



**OFFICER REPORT TO LOCAL COMMITTEE  
(REIGATE & BANSTEAD)**

**PROPOSED ON STREET 'PAY AND DISPLAY' PARKING  
CHARGES IN REIGATE AND BANSTEAD BOROUGH**

**19 SEPTEMBER 2011**

**KEY ISSUE**

To review comments and objections received following statutory advertisement of on street parking charge proposals in the Borough of Reigate and Banstead. To decide whether and if so where on street parking charges should be introduced and what changes to the advertised proposals may be necessary. To agree that any necessary equipment for the introduction of parking charges in Reigate and Banstead is ordered.

**SUMMARY**

On 12 January 2011 the Cabinet Member for Transport approved a consultation programme for the introduction of on street pay and display parking charges in Surrey. These proposals were subsequently formally advertised in Reigate and Banstead. The proposals have also been discussed further with Councillors whose wards could potentially be affected by the proposals. Decision-making has now been devolved to Local Committees and consequently this report seeks approval for on street charges in parts of Reigate and Banstead Borough.

## RECOMMENDATIONS

In relation to previously advertised or proposed parking charges in the Borough, the Reigate and Banstead Local Committee is asked to:

### In Redhill

- a. approve a tariff in Brighton Road of 30 minutes free followed by the medium tariff (£1 per hour), with a revised time limit of two hours and no return within one hour. Also approve a review of resident parking provision.
- b. change the advertised tariff in Chapel Road from low to medium (£1 per hour), and change the no return period to one hour, to reflect other similar locations in Reigate and Banstead
- c. agree a longer term tariff of £5.50 over 5 hours in London Road as well as the medium tariff (£1 per hour upto 5 hours and £5.50 over 5 hours)
- d. agree additional parking bays in St Annes Drive and Noke Drive for better access to the sorting office as shown on attached Annex 3.

### In Reigate

- e. agree not to implement parking charges in Church Street, High Street and Bell Street.
- f. approve the reduction of the 2 hour parking time limit in Church Street to 1 hour to increase turnover.
- g. approve charges in Castlefield Road but change the tariff to 60p per hour without a free period.
- h. approve charges in Upper West Street with a tariff of £1 per hour without a free period.
- i. agree to advertised charges in Rushworth Road but reduce the operational hours of restrictions to 10am until 4pm Monday to Friday and have a long stay charge of £4.50 (over 4 hours)

### In Banstead

- j. agree not to implement parking charges in Banstead.

### In Merstham

- k. Agree implement of parking charges as advertised.

### In Horley

- l. agree not to implement parking charges in the High Street and Victoria Road and Station Road.
- m. agree that short and long stay tariffs in Station Approach of £1 per hour up to 4 hours and £5 for over 4 hours.
- n. agree a tariff in The Grove of £5 to park for any length of time between 0800 and 1830 is advertised.
- o. Agree existing parking bays in Russell Crescent are free for up to five hours, with a long stay tariff (over 5 hours) of £5.00

As shown in Annex 2.

### In General

- p. that any objections to the subsequent amendment notice are reviewed by the Local Committee prior to any Traffic Regulation Orders being made.

