



ON STREET PARKING – PROCUREMENT & AMENDMENTS TO PARKING ORDERS

SURREY COUNTY COUNCIL LOCAL COMMITTEE (GUILDFORD)

10th DECEMBER 2008

KEY ISSUE

To authorise expenditure to replace the existing handheld computer terminals and to reline the parking restrictions. In addition the Committee is asked to agree the consolidation of all Guildford Traffic Regulation Orders and the process necessary to proceed with proposed schemes.

SUMMARY

The handheld computer terminals used to issue Penalty Charge Notices (PCNs) need to be replaced and the lines marking parking restrictions would benefit from being renewed. There are no funds available centrally and the Local Committee is asked to use money from the Highways and Transportation Reserve. The report also highlights the need to consolidate the Guildford Traffic Regulation Orders and to place additional notices before progressing the proposed schemes, the extension of the Controlled Parking Zone (CPZ) eastwards, the changes to the boundaries of catchments areas in C and F and a number of ad hoc changes.

Report by

Surrey Atlas Ref.

GBC PARKING SERVICES MANAGER

N/A

GUILDFORD B.C. WARD (S)

COUNTY ELECTORAL DIVISION (S)

N/A

N/A

OFFICER RECOMMENDATIONS

The Committee is asked to agree:

- (i) that an estimated £39,600 from the Highways and Transportation Reserve is used for the replacement of handheld computer terminals as described in paragraphs 1 to 9.
- (ii) an estimated £173,000 from the Highways and Transportation Reserve is used to reline the town centre Controlled Parking Zone and areas outside as described in paragraphs 10 to 14.
- (iii) the two Guildford Orders relating to restrictions outside the town centre are altered in line with legal advice and a notice to this effect is published as per paragraph 16.
- (iv) once recommendation (iii) is complete each of the three Guildford Orders are consolidated and the appropriate notices are published.
- (v) once recommendation (iv) is complete notices are published regarding the proposed schemes listed in paragraph 18 inviting any further objections
- (vi) if no further objections are received concerning the East Guildford CPZ Extension that the order be made
- (vii) if any further objections are received that these are considered together with existing undetermined objections (i.e. those that were not previously considered as part of the East Guildford scheme) by the Committee at a future meeting.

HAND HELD COMPUTER TERMINALS

- 1 The Civil Enforcement Officers (CEOs) use hand held computer terminals (HHCT) to issue Penalty Charge Notices (PCNs) for parking contraventions. The use of a HHCT has many advantages over manually completed pro-forma tickets.
- 2 The implementation of the Traffic Management Act (TMA) has highlighted the need to replace the current equipment. In Guildford two types of handheld devices are used. The oldest are Husky FS/2 and FS/3s the first of these units were acquired in 1995. In the case of FS/2's support ended in May 2005 and in the case of FS/3's support ended in January 2007. The supplier has continued to maintain them but it is now hard to find spare parts and there is a high risk that the machines will not be able to be repaired if they fail. The cost of repair is also higher than it would be with new product which is supported.
- 3 The second type of handheld used in Guildford is the Psion Workabout. These devices are lighter and smaller and date back 7 years. The memory capability for the applications programmes is limited. The recent change to variable penalties brought in by the TMA increased the size of the application programme to the limit of the machines capability.

