



GUILDFORD ON-STREET PARKING ANNUAL REPORT

**SURREY COUNTY COUNCIL
LOCAL COMMITTEE (GUILDFORD)**

12th FEBRUARY 2008

KEY ISSUE

This report summarises the financial and operational performance and presents data on the current year's performance and estimates for next financial year.

SUMMARY

This report presents the outturn position for 2006/07 and compares performance between April 2007 and January 2008 with the same period in the previous financial year. The number of Penalty Charge Notices issued has dropped compared to 2006/7. Pay and display usage is slightly up on the previous year. The level of permit issue is similar to the last two full years. The report sets out the continuing work on the Controlled Parking Zone (CPZ) review and highlights the impact of the introduction of the Traffic Management Act 2004.

Report by

Surrey Atlas Ref.

GBC PARKING SERVICES MANAGER

N/A

GUILDFORD B.C. WARD(S)

COUNTY ELECTORAL DIVISION(S)

ALL

ALL

OFFICER RECOMMENDATIONS

The Committee is asked to agree:

- (i) that the information contained in the report be noted.
- (ii) that approval be given to formally advertise the changes proposed in **ANNEXE B**, as outlined in paragraph 20.
- (iii) that the number of permits issued in area D be increased by 18 in line with the increase in space, as described in paragraph 25.

BACKGROUND

- 1 The Borough Council (GBC) has carried out enforcement of the Guildford town centre Controlled Parking Zone (CPZ) since 1997 on behalf of Surrey County Council. The Borough has also administered the permit scheme and managed the maintenance and alteration to parking orders within the town centre. The Borough also operates car parks in Guildford and the annual business plan was considered by the GBC Executive on 10th January and a further report on car park tariffs will be considered by the GBC Executive on 31st January.
- 2 In June 2004 Decriminalised Parking Enforcement (DPE) was implemented in Guildford. DPE changed the way all parking tickets (Penalty Charge Notices- PCNs) are processed. It also enabled the Borough Council, on behalf of the County Council, to enforce all yellow lines and other parking restrictions covered by parking orders outside the CPZ. It was agreed that the Borough Council would also administer changes to the parking orders outside the CPZ. In this report “DPE” is used to refer to the additional enforcement responsibilities taken on as a result of the change and not the change to the way all parking tickets are processed.
- 3 Under the agency agreement with the County Council, the administration and enforcement of the CPZ , the original remit, is accounted for separately from the newer responsibility of DPE. The SCC Local Committee (Guildford) is responsible for any surplus, or deficit, in the Guildford Town CPZ whereas the new DPE function is the financial responsibility of the County Council Executive. One of the reasons for this was so that the existing surplus from the CPZ, the Local Committee’s responsibility, was not affected by the introduction of DPE.
- 4 The basic financial principle in the agency agreement is that all DPE costs and income are detailed separately and any surplus is returned to the County Council to off-set any losses elsewhere and any deficit is made up by the County Council. The County Council have sought to balance on-street DPE income and expenditure across the County by limiting the number of Parking Attendants employed for DPE. Guildford was allocated three.

- 5 The agreement is set to run for 5 years with a review after 2 full financial years. The County Council has undertaken a review process and senior officers within the County Council are considering the results.

MAIN ISSUES

Financial

- 6 **ANNEXE A** presents the outturns from the financial years 2005/06 and 2006/07, the projected outturn for 2007/08 and estimates for 2008/09 for both DPE and the CPZ.

Enforcement

- 7 The tables below show the number of contraventions for which Penalty Charge Notices (PCNs) were issued. It should be noted that in June 2004 DPE was introduced and there were four new Parking Attendants posts. Three of these attendants were allocated to cover the additional responsibility of DPE and the fourth to address extensions to the Controlled Parking Zone. As part of the change to DPE enforcement extensive retraining of existing staff was undertaken and recruitment and training of new staff was needed.

Number of observed contraventions by Year							
99/00	00/01	01/02	02/03	03/04	04/05*	05/06	06/07
15,069	13,021	14,699	12,241	15,202	17,478	20,618	22,592

*DPE commenced June 2004 with 4 new parking attendants, 3 for DPE and 1 for the CPZ

Comparison between April to December 2005/6, 2006/7 & 2007/8. No of Penalty Charge Notices (PCNs)			
Year	2005/06	2006/07	2007/08
CPZ	9,479	11,458	10,467
DPE	6,075	6,086	5,177
Total On Street	15,554	17,544	15,644
Car Parks	10,200	11,778	10,125

- 8 The levels of Penalty Charge Notices issued in the first 9 months of 2007/08 have dropped compared to the same period in 2006/07. The levels in 2007/08 are very similar to those in 2005/06. In 2006/07 there was a full complement of trained PAs. In both 2005/06 and 2007/08 there was small level of turnover and other staff absence and therefore lower levels of enforcement time new members of staff were recruited and trained.

