



**REPORT FROM: HOUSING, HEALTH AND ENGINEERING SERVICES  
MANAGER**

**TO: BARROWFORD AND WESTERN PARISHES COMMITTEE**

**DATE: 3<sup>RD</sup> NOVEMBER 2021**

**Report Author: Sandra Farnell**  
**Tel. No: 661053**  
**E-mail: [sandra.farnell@pendle.gov.uk](mailto:sandra.farnell@pendle.gov.uk)**

### FOR INFORMATION

## **PENDLE BOROUGH COUNCIL / LANCASHIRE COUNTY COUNCIL HIGHWAYS FUNCTIONS: WHO DOES WHAT UPDATE**

### **PURPOSE OF REPORT**

To advise Members of:

1. The latest contact information for all highway/traffic/engineering/transport (at Member and Officer level) related functions.
2. The new process for ALL requests for residents-only parking.

### **BACKGROUND**

1. Following the dissolution of the Lancashire Highways Partnership in 2006, many highways-related functions returned to Lancashire County Council.
2. Since that time, several changes have been made, including contact details for appropriate officers both at Lancashire County Council and Pendle Borough Council.

### **ISSUE**

3. In order to make it clearer to members, other officers and the public, an up-to-date list of Who Does What is now attached in Appendix 1.
4. On 14 January 2021, a Lancashire County Council report to the "Cabinet, Head of Service – Highways" detailed a new process to be applied for **ALL** new requests for residents-only parking.

5. This process is now solely managed by Lancashire County Council and any new requests from residents or councillors should be referred directly to Lancashire County Council at [ResidentsParking@lancashire.gov.uk](mailto:ResidentsParking@lancashire.gov.uk).
6. Appendix 2 of this report details the new eligibility criteria which must be met initially prior to further consideration being given to a new scheme.  
Please note that any reference made to the Council in this document, refers to Lancashire County Council.
7. All outstanding requests for residents-only parking are now being dealt with by Lancashire County Council. Progress on these requests will be reported through the Traffic Liaison Meeting minutes.

## **IMPLICATIONS**

**Policy:** None arising directly from the report.

**Financial:** None arising directly from the report.

**Legal:** None arising directly from the report.

**Risk Management:** None arising directly from the report.

**Health and Safety:** None arising directly from the report.

**Sustainability:** None arising directly from the report.

**Community Safety:** None arising directly from the report.

**Equality and Diversity:** None arising directly from the report.

## **APPENDICES**

Appendix 1: Responsibility for Highway-Related Functions in Pendle.

Appendix 2: Residents Parking Schemes Revised Criteria.

## **LIST OF BACKGROUND PAPERS**

None.

## Responsibility for Highway-Related Functions in Pendle

Lancashire County Council Highways Functions. Please contact LCC at:

Tel – 0300 123 6780

or [highways@lancashire.gov.uk](mailto:highways@lancashire.gov.uk)

or use the online Report It facility at

<https://www.lancashire.gov.uk/roads-parking-and-travel/report-it/>

(Highways Area Manager – Operations – Michael Dand)

### List of Highway Functions

Carriageway and footway maintenance (including Rapid Response teams)

Disabled parking bays/dropped kerb crossing points

Gully emptying/highway drainage schemes

Highway insurance claims

Highway lines and signs

Licences for skips/scaffolds/cafés

On street parking enforcement

Records of adopted streets

Removal of obstructions to the highway

Residents Only Parking (New Schemes) Email: [ResidentsParking@lancashire.gov.uk](mailto:ResidentsParking@lancashire.gov.uk)

Road safety improvements

Roundabout sponsorship

Traffic calming schemes/speed limits/20mph zones

Traffic Regulation Orders (yellow lines, limited waiting, one-ways, etc)

Winter maintenance (gritting)

### Lancashire County Council Other Functions

Highways development control (advice to PBC Planning) (Section 278 Agreements)

New Roads and Street Works Act (NRSWA) (control of public utilities)

Public rights of way (statutory maintenance and enforcement duty)

Email: [proreports@lancashire.gov.uk](mailto:proreports@lancashire.gov.uk)

Street lighting/illuminated signs

Supervision of new road construction (Section 38 Agreements)

### Speeding

Any requests for speeding concerns should be directed to the LCC “Report It” website