- 4 All Penalty Charge Notices have a unique identifier consisting of two letters and eight digits. The two-letter prefix is used to identify the local authority. Currently the prefix "GU" is used for all notices issued in Guildford. Since the Traffic Management Act was introduced the Traffic Enforcement Centre, the County Court used to recover unpaid PCNs, have advised that unpaid penalty charges need to be registered as debts in the name of the responsible authority. To achieve this they have suggested that districts issuing on behalf of Counties use a different prefix for penalty charges issued on street to those issued in car parks.
- 5 The Borough Council's software supplier has advised that there is insufficient memory on the Psions to add this functionality and the memory is not upgradeable. Without the ability to issue PCNs under a second prefix it will be much more difficult to register unpaid PCNs at the County Court.
- 6 The existing HHCTs have provided long use and in terms of IT are out dated. It is recommended that the existing handheld terminals be replaced. The cost needs to be split between the Borough and County Councils and such costs are normally split in proportion to the number of PCN issued for each authority.
- 7 There are 19 CEO positions in Guildford and 22 units would be needed to ensure that all staff are equipped and there are sufficient spares to cover periods when devices need to be sent away for repair. Each unit needs a printer and cabling and requires a docking station so it can be down loaded. The application software needs to be loaded on to each handheld unit and the docking stations linked to the main database. The total cost of the equipment and setting up the system is estimated to be £66,000. This cost, if split according to the number of PCNs issued for each authority would be Surrey County Council £39,600 (60%) and £26,400 (40%) for Guildford Borough Council. This split is based on the total ticket issue for the last three full financial years.
- 8 When Decriminalised Parking Enforcement (DPE), now called Civil Parking Enforcement (CPE), was introduced the agency agreement split the responsibility for on street parking within the County and the existing CPZ costs and income remained the responsibility of the Local Committee and the additional costs and income from DPE were to be controlled centrally. If the cost of replacing the handheld terminals were to be split in proportion to the number of PCNs issued under each function (CPZ 65% and DPE 35%) then £25,740 would fall to the CPZ/Local Committee and £13,860 would be charged centrally.
- 9 However officers are advised that there is no funding available centrally to meet the cost and it is therefore requested that the Local Committee fund the full cost of County Councils share from the On Street Parking Reverse in order that enforcement can continue.

RELINING THE PARKING CONTROLS

- 10 All the parking controls in the Borough were surveyed in 2003 and as a result faded lines were refreshed and missing lines replaced. Since then maintenance has been carried out when it is needed. In addition lines have been continually disturbed by road works. As a result there is currently a patchwork of lines of differing clarity.
- 11 The quality of the lining is important for effective enforcement as well as for the aesthetic appearance of an area. It is recommended that a programme of works to refresh the lining in the Guildford CPZ, Merrow Stoughton and other areas be undertaken. In Ripley and Ash the parking controls have recently been reviewed and the lines are of a better standard and it is considered that they do not need further work.
- 12 The lining must match the relevant Traffic Regulation Order and way the markings are set out must comply with the Traffic Signs Regulations and General Directions 2002. It is therefore very important to ensure the work is done accurately and is checked after it is done. The work will take many months to complete and because of the need for close supervision it is recommended to employ a specialist consultant to oversee the work and check the results.
- 13 The table below sets out three options to tackle the relining, depending on the funding available. The most pressing area is the central part of the CPZ (areas A, B, D and F). Alternatively the entire CPZ could be relined. The third option includes not only the CPZ but also Merrow and Stoughton. It is expected that the larger the package of work the cheaper the overall cost. This has not been reflected in the broad estimates because there are no known quotations that would indicate the scale of the discount for large quantities of work.
- 14 The table below also breaks the work into CPZ and DPE/CPE. When DPE was introduced the agreement was for the existing CPZ to costs and income to be managed by the Local Committee and for the additional costs and income to be controlled centrally. However officers are advised that there is no funding available centrally to meet the cost for relining and it is therefore requested that the Local Committee fund the works from the On Street Parking Reserve.

	Estimated DPE/CPE Costs	Estimated CPZ Costs	Total
Catchment Areas A, B, D & F	£ 45,000 (w) £ 15,000 (s)	£15,000 (w) £ 5,000 (s)	£ 80,000
Whole CPZ	£ 95,000 (w) £ 32,000 (s)	£25,000 (w) £ 8,000 (s)	£160,000
CPZ + Merrow & Stoughton	£106,000 (w) £ 34,500 (s)	£25,000 (w) £ 8,000 (s)	£173,500

Key : (w) = works costs
(s) = supervision costs

CONSOLIDATION OF EXISTING ORDERS

- 15 There are three main Traffic Regulations Orders specifying parking restrictions in the Borough of Guildford. These are:
- (i) The Surrey County Council Various Roads in the Borough of Guildford (Guildford Controlled Parking Zone) (Consolidation of Waiting and Loading Restrictions and Street Parking Places and Revocation) Order 2004 – Referred to as the main Guildford CPZ Order.
 - (ii) The Surrey County Council Various Roads in the Borough of Guildford (Guildford Town Area Outside of the Controlled Parking Zone) (Consolidation of Waiting Restrictions and Parking Places) Order 2004 – Referred to as the main Outer Town Order.
 - (iii) The Surrey County Council Various Roads in the Parished Area within the Borough of Guildford (Consolidation of Waiting Restrictions and Street Parking Places) Order 2004 - Referred to as the main Parished Order.