## INTRODUCTION AND BACKGROUND

1. Surrey County Council is the Highway Authority in Surrey and responsible for managing the highway network including on street parking. Reigate and Banstead Borough Council act as agent for Surrey and carry out enforcement of the on street parking restrictions in the District of Tandridge, as well as managing their own off street car parks.
2. On 12 January 2011 the Cabinet Member for Transport approved a programme of consultation for the introduction of on street parking charges in many towns and shopping areas around Surrey.
3. The Transport Select Committee set up a task group to review these proposals in February 2011. The task group recommendations were presented to and approved by the Environment and Transport (E&T) Committee on 18 May and the Cabinet on 24 May. The proposals in this report are based on the E&T recommendations/proposals but they have also been modified following discussions with Reigate and Banstead councillors and officers.
4. Across Surrey many shopping areas have a variety of parking facilities. These are typically:
  - On street spaces, managed by the County Council as the Highway Authority.
  - Off street car parks, usually owned and managed by District and Borough Councils, but sometimes privately owned.
  - Supermarket car parks, usually free for customers and limited to 2 hours or so
5. District and Borough Councils and private car park operators currently charge for parking in the majority of car parks they own and manage. Sometimes the car parks have a free initial period in smaller towns, villages or shopping areas to encourage visitors. On street parking spaces in Surrey (with a few exceptions e.g. Guildford and Woking) tend to be free.
6. In shopping and retail areas, off street car parks usually offer longer term parking whilst parking on street is limited to one or two hours. On street spaces tend to be closer to the shops and they are often more convenient for short shopping trips or to make collections/deliveries. A shorter parking time limit also benefits customers and local businesses because it increases the turnover of the parking spaces ('churn') improving access to retail or other facilities.
7. Free time-limited on street parking is difficult to enforce as Civil Enforcement Officers (CEO) need to monitor parking activity at regular intervals and record number plates and other details to confirm whether a vehicle has overstayed the time period allowed. This is time consuming and inefficient, reducing the amount of time available for them to patrol waiting restrictions (yellow lines) that are often installed for safety or congestion related reasons. In practice many large on street parking areas are poorly enforced due to the difficulties involved.

8. Parking charges usually take the form of 'pay and display'. This requires the motorist to take a ticket from a machine and place it in their vehicle showing their parking time allowance. This allows a CEO to see instantly whether they are legally parked and enables far more efficient enforcement of the restrictions. Because enforcement is easier, compliance improves, again helping 'churn'.
9. Where there are charges for using off street car parks (as is the case in the vast majority of those operated by the District and Borough Councils in Surrey) and on street parking is free, drivers often tend to 'cruise' nearby streets looking for a free space. This can contribute to congestion, particularly when drivers wait in the road for a space.
10. Charging for on street parking discourages this behaviour and, if the on street charge is the same or higher than the off street car parks, visitors are encouraged to go straight to a car park. This can help reduce congestion and CO2 emissions.
11. A comparatively higher tariff for on street spaces also encourages drivers to only buy as much time as they need, again helping 'churn'. The increased availability of spaces means drivers who need or want to park on street can find a space more easily without having to wait. The increased availability of spaces can be particularly helpful to businesses on roads with high levels of passing traffic (or trade).
12. A free initial parking period has been widely discussed and is recommended in some locations by the Transport Select Committee Parking Task Group. A free period would have an impact on pay and display parking income where used, however if the free period was followed by the medium tariff of £1 per hour then it is considered that there would be sufficient in most locations to cover the costs of operating the machines. This means the first 30 minutes would be free, however if a visitor wanted to stay for an hour it would cost £1. Where allowed, 2 hours on street parking would cost £2 with this tariff. Set in this way the tariff also encourages visitors to use the off street car parks for longer stay parking.
13. Thirty minutes is considered to be the maximum possible time limit for a free initial parking period. This is because most visitors are likely to be able to do their shopping in half an hour. For the purposes of estimating income it has been assumed that 20% or 1 in 5 drivers will stay for more than 30 minutes. If a longer free period were allowed, say 1 hour, then the number of drivers staying beyond this period could reduce to 1 in 10 or less. This means there would be insufficient income to cover the operational costs of the pay and display machines.
14. There have been some case studies about the effect of parking charges on local businesses. There are many other factors that could also influence business performance (competition, wider economy, e-commerce etc) making it difficult to directly link performance with parking charges. The main conclusion of most studies is that where parking charges are introduced, the tariff should be proportional to the retail offer (i.e. the type of shops and businesses present in a particular location and the length of time customers would spend in them). The parking charges need to be set reasonably in comparison with local car parks and the scale of the attraction. Where

parking charges are introduced it is usual for the turnover of parking spaces to increase, which in turn helps increase footfall in retail areas.

