visually unobtrusive as possible. The provision of screening by layout or by screen wings (w) may be required. | |  |
| Access Widths to Garage Courts | | |
| Total spaces* | Widths | |
| (a) Up to 6 | 2.5m | |
| (b) 7-16 | 4.5m | |
| (c) Over 16 | 5.0m | |
| * Garages and hard standings | | |
| For service vehicles to mews area 4.5m. | | |
| | |  |

| | |
|---|--|
| <p>Radius</p> <p>For access ways up to 16 spaces a minimum centre line radius of 7.5m. For access ways over 16 spaces radius to be designed for 10mph and forward visibility provided accordingly. Washing areas should be sited clear of the vehicular access and parking area</p> |  |
| <p>Individual Garage</p> <p>The MINIMUM internal size is 4.8m x 2.4m. THROUGH garages – with doors back and front are strongly recommended when this can give access for additional rear curtilage parking.</p> |  |
| <p>Minimum Garage size to count as parking:</p> | |
| <p>From MfS the Minimum Garage size for it to be counted as a parking space</p> | <p>3.0m x 6.0m</p> |
| <p>Other requirements</p> | |
| <p>Parking Space in Front of a Garage</p> <p>Allow a minimum of 6m space for minimum working at rear, up and over door clearance at front.</p> <p>This space MUST NOT lie within future highways limits.</p> |  |
| <p>Grouped Garages on Sloping Sites</p> <p>Where garages are sited across contours they may need to be wider than normal to accommodate wider piers.</p> <p>The manoeuvring space in a garage forecourt will need to be wider than the minimum to accommodate a short ramp.</p> <p>The length of a ramp and width of pier will depend on the slope of the forecourt.</p> |  |

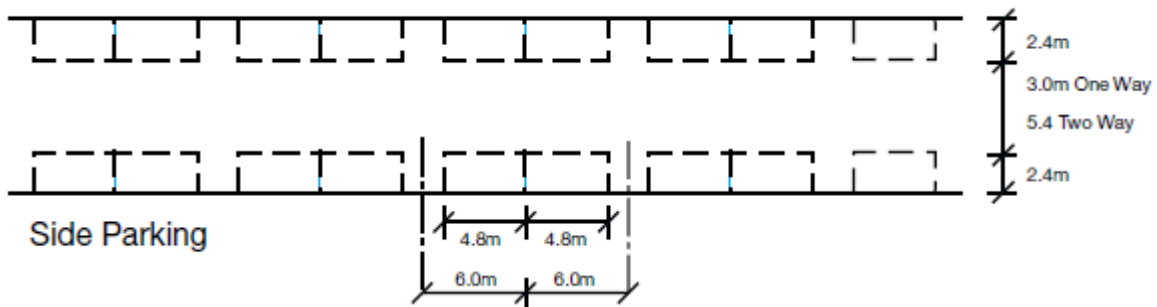
Parking Space Abutting Turning Areas

Parking bays will need to be lengthened where they abut turning areas and provided with a drop kerb to act as a distance stop.

This will enable large vehicles to turn properly.