Since 2004 there have been an additional 11 amendment orders created which make changes to the main orders. These need to be read alongside the main order to understand what has been changed.

- 16 The advice from Surrey County Council's legal department is that orders (ii) and (iii) relating to controls outside the Guildford Controlled Parking Zone should be clarified with technical changes to include additional definitions and clarification. These proposals will not change the effect of the restrictions but a notice needs to be published to inform people that the changes are being made and objections invited.
- 17 Following this it is advised that each of the three main Guildford Orders be consolidated before any further changes are made. A consolidation merely combines the original order and all amendments into one document to create a new single order. Again a notice needs to be published to inform the public the process is taking place but objections are not invited. The process can be challenged by an application to the high court.

INTRODUCTION OF NEW SCHEMES IN GUILDFORD

- 18 Through out this review cycle the Committee has agreed to advertise its intention to introduce a number of schemes. The schemes are listed below. These have been advertised and in each case some objections have been received. In the case of the proposed eastward extension of the CPZ the comments received were considered by the Committee at its October meeting. The schemes are detailed in the **ANNEXES** attached:

ANNEXE 1	Ad hoc changes
ANNEXE 2	Proposal to add Pewley Way to Area C
ANNEXE 3	Proposal to make the whole of Wodeland Avenue to Area F
ANNEXE 4	Proposed Extension of the CPZ in East Guildford

- 19 The legal advice is that a further public notice must be published for these schemes after the consolidation of the main Guildford Controlled Parking Zone order. Publishing a further notice once all the terms are expressed in one document would remove any possibility of people being confused by the various notices that had been published previously and amendments that have been made.
- 20 There would be no need for those who have already objected to write again. All previous comments could be considered together with any new comments. In the case of the proposed extension of the Control Parking Zone in East Guildford the Committee has already considered the original objections and if there are no further objections after the further notice the order could be made without the need to return to the Committee.

FINANCIAL AND VALUE FOR MONEY IMPLICATIONS

- 21 The costs of new HHCTs and relining the restrictions are spelt out in paragraphs 7/8 and 14 respectively. The cost of advertising the consolidation and proposed schemes are estimated to be around £12,000.

CONSULTATIONS

- 22 All of the proposals in this report either have been or will be the subject of both informal consultation and formal advertisement as appropriate.

SUSTAINABLE DEVELOPMENT IMPLICATIONS

- 23 The promotion of effective enforcement and control of parking leads to less congestion and pollution, and contributes to greater road safety.

EQUALITIES AND DIVERSITY IMPLICATIONS

- 24 This report has no equality or diversity implications.

CRIME AND DISORDER IMPLICATIONS

- 25 This report has no crime and disorder implications

CONCLUSION AND REASONS FOR RECOMMENDATIONS

- 26 The replacement of the handheld computer terminals and a programme to reline the restrictions are required to maintain effective enforcement and the only available source of funds is from the On Street Parking Reserve. It is therefore recommended to proceed with both projects with the funds available. Of the options presented in paragraphs 13 and 14, it is recommended that the entire CPZ, together with Merrow and Stoughton be relined.
- 27 In view of the legal advice the Committee is asked to agree to make technical amendments to the two Orders relating to areas other than the Guildford Controlled Parking Zone, that each of the three Orders is then consolidated and then the proposed changes to the Guildford Controlled Parking Zone Order are re-advertised and any undetermined objections and any new objections are then considered by the Committee.

WHAT HAPPENS NEXT

- 28 Subject to the Committee's agreement a tendering process will be put in place to procure new handheld terminals, which will be specified with future requirements in mind.
- 29 Subject to the Committee's agreement the lining and supervision work will be tendered separately with the aim of beginning work in the spring of 2009.
- 30 Subject to the Committee's agreement the two Orders relating to the areas outside the Guildford Controlled Parking Zone will be updated and clarified, then all the main orders will be consolidated to incorporate the amendment orders. The proposed schemes will then be re-advertised. There has already been considerable consultation on the proposed schemes and providing they are advertised as previously agreed and there are no unexpected objections that cause revision it is anticipated that the schemes can still be introduced in the spring of 2009.