15. While assessing potential new locations where on street parking bays could be introduced and before suggesting their inclusion, officers of the County Council gave due consideration to a number of important factors, including, but not limited to:
- the effect of the bays on the flow of traffic
  - whether the bays would have any adverse impact on access to adjacent premises
  - the provision of off street parking in the locality
  - the availability of roads with no parking restrictions in the vicinity of the bays (and consequently possible displacement)
  - the proximity and nature of the local retail offering
16. In some cases pay and display machines could be installed in conservation areas. It is planned to work with conservation officers in these areas to agree locations and colours that will have the least impact on the surrounding area

## **CONSULTATION RESPONSE AND ANALYSIS**

17. On street parking charges have been proposed and formally advertised in Reigate and Banstead as shown on the attached plan (Annex 1).
18. Formal advertisement of the proposed parking restrictions was carried out in Reigate and Banstead Borough between 24 February and 24 March 2011. Notices were placed in newspapers and put up on streets where charges were proposed. Detailed plans were available on the County Councils website and at local libraries and civic offices. An online survey/response system was also set up. The following paragraphs summarise the consultation responses received, and detail the petitions and objections lodged.

### Reigate and Banstead Borough Council:

19. Reigate and Banstead Borough Council are generally supportive of on street parking charges, however they are concerned about the effect of the charges on the local community in some locations.

### Local Committee:

20. The Reigate and Banstead Local Committee were concerned about the effect of on street parking charges on local businesses in retail areas during the current economic climate. They considered that if charges were to be introduced a free parking period would be essential, however it would be preferable if charges were not introduced in retail areas of Reigate, Banstead and Horley at the present time. As the largest commercial centre in the Borough, Redhill was considered the most suitable location for parking charges.

### Petitions:

21. Whilst not specific to Reigate and Banstead, an e-petition was started on 23 February and closed on 23 March generating approximately 26,300 supporters. The petition was for 'SCC to abandon its proposals for on street charges in parking bay in market towns and large villages throughout Surrey'.

This was the subject of a debate at full Council on 10 May 2011, where 22 Councillors voted to support the petition, 43 objected to the petition and two Councillors abstained.

22. A petition 'objecting to the introduction of charges for on-street parking in Banstead' organised by the Banstead Village Residents Association, received more than 4,000 signatures, and was presented to the Cabinet Member for Transport in late March 2011.
23. A petition signed by 6,183 petitioners calling 'on Surrey County Council to withdraw its proposals to introduce on-street parking charges in the Borough of Reigate and Banstead' was presented by the Reigate Business Guild to the Cabinet Member for Transport in late April 2011.
24. A petition saying 'no to parking charges' with 368 signatures was created in Horley. Two other similar petitions with 39 and 34 signatures were also presented to the Cabinet Member for Transport against the proposed charges.

Objections:

25. A total of 150 individual written objections were also received to proposals in Reigate and Banstead.

**Banstead**

What was proposed?

26. The introduction of parking charges on existing parking spaces around Banstead High Street and the shopping area. The proposed tariff was £1 per hour (50p for 30 minutes) with a one or two hour time limit.

Consultation Response

27. A petition 'objecting to the introduction of charges for on-street parking in Banstead' organised by the Banstead Village Residents Association, received more than 4000 signatures, with 57% of these from residents of the postcode area SM7. The petition was presented to the Cabinet Member for Transport in late March 2011 and is planned to be presented to the Cabinet on 24 May 2011.
28. There were 89 individual objections to the proposals in Banstead, including 38 from shops and businesses in the High Street. In overview, residents and businesses were concerned about the impact of the charges on local independent businesses which rely on people coming in to the village to shop. They felt the proposed charges would deter shop customers and visitors, who would instead choose surrounding towns such as Sutton or Epsom to shop or go to nearby supermarkets with free parking, in the village or at Burgh Heath, putting pressure on the Waitrose in Banstead.
29. There were many suggestions and much support for an initial free parking period (30 minutes was the most popular suggestion).
30. Banstead Traders have also submitted an objection to the proposals. Of the 93 retail stores in the High Street, 96% signed a petition 'strongly against' the introduction of charges.

31. There was also a request by residents living in the High Street for a residents permit scheme. There was also concern about parking displacement in Greenhayes Gardens.