[www.lancashire.gov.uk/roads-parking-and-travel/](http://www.lancashire.gov.uk/roads-parking-and-travel/) or directed to the “Lancashire

Insight” website here [www.lancashire.gov.uk/lancashire-insight/community-](http://www.lancashire.gov.uk/lancashire-insight/community-safety/lancashire-county-council-speed-management-programme/)

[safety/lancashire-county-council-speed-management-programme/](http://www.lancashire.gov.uk/lancashire-insight/community-safety/lancashire-county-council-speed-management-programme/)

### Lancashire County Council Benefits

0300 123 6737

Blue Badges

NoW Cards (Concessionary Travel)

**Pendle Borough Council (01282 661038)**  
**(Housing, Health and Engineering Services Manager: Julie Whittaker)**

### **Under Public Realm Agreement with LCC**

Maintenance of specialist surfacings, eg in Nelson town centre  
Minor traffic calming/road improvements/Private Street Works  
Verge grass cutting/tree maintenance/weed control

### **Other Pendle Council functions**

Air and noise pollution  
Borough boundary signs  
CCTV systems  
Housing regeneration  
Land drainage  
Off-street car parks and enforcement  
Outdoor markets  
Planning and building control  
Public rights of way (not footways – for footways see LCC)  
Street cleansing/refuse collection  
Street nameplates/street naming and numbering  
Taxi licensing  
Town centre regeneration  
Town centres repairs and maintenance

NB1: On-street parking enforcement is now undertaken by Lancashire Parking Services.

NB2. Permanent and mobile speed enforcement cameras are managed and operated by the County Council's Road Safety Partnership.

NB3. Some parish councils undertake highway-related works (eg verge cutting/flower beds/signs).

### **Who to Contact**

#### **LCC**

- [highways@lancashire.gov.uk](mailto:highways@lancashire.gov.uk)  
Tel No: 0300 123 6780

#### **PBC**

- Borough Boundary Signs – Neil Yates, Housing, Health and Engineering Services  
Tel No: 01282 661055 – Email: [neil.yates@pendle.gov.uk](mailto:neil.yates@pendle.gov.uk)
- Bus Route Subsidies – Sandra Farnell, Housing Health and Engineering Services  
Tel No: 01282 661053 – Email: [sandra.farnell@pendle.gov.uk](mailto:sandra.farnell@pendle.gov.uk)

- Bus Stations – Sandra Farnell, Housing, Health and Engineering Services  
Tel No: 01282 661053 – Email: [sandra.farnell@pendle.gov.uk](mailto:sandra.farnell@pendle.gov.uk)
- Car Parks – Sandra Farnell, Housing, Health and Engineering Services  
Tel No: 01282 661053 – Email: [sandra.farnell@pendle.gov.uk](mailto:sandra.farnell@pendle.gov.uk)
- CCTV – Sarah Astin, Localities and Policy  
Tel No: 01282 661782 – Email: [sarah.astin@pendle.gov.uk](mailto:sarah.astin@pendle.gov.uk)
- Cycling – Tricia Wilson, Housing, Health and Engineering Services  
Tel No: 01282 661051 – Email: [tricia.wilson@pendle.gov.uk](mailto:tricia.wilson@pendle.gov.uk)
- Events – Julie Mousdale, Housing, Health and Engineering Services  
Tel No: 01282 661569 – Email: [julie.mousdale@pendle.gov.uk](mailto:julie.mousdale@pendle.gov.uk)
- General Engineering Projects – Scott Whalley, Housing, Health and Engineering Services, Tel No: 01282 661050 – Email: [scott.whalley@pendle.gov.uk](mailto:scott.whalley@pendle.gov.uk)
- Highway Verge/Maintenance – Keith Higson, Environmental Services  
Tel No: 01282 661597 – Email: [keith.higson@pendle.gov.uk](mailto:keith.higson@pendle.gov.uk)
- Private Street Works – Jonathan Austin, Housing, Health and Engineering Services  
Tel No: 01282 661056 – Email: [jonathan.austin@pendle.gov.uk](mailto:jonathan.austin@pendle.gov.uk)
- Public Rights of Way/Countryside Access – Tom Partridge, Environmental Services  
Tel No: 01282 661059 – Email: [tom.partridge@pendle.gov.uk](mailto:tom.partridge@pendle.gov.uk)
- Street Nameplates – Gareth Aspey, Housing, Health and Engineering Services  
Tel No: 01282 661057 – Email: [gareth.aspey@pendle.gov.uk](mailto:gareth.aspey@pendle.gov.uk)
- Street Naming and Numbering – Mark Hunting, Housing, Health and Engineering Services, Tel No: 01282 661061 – Email: [mark.hunting@pendle.gov.uk](mailto:mark.hunting@pendle.gov.uk)
- Taxi Licensing – Jackie Allen, Planning, Economic Development & Regulatory Services, Tel No: 01282 661638 – Email: [jackie.allen@pendle.gov.uk](mailto:jackie.allen@pendle.gov.uk)
- Town Centres Repair and Maintenance – Scott Whalley, Housing, Health and Engineering Services, Tel No: 01282 661050 – Email: [scott.whalley@pendle.gov.uk](mailto:scott.whalley@pendle.gov.uk)
- Tree Maintenance – Environmental Officer, Planning, Economic Development & Regulatory Services, Tel No: 01282 661729 – *Currently a vacant post*