Pay and Display

ON-STREET –TOWN CENTRE- Total Users (Pay & Display only)						
YEAR	USERS	% change from previous year	INCOME (£)	AVERAGE PAYMENT PER USER (£)	HOURS PURCHASED	% change from previous year
1998/99	580,251		534,999	0.92	533,831	
1999/00	615,508	+6	564,210	0.92	566,267	+5.7
2000/01	605,130	-1.7	559,951	0.93	562,771	-0.6
2001/02	613,364	+1.4	578,552	0.94	576,562	+2.5
2002/03	599,245	-2.3	575,996	0.96	575,275	-0.2
2003/04*	574,854	-4	659,906	1.15	550,902	-4.4
2004/05	552,059	-4	649,432	1.18	542,858	-1.5
2005/06	573,015	+3.8	659,198	1.15	549,139	+1.2
2006/07	580,183	+1.2	657,186	1.13	546,339	-0.5

* The price of parking increased from 50p for ½ hour to 60p in April 2003

- 9 Prior to the price increase in April 2003 time purchased (usage) was running at around 575,000 hours per year. Following the price increase the usage fell and over the last three years is averaging 547,300 hours per year. This represents a drop of around 5%.
- 10 The table below compares the period April to December for the three years 2005, 2006 and 2007. After the first nine months of the year usage is 1.3% up on the average of the previous years.

Comparison of April to December – 2005 to 2007				
	No of Tickets	Income in £	Average Spend	Total Hours Purchased
2005	436,181	501,837	1.15	418,007
2006	442,133	501,175	1.13	416,342
2007	448,915	508,031	1.13	422,728

Permit Administration

- 11 The table below shows an estimate of the number of permits on issue year by year. The number of residents' permits issued varies considerably throughout the year so the above figures should only be taken as an indication of trends.

Permits issued year on year								
Type of permit	1999/00	2000/01	2001/02	2002/03	2003/04	2004/05	2005/06	2006/07
Resident	2400	2650	2750	2800	3000	3100	3100	3070
Visitor	22265	28559	30397	33521	38219	48,346	46,250	45825
Business	50	47	40	50	55	50	42	41
Carers	50	55	40	35	45	50	51	53
Medical	200	200	210	240	270	300	320	323

- 12 The number of residents' permits on issue in 2006/07 was similar to the year before. The requirement for vehicles to be registered to the residents Guildford address and other measures are helping to ensure only Guildford residents obtain permits. The use of visitors' permits had been increasing year on year with a considerable jump following the introduction of DPE in June 2004. Due to greater control this increase has stopped and in 2005/06 there was a reduction in the number issued.

ON STREET REVIEWS

- 13 A review of the restrictions in Ash was completed in 2007. Updated and extended restrictions were implemented in October 2007.
- 14 A review of parking restrictions in Ripley was also completed. Updated and extended restrictions will be implemented when the weather clears in the Spring.
- 15 The Committee agreed a programme of work for the CPZ review in June 2007. The items of work and progress are set out in the following paragraphs.

Eastward Extension of the CPZ

- 16 The Committee agreed to consult and if appropriate extend the Controlled Parking Zone to the east of Guildford around St Omer Road, Tangier Road and Warren Road. An initial consultation has been carried out and reported to Committee. Following this there has been consultation on a proposed design and the results of this will be reported to the Committee at its next meeting.

Boundary Change to relieve Residents Parking Pressure in Wodeland Av.

- 17 The Committee agreed to consult and if appropriate change the boundary of catchment areas B and F so that all of Wodeland Avenue is within catchment area F. An initial consultation has been carried out and the Committee has agreed to formally advertise the proposal.

Boundary Change to relieve Residents Parking Pressure in Addison Road

- 18 The Committee agreed to consult and if appropriate change the boundary of catchment areas C and H so that Pewley Way came within catchment area C. An initial consultation has been carried out and the Committee has agreed to formally advertise the proposal.

Sundays

- 19 The Committee agreed to consult on the introduction of Sunday restriction in the central part of the CPZ (areas A, B, C & D). There is currently only control on double yellow lines on Sundays and this leads to roads being blocked by parking on single yellow lines and causes difficulty to residents who cannot find space. This will be a major consultation involving around 4,000 properties and is planned for early 2008.