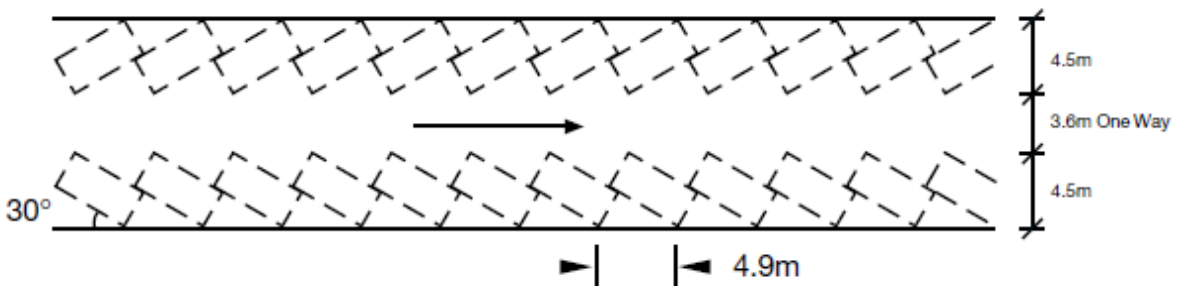


Car parking Dimensional Requirements

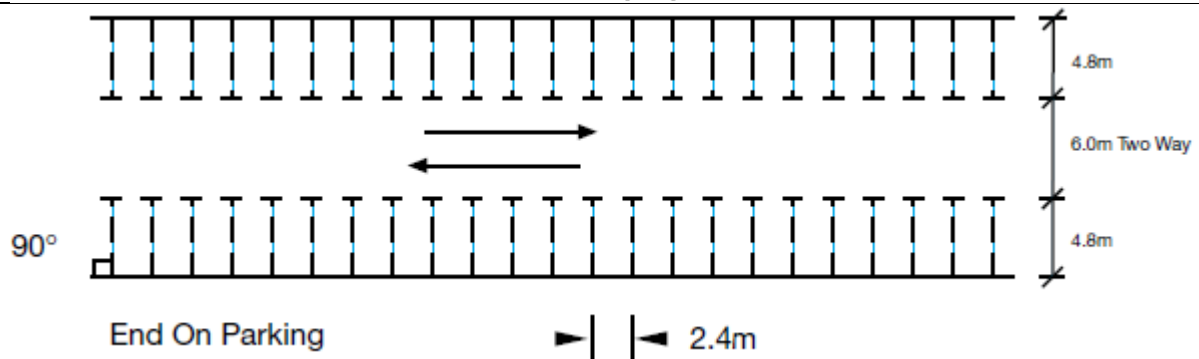
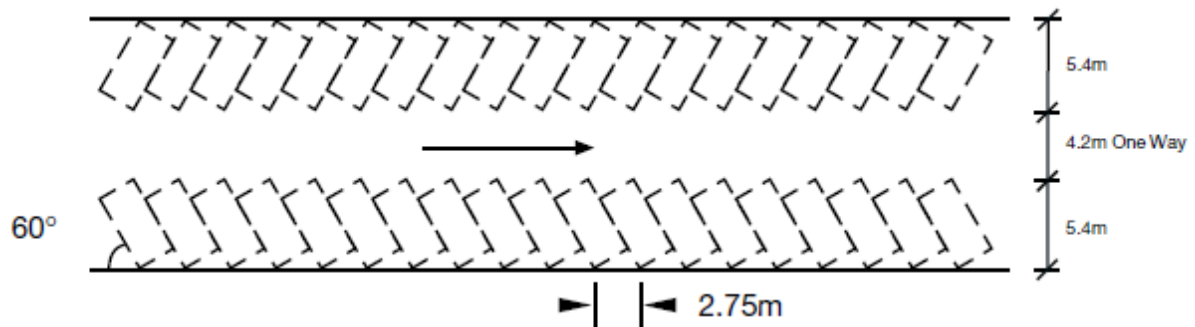
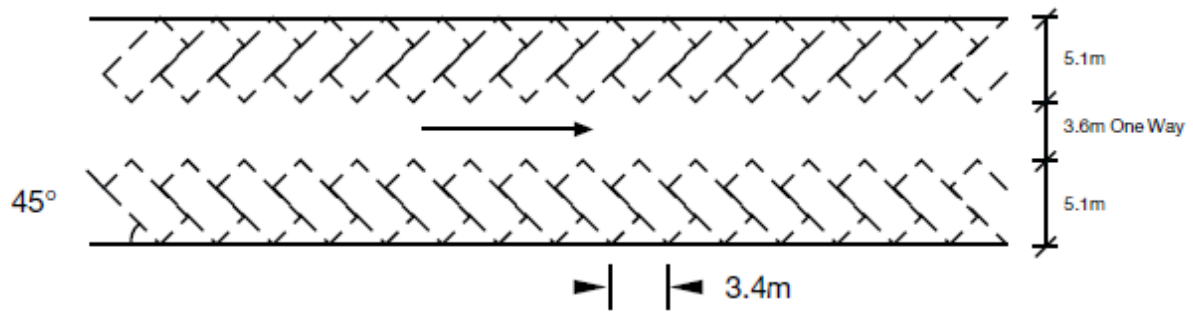


Alternative Parking layouts

N.B. These arrangements are not normally acceptable adjacent to highways



Alternative Parking layouts continued



Checklist for a Transport Assessment

A properly prepared TA will help assess the development's compatibility with the relevant policies and allow the transport implications of proposed developments to be properly considered. It will, where appropriate, identify the appropriate developer funded mitigation to facilitate development.