## **Residents Permit Parking Schemes – Essential Criteria**

1. No more than 50% of properties have available off-street parking.
  - Within the area to be included in the scheme, not more than 50% of the properties should have off-street parking or the potential to form off-street parking within the curtilage of the property.
  - Public parking areas or shared parking areas that are not part of the adopted highway will be regarded as available off-street parking if they are accessible to those residents, whether for free or at a cost.
  - Remote garage parking within a 200m distance of the residential property will also be regarded as off-street parking.
2. The scheme will serve more than 20 address points.
  - Schemes will not normally be considered for less than 20 address points as defined by the electoral register. Houses of multiple occupancy will be treated as one address point. Houses that have been divided to flats will be treated as individual address points for each flat only if they are recognised as the same for council tax purposes.
  - Any new scheme will define the address points when it is set up. Should additional address points be added after the scheme is completed, either by new builds or by dividing existing houses to flats, these will not be automatically eligible for the scheme.
3. Sufficient parking is available for a scheme to be established.
  - A residential parking scheme will not be considered unless there is essentially sufficient parking available to make the scheme viable. A scheme usually will not involve the formation of parking spaces to provide for a residents permit parking scheme either by formation of additional parking bays or the removal of existing no waiting at any time restrictions.
4. There is an identifiable cause of the parking difficulty.
  - A residents parking scheme will not be considered unless there is one or more identified external factors impacting on the available parking.
  - External factors that could be considered include, but are not limited to, the proximity of the residential streets to hospitals, railway stations, town/city centres, sports facilities and/or leisure facilities.
  - Other factors will be considered only if evidence can be provided.

5. The impact of the problem fills more than 50% of the available parking.
  - The factor impacting on the residential area removes over half of the normally available parking space for a significant period of the day when residents are wishing to park.
6. The scheme is supported by the county councillors, district councils and traffic engineers.
  - It is preferable that the scheme is supported by the elected representatives for the area along with the traffic engineers managing the area”
  - Elected representatives include the County Council’s Cabinet Member for Highways and Transport, the Lead Member for Highways and Transport, county councillors, district councillors or parish councillors.
  - Local pressure groups will not normally be accepted in this group but will be considered under Item 7.
7. The scheme will have the support of more than 50% of the eligible properties.
  - Evidence is provided that there is a likelihood that more than half of the address points to be included in the proposed scheme support the promotion of a residents parking scheme.
  - The households need to be aware that the scheme does not guarantee a parking space and that there will be a fee payable, per permit, should the scheme be introduced.
8. Funds will be available to support the introduction of the scheme.
  - Funds are available to progress the scheme within the budget made available by the Council.
  - If a scheme is to be privately funded, then this should be in totality. The use of partial external funding will not afford prioritisation over an alternative scheme that has been assessed to be of greater need.
9. Schemes are prioritised, by need and according to funds available.
  - All schemes will be assessed against the same criteria resulting that the schemes that indicate the most need are considered for progression first, subject to cost and practicality constraints.
  - The assessment will be reviewed on an annual basis. Age of request will have no bearing on the outcome.
  - Schemes could be reassessed if evidence is provided that the factor that impacted on the parking problems has significantly changed.