Ad Hoc Changes

- 20 The Committee agreed to advertise a list of necessary changes to the restrictions. Further changes have been brought to Officers' attention and additions to the list are attached in **ANNEXE B**. The Committee is asked to agree to advertise these changes.

Consolidation of changes

- 21 It was agreed that before making any further amendments to the CPZ Order the existing changes be consolidated into one order. This process requires a public advertisement to incorporate all previous changes into one order. At the time this is done it is also suggested that changes are made to the wording and presentation of the order to remove ambiguity and ensure it reflects the scheme.

Review of Outer Area

- 22 The Committee agreed that a consultant review the major parking issues outside the CPZ and recommend the best course of action given the available enforcement resources. A brief is being prepared. The intention would be to consult and if appropriate implement any recommendations in the review of outer areas which is due to follow the CPZ review.

Car Clubs

- 23 In December the Committee agreed to consult on the possible expansion of the car club to on-street parking places if the current trial continues to be successful.

Tariff Increase

- 24 The Committee agreed to increase the on-street tariff for pay and display by 10p per half hour with effect from the 31st March 2008.

Increase in the permit threshold for area D

- 25 Additional parking bays were introduced in Area D in October 2006. Since this time observations have shown that there is capacity to increase the threshold on the number of permits. The current threshold stands at 255. 18 new 'permit only' spaces were created and it is therefore recommended to increase the threshold to 273. This will help reduce the waiting list and because there are more permits on issue it will increase the turnover.

Traffic Management Act 2004 (TMA)

- 26 The TMA will come into force on 31st March 2008. The TMA requires wide ranging changes to computer software, the retraining of all staff, re drafting and re-printing of all enforcement documents and the changing of all Traffic Regulation Orders. Local Authorities have been given very little time to prepare for this and considerable work needs to be carried out in a very short space of time. This is the largest development in parking since Decriminalised Parking Enforcement was introduced and the associated workload and limit time available is challenging. As a result, this has led to delays in progress on the items above.

Potential increase in Parking Stress caused by new developments

- 27 The Borough Council's Executive in January considered a motion, which raised concern about the effect of new developments on parking pressure, and called for new developments not to be granted permits. The Borough Council's Executive noted the motion and recognised the concern which prompted it and asked officers to look at options for reducing permit stress including reviewing boundaries, reducing eligibility to one permit per resident and reviewing the right to a permit for new developments particularly those situated within 800 metres of the railway station.
- 28 The option of preventing new developments in areas of permit stress from being eligible for permits requires a link to planning policies and Borough Council officers will be investigating this as well as advising on other options. Such a scheme would also require consideration by the Local Committee and if agreed a change to the Traffic Regulation Order.
- 29 The current CPZ review has been delayed by the introduction of the Traffic Management Act and is likely to carry on until the end of the year. Under the programme areas outside the CPZ should then be reviewed and the consultant's report referred to in paragraph 22 should enable this process to be quicker than usual.
- 30 With the current work programme the first opportunity for the Local Committee to look again at the issue of permit pressure in the CPZ would be following the review of the outer areas. This could be around 2 years away. Considerable work was done in 2006 to relieve permit pressure by creating more 'permit only' bays and strengthening the criteria for permits. As a result of these measures the ratio of spaces to permits has not changed significantly since. The situation in local areas should also be helped by the proposals for Wodeland Avenue and Addison Road outlined in paragraphs 17 and 18. However if Members would like officers to consider this issue sooner then it will be necessary to extend the existing CPZ review or change the order of work.

FINANCIAL AND VALUE FOR MONEY IMPLICATIONS

31 There are no direct financial implications arising from this report.

EQUALITIES & DIVERSITY IMPLICATIONS

32 This report has no implications for equalities and diversity.

CRIME & DISORDER IMPLICATIONS

33 The promotion of effective enforcement and control of parking leads to less anti-social parking.

SUSTAINABLE DEVELOPMENT IMPLICATIONS

34 The promotion of effective enforcement and control of parking leads to less congestion and pollution.

CONCLUSIONS AND REASONS FOR RECOMMENDATIONS

35 Overall the service is performing well.

36 The changes outlined in paragraph 20 are needed to Order to ensure the restrictions are up to date and that residents can obtain access to their property across newly constructed dropped kerbs.

37 The change to the threshold in Area D as described in paragraph 25 will make the best use of the available space and make parking available to more residents.