This checklist will assist developers to ensure all the necessary issues are considered in the preparation of their Transport Assessment.

The list should not be viewed as a substitute for a meeting with the local highway authority to scope the content of the Transport Assessment.

| ISSUES TO BE CONSIDERED BY DEVELOPER | |
|---|--|
| Executive Summary | |
| To be written so the public can understand the conclusions. Also make sure the methodology and build-up of assumptions in the main report itself are clear to read and follow. | |
| Policy Framework – Please agree with the Highway Authority | |
| Consideration should be given to relevant national and local policy | |
| Existing Highway Conditions – Please agree with the Highway Authority | |
| Consider the existing road infrastructure. | |
| Highlight existing problems (queues, accidents, complaints etc.) | |
| Set out the existing traffic flows. Are the surveys current and representative? What are the peak hours? What about the weekend? Holiday periods? | |
| Have the counts included HGVs? Are PCUs conversions, or %HGVs used in capacity calculations? | |
| Does the report highlight all the critical junctions and links, or are there more? | |
| Does the report consider other committed developments (or vacant buildings etc.) which might have a noticeable impact on the base traffic assumptions? | |
| The Proposed Development | |
| Does the development description match that shown on the planning application? | |
| Generation and Assignment – Please agree with the Highway Authority | |
| What assumptions have been made about modal split, do these relate to the area? | |
| Is the traffic generation methodology robust? | |
| Are comparative sites similar in composition and location? | |
| Is the sample large enough and the sites comparable to the area? | |
| Are the figures mean or 85th percentile? | |
| Do the figures correlate to the proposed parking levels and modal split assumptions? | |
| What are the peak weekday and weekend times, do these relate to the surveyed network peaks or is there a combination of different peak times? Consider tidality for new junctions. | |
| What about HGV traffic generation, is this material? | |
| On what basis is the traffic assigned to the road network (comparative counts, gravity model, a range of tested options, a guess?) Is this reasonable, has it been justified? Are sensitivity tests needed? | |
| What assumptions have been made for traffic already on the network e.g. pass-by/diverted trips? | |
| What effect will competing sites have on the above? | |
| Without a further planning consent, what other uses could go on in the site? | |
| Do the conclusions match those in other reports e.g. Retail Impact Assessment? | |

| | |
|---|--|
| Future Issues – Please agree with the Highway Authority | |
| Are there any committed or protected highway or transportation schemes which would have a direct or indirect effect on any of the above? | |
| What traffic growth assumptions have been made, have these been substantiated? | |
| Vehicular Impact – Please agree with the Highway Authority | |
| Have the correct road junctions and links been identified? | |
| How have the critical junctions and links been analysed? Has this been done properly? | |
| Do the calculations model existing conditions; do these reflect what actually occurs? | |
| What is the future impact in terms of capacity, delay, queuing etc? | |
| Consider the implications of the impact (increased accident risk, effect on other road users, pollution, noise, vibration, queuing through junctions, excessive delay, rat-running to avoid problems, impact on schools and other sensitive locations etc.) | |
| What mitigating measures is the developer proposing; are these deliverable? | |
| What about HGVs? | |
| Is secure powered two-wheeled parking provided? | |
| What are the consequences on other vehicles, pedestrians, cyclists and public transport etc? | |
| What developer funded improvements are required? | |
| Pedestrian Impact – Please agree with the Highway Authority | |
| What is the catchment zone? | |
| What are the routes on foot to/from the site (access to/from residential areas, public transport connections, local facilities etc.)? | |
| Are there any accident problems involving pedestrians? | |
| Is there, or will there be, a need for help in crossing roads? | |
| What about dropped crossings/tactile facilities etc? | |
| What about footway/path widths, surfacing, lighting, safety/security? | |
| Has the site been designed to achieve good access on foot or do you have to negotiate a sea of car parking? | |
| Are pedestrians disadvantaged in any way by these proposals? | |
| What developer funded improvements are required? | |