#### Analysis

32. Banstead village has a strong high street, which consists primarily of a unified parade of smaller retail units, historically with a selection of independent and specialist shops.
33. Sutton already has on street parking charges of £2.30 per hour around the town centre. It is possible that Epsom could have them as part of the current on street parking charge review. Consequently it is unlikely that Banstead shoppers would travel to these other towns (also considering current fuel prices) just to avoid parking charges, as they would not be able to. However, the presence of two large supermarkets with free parking nearby could influence shoppers and a free 30 minute parking period on street would benefit local businesses in the High Street. There are nearly 200 on street parking spaces in Banstead making it difficult to enforce efficiently or effectively without pay and display.
34. It was highlighted that 'congestion' could become 'severe' along roads such as Avenue Road, Court Road, Garden Close, Glenfield Road, Harbourfield Road and Bluff Avenue. It was also suggested that private facilities such as All Saints Church, and central leisure facilities such as the Church Institute's Open Door Café, and the café at Lady Neville Playground will be badly affected, negating the significant investment that the Borough of Reigate and Banstead recently made in improving the playground facilities.
35. It was suggested that there is little evidence that churn of parking spaces is a problem, and that parking surveys carried out by residents indicated that few cars stayed longer than allowed. It was stated that enforcement is what is needed in Banstead, given the frequent parking at present on yellow lines in areas such as the M&S supermarket bus stop and the area between Tesco Express and Waitrose, which are presently not well enforced.
36. Informal observations of parking in the High Street indicate that many parking spaces do turn over reasonably regularly however a number of vehicles were also observed staying beyond the 2 hour limit.
37. There is a possibility that some parking will be displaced onto residential side roads as a consequence of parking charges, however drivers may also choose to use the car parks for longer term parking. The off street car park charges are 80p for 1 hour with a range of longer term tariffs. There was greatest concern about displacement in Colcokes Road, Monks Road and Garrards Road to the southwest of the High Street, Sandersfield Rd to the north and Fiddicroft Avenue to the east.
38. A residents parking permit scheme may be needed to mitigate potential parking displacement onto residential side roads if charges were introduced. Similar schemes in the past have cost up to £50,000.
39. The proposed charges in Avenue Road would be likely to affect users of the recreation ground and bowling club and cause displacement problems elsewhere. These spaces are unlikely to be used by shoppers, so a 4 hour

time limit without a parking charge would be most appropriate for users of these facilities.

40. In order to mitigate some of the factors described above a free 30 minute parking period could be introduced. This would have an impact on the income from parking charges as the majority of drivers may not stay beyond the free period, In this case there may not be enough income to service and maintain the pay and display machines. There are however a number of shops and businesses in the High Street that could require a longer visit, e.g. hair dressers, beauty salon, coffee shops, restaurants, jewellers, interior designers, travel agents, opticians etc.
41. The 8 spaces outside the library in the Horseshoe are unlikely to be cost effective with a free 30 minutes as the free or cheaper parking nearby would reduce income, making it unlikely there would be enough to cover the costs of a pay and display machine. The Horseshoe is non maintainable public highway. It is owned by Surrey County Council and managed by Estates rather than Highways. The introduction of charges in this area would be more complicated and subject to negotiation with the Estates team and users of the various facilities in the road. It is not considered appropriate to introduce parking charges at this time.

#### Summary for Banstead

42. Pay and display charges would help enforcement and could improve 'churn', however the income with a free period is uncertain, as there is a risk drivers would park on unrestricted side roads or use free supermarket car parks to avoid a paying a parking charge.
43. There is a Waitrose supermarket with free parking at one end of the High Street and a large Asda in Burgh Heath.
44. The high ratio of pay and display machines to spaces also leads to a higher maintenance costs which in turn creates an element of financial risk, making the scheme less viable.
45. Consequently it is not considered appropriate to introduce parking charges in Banstead at the present time.

#### **Reigate**

##### What was proposed?

46. Parking charges were proposed for existing on street spaces around Reigate Town Centre with an hourly charge of £1 per hour (50p for 30 mins.) There was no change to the current maximum stay of 1 or 2 hours.