LEAD OFFICER KEVIN MCKEE, PARKING MANAGER GBC

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BACKGROUND PAPERS: On-Street Parking Annual Report, 30 March 2006
 On-Street Parking Performance Report, 28 Sept. 2006
 On-Street Parking Annual Report, 22 March 2007

ITEM 10, ANNEXE A : CPZ AND DPE FINANCIAL TABLES

CPZ FINANCIAL INFORMATION	2005/06 Actual £	2006/07 Actual £	2007/08 Estimate £	2007/08 Projection £	2008/09 Estimate £
<u>Expenditure</u>					
Employee Related	338,219	369,724	399,270	397,883	438,990
Premises Related	19,550	24,574	44,980	47,787	39,000
Transport Related	4,012	4,788	5,760	5,146	5,300
Supplies & Services	249,158	135,704	210,470	172,771	162,030
Support Services	42,510	41,845	59,550	59,550	56,970
Special Works	0	0	0	0	0
	653,449	576,635	720,030	683,137	702,290
<u>Income</u>					
Permits	(163,387)	(183,366)	(179,090)	(205,645)	(200,420)
Meter Income	(659,198)	(657,185)	(610,000)	(641,890)	(698,000)
Penalty Fees	(320,363)	(426,665)	(350,000)	(371,679)	(332,500)
Income Refunded	4,408	5,244	5,000	3,298	5,000
Miscellaneous	(2,074)	(3,359)	(2,000)	(2,188)	(3,580)
	(1,140,614)	(1,265,331)	(1,136,090)	(1,218,104)	(1,229,500)
Net Expenditure / (Income)	(487,165)	(688,696)	(416,060)	(534,967)	(527,210)
Capital Financing Costs	3,394	0	2,650	2,650	2,650
Total Net Exp. / (Income)	(483,771)	(688,696)	(413,410)	(532,317)	(524,560)

<u>DPE FINANCIAL INFORMATION</u>	2005/06 Actual £	2006/07 Actual £	2007/08 Estimate £	2007/08 Projection £	2008/09 Estimate £
<u>Expenditure</u>					
Employee Related	160,923	146,071	164,470	161,408	155,440
Premises Related	2,598	3,470	10,510	9,968	9,590
Transport Related	2,778	2,972	3,340	3,032	3,110
Supplies & Services	24,434	29,161	44,080	37,864	36,290
Surplus paid to SCC	5,452	40,206	6,990	0	39,640
Support Services	23,465	19,879	10,610	10,610	11,630
Special Works	0	0	0	0	0
	219,650	241,759	240,000	222,882	255,700
<u>Income</u>					
Penalty Fees	(219,650)	(241,758)	(240,000)	(213,925)	(255,700)
Deficit charged to SCC	0	0	0	(8,957)	0
	(219,650)	(241,758)	(240,000)	(222,882)	(255,700)
Net Expenditure / (Income)	(0)	0	0	0	0
Capital Financing Costs	0	0	0	0	0
Total Net Exp. / (Income)	(0)	0	0	0	0

LIST OF FURTHER AMENDMENTS REQUIRING AUTHORITY TO ADVERTISE

Road	Location	Amendment
Chestnut Avenue	Outside No.1 Police Houses	Amend section of Permit G Dual-Use Parking Place to a Single Yellow Line to reflect the situation on the ground
Cranley Road	Outside Nos.1 - 12 Cranley Manor	Amend section of Double Yellow Line to a Single Yellow Line to reflect the situation on the ground
Josephs Road	Outside new development site at No.60	Amend section of Permit E Dual-Use Parking Place to a Single Yellow Line to accommodate newly created vehicle crossovers
Lido Road	Access to Bowls Club	Extend existing Double Yellow Line to reflect the situation on the ground
Mareschal Road	To rear of No.1 Wodeland Avenue	Amend section of Double Yellow Line to create a Permit F Dual-Use Parking Place
Pewley Hill	Outside No.16	Amend section of Pay and Display or Permit D Dual-Use Parking Place to a Double Yellow Line to reflect situation on the ground
The Oval	Outside No.43	Amend section of Permit J Dual-Use Parking Place to a Single Yellow Line to accommodate newly created vehicle crossover
Walnut Tree Close	Outside Nos.162 - 168	Amend Permit A Only Parking Place to a Monday-Saturday 8.30am-6pm Permit A Only Parking Place (Technicality)
Warren Road	Outside Nos.1 – 3	Amend Permit C Dual-Use Parking Place to a Permit I Dual-Use Parking Place
Warwicks Bench	Outside Nos.16 - 18	Amend section of Single Yellow Line to a Permit H Dual-Use Parking Place