| | |
|--|--|
| Bicycle Accessibility – Please agree with the Highway Authority | |
| What is the catchment zone? | |
| What are the routes by bicycle to/from the site (access to/from residential areas, public transport connections, local facilities etc.)? | |
| Are there any accident problems involving cyclists? | |
| Is there, or will there be, a need for help in crossing roads? | |
| What about cycleway/path widths, surfacing, lighting, safety/security, junction arrangements? | |
| Has the site been designed to achieve good access by bike without negotiating a sea of car parking? | |
| Is the bicycle parking convenient, safe, secure, covered etc. and in accordance with the highway authority's guidelines? | |
| Have bicycle changing, showering, locker, clothes drying facilities been provided? | |
| What developer funded improvements are required? | |
| Public Transport Access – Please agree with the Highway Authority | |
| Which bus/train services pass the site, and do they stop? | |
| How frequent, when do they start and finish, what about at the weekend? | |
| Where can you get to on the existing services and where can't you get to? | |
| Are the stops close to the site (consider shelters, lighting, bicycle parking, seating, information etc.)? | |
| How accessible are the stops on foot (directness, dropped crossings, tactile facilities, crossing facilities)? | |
| For major sites – do the buses have sufficient capacity at peak times? | |
| Can public transport penetrate the site? Consider cost, increased journey times for other users etc. | |
| What developer funded improvements are required? | |
| Conclusions & Reminders | |
| What developer funded improvements are required? – Please list including the need for any TROs. | |
| Has a Road Safety Audit been organised? | |
| Are legal agreements required? T&CP Act Section 106, Highways Act Section 278 and/or Section 38? | |
| Is a 'Travel Plan' Required? – Please agree with the Local Highway Authority | |
| What measures are to be included? | |

| | Indicative Thresholds for preparing Transport Assessments | TS | TA | TA/TP |
|--|---|----|----|-------|
| | Residential developments where there are more than 50 dwellings. | ✓ | | |
| | Residential developments where there are more than 80 dwellings. | | | ✓ |
| | Any development that is not in conformity with the adopted development plan. | | | ✓ |
| | Any development generating 30 or more two-way vehicle movements in any hour. | | ✓ | |
| | Any non-residential development generating 100 or more two-way vehicle movements per day. | | ✓ | |
| | Any development proposing 100 or more parking spaces. | | ✓ | |
| | Any development that is likely to increase accidents or conflicts among motorised users and non- motorised users, particularly vulnerable road users such as children, disabled and elderly people. | | | ✓ |
| | Any development generating significant freight or HGV movements per day, or significant abnormal loads per year. | | ✓ | |
| | Any development proposed in a location where the local transport infrastructure is inadequate. – for example, substandard roads, poor pedestrian/cyclist facilities and inadequate public transport provisions. | | ✓ | |
| | Any development proposed in a location within or adjacent to an Air Quality Management Area (AQMA) | | ✓ | |
| | Any development where in the opinion of the local highway authority problems are already being encountered and a lower threshold may be considered a material concern. | | ✓ | |

Not used

Appendix E

Checklist for a Travel Plan

A properly prepared Travel Plan will assist in mitigating the impact of development.

This checklist will assist developers to ensure all the necessary issues are considered in the preparation of their Travel Plan. It is not exhaustive and should not be considered as such.

The list should not be viewed as a substitute for a meeting with the local highway authority to discuss the content of a Travel Plan prior to drafting.

| | |
|--|--|
| Issues to be Considered by Developer | |
| Executive Summary | |
| To be written so the public can understand the conclusions. | |
| Policy Framework | |
| Consideration should be given to relevant national and local policy. | |
| Administrative Arrangements | |
| Is there a nominated person with responsibility for the Travel Plan and its maintenance? | |
| Is there a survey of staff travel choices for current staff and/or statistics that will inform the likely use of the new development? | |
| Have you presented a timetable for completion of the travel plan and submission of interim reports to the local highway authority at not less than two-year intervals? Have you made provision for any monitoring fee required through a S106? | |
| Is there evidence that public transport operators have been consulted? | |
| The Proposed Development | |
| Is the site permeable for walkers and cyclists so that all of the desire lines across the site are possible without detour? | |
| Is there a car park management system that includes parking permits? | |
| Does the car park layout incorporate spaces for car sharers in an attractive and visible location? | |
| Is the approach to key locations convenient and convivial for walkers? | |
| Is the approach to key locations convenient and convivial for cyclists? | |
| Is there secure (i.e. overlooked) cycle parking in a location that encourages cycling; e.g. near the clocking-in point in a workplace? | |
| Are there features within suitable buildings that would encourage cycling; e.g. changing rooms, lockers, showers? | |
| Are there clear, safe, well-lit connections to the nearest public transport routes? | |
| Are there facilities for waiting for public transport on-site? | |