##### Consultation Response

47. Six roads are proposed to have parking charges in or near Reigate Town centre. There were 12 individual objections to the proposals. There was concern that more people would use the free supermarket car park in the middle of town rather than pay to park on street. It was believed many people park in the supermarket car park to avoid parking charges in the car parks and this would increase if on street charges were imposed.



48. A free parking period was considered necessary in Bell Street as this is further from the main town centre and has a variety of small shops.
49. In one location, Rushworth Road, residents were concerned that commuter parking would be displaced in to surrounding residential roads such as Chartway, Orchard Road, Burnham Drive and Summerly Avenue, and that there would be less space for residents. A suggestion was made to reduce the hours of restriction in this location to facilitate residents.
50. It was considered that the proposed tariff in Rushworth Road should be changed from £1 per hour to 60p, because during the week there were no car parks in close proximity and the spaces were some way from the town centre.

### Analysis

51. Reigate is a busy town with a wide range of smaller shops. There are a higher than average number of restaurants and clothing outlets in the town. There is a large supermarket with free 2 hours free parking for customers in the town centre. The time limit is enforced by a third party parking company on behalf of the supermarket, however the latter restriction is difficult to police. It would be for the supermarket to enforce restrictions in their car park more stringently, however from a High Street retailer's point of view it would not harm their business if customers decided to park in the supermarket car park. It would however reduce the potential income likely and creates a risk that there may be insufficient income to maintain the parking ticket machines.
52. The introduction of on street charges could mean that more people would park in the supermarket car park leading to additional congestion at the traffic signal junction with Bell Street.
53. Bell Street is further from the town centre and has a range of small shops. It was originally proposed to have a low tariff, however it would be more suited to a free 30 minutes followed by the medium tariff.
54. Most of the town centre car parks are well used, the current charge is £1 per hour for short stay. There are a number of unrestricted residential roads around Reigate Town Centre. There is a risk that the introduction of on street charges could lead to more parking and congestion in these areas.
55. Rushworth Road is used by commuters, college students and residents. To minimise disruption to residents, caused by displaced parking, the restriction hours could be reduced to between 10am and 4pm. This would allow residents to park in the mornings and evenings before and after work. The introduction of a longer stay tariff in this location would also help reduce displacement. The Network Rail station car park charges £4 per day so an on street charge of £4.50 would create a differential and provide a facility for rail commuters.

### Reigate Summary

56. Reigate High Street, Church Road and Bell Street are likely to be suitable for the introduction of parking charges, particularly with an initial free 30 minute period.

57. There is however considerable opposition to the introduction of parking charges and concern as to how they would affect the local economy. There is also a risk of displacement into residential side roads and greater use of the free supermarket car park to avoid charges.
58. The introduction of parking charges in Reigate would be more appropriate if there were existing until resident parking schemes around the town centre to avoid potential displacement.
59. The proposed charges in Upper West Street should go ahead but the no return period changed to one hour, to reflect the proposals in Church Street and the High Street.
60. There was little concern about proposed charges in Castlefield Road but the tariff should be changes from medium to low without a free period.
61. The charges for Rushworth Road should go ahead and the operational hours of should be reduced to 10am to 4pm Monday to Friday.

## **Redhill**

### What was proposed?

62. Parking charges were proposed for existing on street spaces around the town centre with an hourly charge of 60p or £1 per hour (30p/50p for 30 mins). There was no change to the current maximum stay of 1 or 2 hours.

### Consultation Response

63. Five roads are proposed to have parking charges in or near Redhill Town Centre. There were two objections received about the proposed new parking controls in Redhill, with one of those specifically relating to the pay and display proposals on Brighton Road. There was concern that cars could be displaced into residential roads and particularly in Woodlands Road.
64. There have been numerous requests for residents parking schemes in Redhill as commuters park in residential roads near the town centre.

