

Parking Strategy Project – Project Plan

Works description	To be undertaken by:	Timetable	Cost
Defining Policy Objectives & Context – linkage to Council and National Policy	Claire Locke & Maria Wheatley	January 2016	None
Assess future demand based on current capacity and development set out within Local Plan	WYG consultancy	July 2015 - April 2016	£10,140
Develop specification for surveys	WYG consultancy	June/July 2015	£15,450
Interpret data obtained from Surveys	WYG consultancy	March/April 2016	
Carry out surveys both on street and off street (car parks)	Parking enforcement team	July, September, February	None
Identify areas where Traffic regulations need amendment as current regulations, lines and signs do not suit current local needs.	Parking enforcement team	Information gathered via public questionnaires & via local knowledge of Parking enforcement team	No additional costs to WODC. Work to correct lines & signs would be responsibility of OCC
Assessment of Car park Condition	Property services team	October 2015 – February 2016 There are advantages to doing surveys during winter months as car parks will be less busy and issues with poor drainage or lighting will be more apparent.	Some specialist surveys i.e. drainage may be required – cost not yet known. Sum of £5000 therefore included as a contingency
Stakeholder consultation – design questionnaires which can be used to collect feedback from the public, Town and Parish Councils, Ward Members, Chambers of Commerce, Residents groups etc..	WYG consultancy Environment O & S will be consulted on draft Questionnaire	Design – August 2015 Consult O & S - Sept 2015	£8,340
Stakeholder consultation – Focus events – for each of the settlements which are known to suffer considerable parking pressures or issues a focus event will be hosted where a small number of community representatives i.e. Town Council, Chamber of Commerce and residents associations will be invited to meet with officers to discuss local parking issues in more detail. Initially it is suggested these will be hosted for Witney, Woodstock and Burford.	Claire Locke & Maria Wheatley WYG Consultancy	Oct – November 2015	

Stakeholder consultation – advertise consultation, print & issue questionnaires, make available via website, collect completed questionnaires and compile responses.	Parking team	Public consultation will commence September/October 2015	Minimal costs for advertisement & printing approx. £600
Produce report of survey & Consultation	WYG Consultancy	April 2016	£14,860
Produce Strategy & Cabinet report	Claire Locke & Maria Wheatley	April/May 2016	None
Total estimated cost			£53,790

Notes:

Surveys – Surveys in July will be conducted both before the school summer holidays and once the holidays commence to identify the impact on parking of the school holidays. Staff resources will be prioritised and surveys carried out in settlements which are most likely to experience a seasonal fluctuation in parking demand, those being Towns which attract large number of tourists; Burford, Chipping Norton & Woodstock as well as the largest Towns in the District; Witney and Carterton.

Capacity for permitted parking, on-street will also be surveyed to ascertain the amount of parking available and the number of vacant spaces during each survey.

There will be no specific survey to identify unenforceable lines and signs on street as this is an OCC responsibility, however these issues are being picked up routinely by the Parking team and reported to OCC for action.