| | |
|---|--|
| Public Transport Promotions | |
| Are timetables displayed in a visible location and telephone calls to public transport information lines made available free of charge? | |
| Are there initiatives planned to encourage a positive attitude to public transport; e.g. free trial weeks, discount on ticket purchase etc? | |
| Car Sharing Promotion | |
| Is there a car-share database or other means to encourage car sharing? | |
| Are there any promotion measures/incentives to encourage car sharing? | |
| Walking Promotions | |
| Are there plans to encourage walking, e.g. through promotional campaigns linked to walking and health? | |
| Will walkers benefit in any way from the Transport Plan? | |
| Cycling Promotions | |
| Is there an appropriate mileage allowance for work-related bicycle use? | |
| Is there a bicycle user group? | |
| Is there promotion of national events such as Bike to Work Week? | |
| Is there financial assistance towards the purchase or loan of a bicycle? | |
| Office Practice | |
| Is maximum possible use made of flexible working in order to reduce the need to travel? | |
| Is maximum possible use made of information technology in order to reduce the need to travel? | |
| Is there a goods inwards/outwards delivery policy that discourages wasteful journeys? | |
| Is there a company car policy that discourages driving? | |
| General Promotions | |
| Are there constant reminders of the need to reduce unnecessary car use? | |
| Are there two or more positive attempts per year to involve occupants in promotions of alternatives to the car? | |
| Are small efforts made to avoid all forms of travel, e.g. canteen or shop on site? | |
| Conclusions & Reminders | |
| What developer funded improvements are required? – Please list | |
| Are legal agreements required? T&CP Act Section 106? | |
| Are the Targets SMART and deliverable? | |



Household Waste Recycling Centres (HWRCs) Policies

Policy 1 - North Yorkshire County Council will locate Household Waste Recycling Centres across the county on the basis that a minimum of 95% of the public live within 20 minutes drive time of a facility.

Policy 2 - North Yorkshire County Council will locate Household Waste Recycling Centres across the county on the basis that no single HWRC serves a population greater than 69,000 people.

Policy 3 - North Yorkshire County Council will ensure that the future design and operation of HWRCs will address the needs of potentially disadvantaged groups. Wherever feasible, HWRC services will be harmonised with those of the collection authorities by agreements to ensure equality of access to all waste management services by all sectors of the community

Policy 4 - North Yorkshire County Council will move to earlier opening from 08.00am at all sites as financial resources and operating restrictions allow.

Policy 5 - North Yorkshire County Council will provide a Customer Care Charter for users of HWRCs.

Policy 6 - North Yorkshire County Council will provide a 'strategic' site in each Area Committee area of the County.

Policy 7 - North Yorkshire County Council will provide temporary skip services to larger centres of population greater than 20 minutes drive time from a permanent HWRC and will seek to provide permanent sites as and when resources allow.

Policy 8 - North Yorkshire County Council will provide HWRCs to high standards and will ensure HWRCs remain safe, equitable, secure and pleasant places to use, work in or live near to.

Policy 9 - North Yorkshire County Council will provide signs from main roads to sites that are fit for purpose and adequate; on-site signs will be clear and easy to understand.

Policy 10 - North Yorkshire County Council will inform residents where HWRCs are and what they are there for both on and off the sites.

Policy 11 - North Yorkshire County Council will welcome visits from interested people such as schools and local community groups.

Policy 12 - North Yorkshire County Council will provide HWRCs with the principle role of facilitating the diversion of biodegradable waste from landfill and maximising the recovery of resources to help meet the Council's strategic objectives and performance targets for waste

Policy 13 - North Yorkshire County Council will provide facilities at all HWRCs, where space allows, for green waste to be separated for composting and for timber, metals, paper and cardboard to be collected for recycling or recovery.