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None

ITEM 15, ANNEXE 1 : AD HOC CHANGES

ROAD	LOCATION	AMENDMENT
Aldersey Road	Outside No.1	Amend existing parking place to allow for a vehicle crossover and replace with a Single Yellow Line.
Artillery Terrace	Adjacent to No.29 Church Road	Introduce a 2-hour Limited Waiting or Permit A parking place.
Bray Road	Outside No.2	Amend existing parking place to allow for a vehicle crossover, extending adjacent Single Yellow Line.
Bray Road	Outside Nos.21 & 23	Extend the existing parking place by 4 metres in a northerly direction.
Bridge Street	Outside YMCA	Amend Traffic Regulation Order so it shows the true extent of the no waiting at any time restriction.
Bury Street	Outside No15	Extend the existing parking place by 7 metres in a southwesterly direction.
Bury Street	Outside the Almshouses	Split the existing parking place introducing a 10-metre length of Single Yellow Line to allow elderly residents to be picked up by the dial-a-ride bus and others.
Clifford Manor Road	Outside No 11a	Amend existing parking place to allow for a vehicle crossover extending adjacent Single Yellow Line.
Cranley Road	Outside Shortlands	Introduce a parking place outside Shortlands.
Cranley Road	Outside No.53	Amend Traffic Regulation Order so that it reflects the situation on the ground and the presence of a length of Single Yellow Line.
Cranley Road	Outside Lanesborough School and adjacent to No.6 Fielders Green	Convert the existing Unrestricted parking place outside Lanesborough School to 4-Hour Limited Waiting or Permit I and convert the existing 4-Hour Limited Waiting or Permit I parking place adjacent to No.6 Fielders Green to Unrestricted.
East Meads	Opposite No.14	Shorten existing parking place slightly to ease access, extending adjacent Single Yellow Line.
Friars Gate	Outside No 6	Amend existing parking place to allow for a vehicle crossover and replace with a Single Yellow Line.
Guildown Road	Outside No. 7a	Amend Traffic Regulation Order to reflect what is on street by removing parking place and replacing with a single yellow.
Harvey Road	Outside Mt. Alvernia Hospital	Replace the Single Yellow Line with Double Yellow Line on the south side of the Harvey Road, lengthening the existing adjacent Double Yellow Line restriction, so that it extends 10 metres east of the junction with Jenner Road.
Irwin Road	Outside Nos.3 to 5	Amend Traffic Regulation Order so that it reflects the situation on the ground and the presence of a 2-Hour Limited Waiting or Permit F parking place.
Josephs Road	Outside No.11	Amend existing parking place, converting part of it into a disabled only parking place for one car.