### Analysis

65. Redhill Town Centre is the largest of Reigate and Banstead's town centres in terms of retail frontage and is recognised as a major town centre by the Surrey retail hierarchy. Retail activity focuses around the main pedestrianised High Street which runs from north to south, together with a series of smaller shopping streets. It is not considered to need a free parking period around the town centre.
66. The proposed charges in Redhill were set at the medium and low tariff to reflect the distance of the spaces from the town centre. There is no free parking in the town centre and a free on street period is not considered necessary. The proposed charge in Chapel Road was 60p per hour, however this location is in the town centre. A medium tariff of £1 per hour should be used here to maintain parity over the off street car parks.
67. A low tariff was proposed for short term parking spaces in Brighton Road south of the railway bridge and town centre. There are a range of small shops in this location and it is unlikely a visitor would park here to use the town centre. Consequently it is proposed to introduce a free 30 minute period

(followed by the medium tariff) in this location. In addition the maximum parking time could be increased to cater for visitors to businesses that need more than 1 hour. There is demand for resident parking in this area and shared use bays could be investigated or introduced in conjunction with current proposals.

68. The on street parking bays in London Road currently have a two hour time limit. This could be extended to allow more convenient parking provision to visitors to local business and facilities. A tariff of £1 per hour and a long stay tariff of £5.50 for over 5 hours could be introduced in this location. This would retain a differential over the off street car parks.
69. Parking displacement will be investigated as part of the review process, however the early investigation of residents parking schemes will reduce the likelihood of difficulties.
70. Suggestions were made during the consultation for additional parking in Noke Drive and St Annes Drive to allow better access to the post office sorting office for parcel collections. This is shown in Annex 3.

#### Recommendations for Redhill

71. Change the proposed tariff in Brighton Road from 60p per hour to a free 30 minutes followed by the medium tariff (£1 per hour), with a revised time limit of two hours and no return within one hour. Investigate shared use with resident permit holders in some of these bays.
72. Change the tariff in Chapel Road from low to medium (£1 per hour), and change the no return period to one hour, to reflect other similar locations in Reigate and Banstead.
73. Provide a longer term tariff of £5.50 over 5 hours in London Road as well as the medium tariff (£1 per hour).
74. Investigate residents parking schemes in roads around the town centre.
75. Provide additional short term parking bays in St Annes Drive and Noke Drive to allow better access to the post office sorting office.

### **Merstham**

#### What was proposed?

76. Parking controls and charges were advertised in Merstham to manage commuter parking on London Rd (on the M25 over bridge near the station). A charge of £4.20 day was advertised.

#### Consultation Response

77. There were 35 individual objections to the proposals on the M25 over bridge in Merstham. The main cause for concern in this area was that displaced parking would lead to parking difficulties for residents and school traffic (at peak times) in surrounding roads.

#### Analysis

78. Proposals from the last Reigate and Banstead parking review (Banstead and Southern Villages) were advertised at the same time as the proposed on street charges in Merstham. The review included proposals for new restrictions around junctions in Merstham to help prevent obstructive or dangerous parking. There is a separate report dealing with further measures to mitigate parking displacement at this meeting.
79. As part of this the Local Committee are proposing to fund a residents parking scheme in some of the nearby roads, to further prevent parking problems.

#### Recommendations for Merstham

80. Proceed with the proposed on street charges as advertised. Review the tariff and effects of displaced parking on roads such as Rockshaw Road, Ashcombe Road and Church Hill after implementation. Implement the Banstead and Southern Villages parking review and additional measures at the same time as any on street charging proposals.

#### **Horley**

##### What was proposed?

81. Charges were proposed to on street spaces around the town centre and station. A tariff of 60p or £1 per hour (30p/50p for 30 mins) was proposed.

##### Consultation Response

82. A petition saying 'no to parking charges' with 368 signatures was presented from Horley.
83. The suggestion of a free parking period was made a number of times as were concerns about commuter parking and displacement around the town. There was also concern about loss of business to local supermarkets with free customer parking.
84. Horley Town Council were generally opposed to the original proposals, however did make a number of helpful suggestions.
85. There was concern about the effect of the charges on the town centre, particularly in Station Road, on the east side of the railway line. This area has a number of vacant shops.