Policy 14 - North Yorkshire County Council will enhance facilities at strategic sites to enable the collection and disposal of other waste streams including commercial waste.

Policy 15 - North Yorkshire County Council will encourage re-use of items delivered to HWRCs, monitor the impact on waste diversion rates and ensure that re-use activities are carried out in accordance with relevant legislation so as to protect the public at large.

Policy 16 - North Yorkshire County Council will provide HWRCs for the use of North Yorkshire residents for disposal of their household waste.

Policy 17 - North Yorkshire County Council will allow neighbours, family, friends and charitable organisations, to deliver other residents household waste to HWRCs in accordance with published guidelines.

Policy 18 - North Yorkshire County Council will, provide a commercial waste service at strategic sites to serve the needs of each district and the business community

- where no other suitable commercial waste services serve the area and
- where it does not detract from the service provided to householders
- no hazardous commercial waste will be accepted, other than bonded asbestos by prior arrangement.

and charge accordingly.

Policy 19 - North Yorkshire County Council may provide a service for soil, rubble and plasterboard disposal provided that HWRC operating contractors agree to receive these wastes at no costs to the County Council.

Policy 20 - North Yorkshire County Council will allow its HWRC contractors to recover costs for the disposal of soil, rubble and plasterboard by making a charge.

Policy 21 - North Yorkshire County Council will introduce access restrictions on large vehicles at its HWRCs based on published guidelines.

Policy 22 - North Yorkshire County Council will take appropriate enforcement action against those who persistently abuse the arrangements/facilities provided at each HWRC where this is in the best interests of the authority and to the detriment of the public purse.

Policy 23 - North Yorkshire County Council will prohibit persons under 16 from entering HWRCs unless supervised by a responsible adult and only permit domestic animals on site if they remain in a vehicle.

Policy 24 - North Yorkshire County Council will call the facilities provided under Environmental Protection Act 1990 Part II Section 51(1)(b) "Household Waste Recycling Centres"



North

Yorkshire County Council

Template for Equality Impact Assessment (EIA): evidencing paying due regard to protected characteristics July 2013

If you would like this information in another language or format such as Braille, large print or audio, please contact the Communications Unit on 01609 53 2013 or email communications@northyorks.gov.uk.

যদি আপনি এই ডকুমেন্ট অন্য ভাষায় বা ফরমেটে চান, তাহলে দয়া করে আমাদেরকে বলুন।

如欲索取以另一語文印製或另一格式製作的資料，請與我們聯絡。

اگر آپ کو معلومات کسی دیگر زبان یا دیگر شکل میں درکار ہوں تو برائے مہربانی ہم سے پوچھئے۔



Equality Impact Assessments (EIAs) are public documents. EIAs accompanying reports going to County Councillors for decisions are published with the committee papers on our website and are available in hard copy at the relevant meeting. To help people to find completed EIAs we also publish them in the Equality and Diversity section of our website. This will help people to see for themselves how we have paid due regard in order to meet statutory requirements.

| | |
|---|---|
| Name of Directorate and Service Area | BES Waste and Countryside Services |
| Lead Officer and contact details | Andy Holmes Service Improvement Officer Waste and Countryside Services |
| Names and roles of other people involved in carrying out the EIA | Michael Douglas Project Officer BES |
| How will you pay due regard? e.g. working group, individual officer | WACS 2020 Household Waste Recycling Centre (HWRC) Project Group |
| When did the due regard process start? | April 2015 |
| Sign off by Assistant Director (or equivalent) and date | |

Section 1. Please describe briefly what this EIA is about. (e.g. are you starting a new service, changing how you do something, stopping doing something?)

Proposals to change the HWRC Policy Framework

Section 2. Why is this being proposed? (e.g. to save money, meet increased demand, do things in a better way).

Some of the current policies are no longer relevant or do not fully take into account revised operating practices which have been introduced over time to improve the service. It is therefore proposed to update the policy framework to address these anomalies and bring it in line with improvements to the service implemented since the framework was adopted.