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ROAD	LOCATION	AMENDMENT
Josephs Road	Outside No.39	Amend existing parking place to allow for a vehicle crossover extending adjacent Single Yellow Line.
Josephs Road	Outside No.53	Amend existing parking place to allow for a vehicle crossover and replace with a Single Yellow Line.
Kings Road	Adjacent to No.86 Nightingale Road	Amend Traffic Regulation Order so that it reflects the situation on the ground, replacing the 2-Hour Limited Waiting or Permit E parking place with a Permit E Only parking place.
Lancaster Avenue	Both Sides Outside Nos.1 & 2	Introduce Double Yellow Line at roundabout junction with Warren Road to start of first lay-by, a distance of approximately 17 metres.
Mareschal Road	Outside No.6	Amend existing parking place to allow for a vehicle crossover extending adjacent Single Yellow Line.
Maori Road	Outside Nos.10 & 12	Amend Traffic Regulation Order so that it reflects the situation on the ground, amending the position of the parking places and the Single Yellow Line.
Millmead Terrace	Outside No.10	Extend the existing Permit B Only parking place in a northerly direction to 10 metres from the bend.
Mountside	Outside No.1	Amend Traffic Regulation Order so that it reflects the situation on the ground, extending the existing parking place towards the garages and reducing the length of the Single Yellow Line.
Mountside	Outside Nos.3 & 5	Extend the existing Permit F only parking place in a northeasterly direction towards the garages.
Old Court Road	Outside No.23	Amend existing parking place to allow for a vehicle crossover and replace with a Single Yellow Line. Introducing a 4-hour limited waiting or Permit J parking place by removing Single Yellow Line.
Pentreath Avenue	Outside No.12	Amend existing parking place to allow for a vehicle crossover and replace with a Single Yellow Line.
Pentreath Avenue	Outside Nos.1 & 3	Amend Traffic Regulation Order so that it reflects the situation on the ground, altering position of parking place and adjacent Single Yellow Lines.
Pewley Way	Adjacent to Mt. Alvernia Hospital	Amend Traffic Regulation Order so that it reflects the situation on the ground, changing the dual-use Pay & Display and permit holders parking place to Pay & Display Only parking place with a 2-Hour Maximum Stay.
Semaphore Road	Outside No.11	Amend Traffic Regulation Order so that it reflects the situation on the ground, splitting the parking place with short stretch of Single Yellow Line to protect fire hydrant.
Sandfield Terrace	Opposite Nos.16 & 18	Remove Double Yellow Line, extending adjacent Permit D Only parking place in a southerly direction so that it abuts the 2-Hour Maximum Stay Pay & Display or Permit D parking place.

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ROAD	LOCATION	AMENDMENT
Sycamore Road	Outside No.31	Amend existing parking place to allow for a vehicle crossover and replace with a Single Yellow Line, shortening the 2-Hour Limited Waiting or Permit E parking place, but extending the Permit E Only parking place.
St Johns Road	Adjacent to No.119 Raymond Crescent	Amend Traffic Regulation Order so that it reflects the situation on the ground, but introduce a 4-Hour Limited Waiting or Permit J parking place, avoiding fire hydrants.
St Luke's Square	Both Sides Outside and Opposite Knightsbridge House	Introduce Double Yellow Line at junction with Warren Road for a distance of 15 metres.
The Mount	Outside Nos.33 & 35	Amend Traffic Regulation Order so that it reflects the situation on the ground, converting the existing Permit F Only parking place to a Permit B Only parking place.
The Mount	Outside Nos.34 & 36	Amend Traffic Regulation Order so that it reflects the situation on the ground, splitting the existing Permit F Only parking place and introducing a short section of Double Yellow Line to protect the access to the steps.
Upper Edgeborough Road	Outside Chaucer House & Edgehill	Remove Single Yellow Line, extending adjacent Unrestricted parking places so that they combine.
Wodeland Avenue	Outside No.20	Amend existing parking place to allow for a vehicle crossover extending adjacent Single Yellow Line.
Wodeland Avenue	Opposite No.104	Amend existing parking place to allow for access to allotments and replace with a Single Yellow Line.
Yvonne Arnaud Theatre Access	Outside Old Town Mill	Amend Traffic Regulation Order so that it reflects the situation on the ground, introducing a formalised Disabled Only parking place with a 3-Hour Maximum Stay.
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

ITEM 15, ANNEXE 1 : AD HOC CHANGES

ROAD	LOCATION	AMENDMENT
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
Church Road	Outside No.27	Amend section of Permit A Only Parking Place extending Double Yellow Line to 10 metres from junction with Artillery Terrace to assist traffic movement at junction
Church Road	Outside No.30	Amend section of Permit A Limited Waiting Dual-Use Parking Place extending Double Yellow Line to 10 metres from junction with Artillery Terrace to assist with traffic movement at junction
Millmead Terrace	Outside No.30	Amend section of Permit B Only Parking Place extending Double Yellow Line to accommodate newly created vehicle crossover
Onslow House Access	Carriageway Underneath Onslow House	Amend schedule to Traffic Regulation Order so that it reflects the situation on the ground (Technicality)
Onslow Street	Carriageway Underneath Pedestrian Walkway to Friary Shopping Centre	Amend schedule to Traffic Regulation Order so that it reflects the situation on the ground (Technicality)