As part of the Council's requirement for savings under the 2020 programme an Outline Business Case has also been developed which includes proposals to:

- Charging non-residents for the use of North Yorkshire HWRCs where we do not have reciprocal arrangements with neighbouring local authorities.
- Charging for additional non-household wastes.
- Reducing all HWRC summer opening hours.
- Reduced the days some HWRCs are open.

[EIA's for HWRC Policies](#) and operational management have previously been carried out with resulting actions completed.

Section 3. What will change? What will be different for customers and/or staff?

The proposal being considered is to change HWRC policies to:

- Amend the maximum catchment for any HWRC to enable the catchments of two HWRCs serving the same community to be averaged. This change is required to address an anomaly within the existing framework.
- Enable the operating hours of HWRCs to be amended having regard to operating restrictions and resources and appropriate consultation.
- Recognition that changes made in 2013 to charge for soils and rubble enabled the receipt of commercial waste at all HWRCs. This change is required to address an anomaly within the existing framework.
- Confirm that HWRCs are available to residents of other councils subject to charging or alternative arrangements.

The proposed options will enable the implementation of a package of measures to save £200k as part of the Council's 2020 programme.












Section 4. What impact will this proposal have on council resources (budgets)?

Cost neutral? Y (although change of policies will enable reduced costs (subject to separate decision and EIA)

Increased cost? N

Reduced cost? N

Please explain briefly why this will be the result.

| Section 5. Will this proposal affect people with protected characteristics? | No impact | Make things better | Make things worse | Why will it have this effect? State any evidence you have for your thinking. |
|--|---|---------------------------|---|---|
| Age |  | | | <p>The important point to note is that the Council will still be providing facilities where residents may dispose of their household waste free of charge. There is no evidence to suggest that these proposals will make things worse for people with protected characteristics.</p> <p>All residents will still be able to dispose of household waste free of charge. The Council is under no obligation to accept non-household waste and residents can choose whether or not to pay</p> <p>Previous consultation at HWRCs has captured some data regarding customers using the sites which indicates that there is some correlation in age profile of the residents of the County and users of the HWRCs. This is with the exception of the young (0-15 and 16-20 years) who generally would not have a need for this service, as the majority are not responsible for a home/ home owners.</p> |
| Disability |  | | | |
| Sex (Gender) |  | | | |
| Race |  | | | |
| Gender reassignment |  | | | |
| Sexual orientation |  | | | |
| Religion or belief |  | | | |
| Pregnancy or maternity |  | | | |
| Marriage or civil partnership |  | | | |
| Section 6. Would this proposal affect people for the following reasons? | No impact | Make things better | Make things worse | Why will it have this effect? Give any evidence you have. |
| Live in a rural area | | |  | There will be limited impact. The proposal for changing the policy to allow changes in HWRC operating hours is likely to impact on rural areas as HWRCs in these areas serve fewer residents. |
| Have a low income | | |  | There may be limited impact. Charging for disposal of other non-household waste could affect those on low incomes |

Section 7. Will the proposal affect anyone more because of a combination of protected characteristics? (e.g. older women or young gay men?) State where this is likely to happen and explain what you think the effect will be and why giving any evidence you have.

No

Section 8. Only complete this section if the proposal will make things worse for some people. Remember that we have an anticipatory duty to make reasonable adjustments so that disabled people can access services and work for us.

Can we change our proposal to reduce or remove these adverse impacts?

Yes, but only by directing any change disproportionately towards more urban and densely populated areas and/or by reducing any charges for low income families.

Can we achieve our aim in another way which will not make things worse for people?

No

If we need to achieve our aim and can't remove or reduce the adverse impacts get advice from legal services. Summarise the advice here. Make sure the advice is passed on to decision makers if the proposal proceeds.

Section 9. If the proposal is implemented how will you find out how it is really affecting people? (How will you monitor and review the changes?)

The change being proposed will not impact directly as it will require further decisions before it can be implemented. Monitoring will be considered as part of that decision making process but will include monitoring of HWRC usage and complaints / compliments as a minimum.

Section 10. List any actions you need to take which have been identified in this EIA

| Action | Lead | By when | Progress |
|------------------------------------|------------------------|-----------|----------|
| Review Customer complaints/comment | Waste Services Manager | Continual | |
| | | | |
| | | | |
| | | | |