##### Analysis

86. Horley has a relatively small shopping centre. There is a large supermarket in the town centre with 2 hours free parking and a hyper market on the edge of town with free parking. Horley has a large amount of parking provision in off street car parks. Some of these are potential sites for town centre redevelopment.
87. The presence of two large supermarkets with free parking provision could influence where visitors park if on street parking charges were introduced and consequently a free 30 minute parking period would help counteract this.
88. There is a possibility that some parking will be displaced onto residential side roads as a consequence of parking charges, however drivers may also choose to use the car parks for longer term parking. Parking displacement will be

investigated as part of the review process, which would happen 6-12 months after implementation.

89. There is a need for more flexibility in the tariff around the Station to provide a facility for all day rail station parking, (maximum 2 hour limit was proposed). A daily rate of £5.00 could be introduced to maintain a differential over the car park where the daily charge is £4.20.
90. There was concern about the proposal in Station Road, on the east side of the railway line. This area has a significant number of vacant shop frontages as at and some of the remaining retail offer, comprising food takeaways are open primarily in the evenings. It is not considered that parking charges are viable in this location.
91. Russell Crescent is not heavily used at present and the tariff could be changed to accommodate more station parking as well as catering for visitors to the local area by allowing upto 5 hours free.

#### Summary for Horley

92. Due to the availability of free off street parking in Horley it is unlikely there would be sufficient income to cover the operational costs of pay and display machines if a free 30 minutes were provided in the retail areas (Victoria Road and, High Street and Station Road).
93. Consequently charges in these locations should not be introduced.
94. It is also recommended to provide a long stay tariff (over 5 hours) of £5.00 in Station Approach and The Grove in order to manage long term parking around the station.
95. Russell Crescent is recommended to be free for up to five hours, and a long stay tariff (over 5 hours) of £5.00.

### **FINANCIAL AND VALUE FOR MONEY IMPLICATIONS**

96. As part of the estimating process for the Countywide programme it has been conservatively calculated that a pay and display ticket machine typically costs £3000 to supply and install and another £2500 per year to maintain. This cost includes cash collections and fault fixing.
97. Modern pay and display machines are solar powered meaning there is no need to provide a mains power supply, helping reduce installation and energy costs.
98. Potential income from parking charges has been calculated in each area to determine if it will be sufficient to cover the cost of maintaining the machines. The income is estimated by assuming occupancy levels in parking spaces and then factoring the tariff with this and the operational periods of the restrictions. The income estimates for each location where parking charges are proposed is shown in Annex 4.
99. Income estimates have been compared to actual income achieved in similar areas in Surrey where P&D is already installed to ensure they are realistic.

100. Adoption of the revised proposals with a free 30 minute period in some locations should still mean the cost of operating the pay and display equipment is covered by the income from parking charges. Estimates have been made assuming income could be reduced by upto 80% with a free 30 minute parking period. An initial free 30 minutes followed by the medium tariff (£1 per hour) is considered the most appropriate tariff in smaller shopping areas or where there are nearby supermarkets with free parking. In practice this would work by allowing the first 30 minutes free, however parking for an hour would cost £1. This option reduces the likelihood of displacement onto unrestricted side roads or customers shopping elsewhere. It also maintains a differential over off street car park charges.
101. Allowing a free hour would reduce income further. It is estimated 10% of visitors would pay to stay for over 1 hour, and consequently the income would be insufficient to cover the costs of pay and display machines.
102. Estimated annual income and operating costs for on street charges proposed in this report are shown in Annex 4.
103. The pay and display ticket machines will be managed day to day by the Reigate and Banstead Borough Council Parking Team. Their CEO's will be trained by the machine supplier to fix basic faults such as ticket jams. Overall it is not anticipated that there will be any additional cost associated with on street enforcement as a result of the introduction of pay and display parking charges. CEO's will need to spend some time fixing simple machine faults, however this is offset by far more efficient enforcement practice.
104. It is also planned to use a cashless payment alongside the pay and display ticket machines. This allows visitors to pay for parking by phone and is convenient if they do not have change on them. Pay by phone has a low set up cost. All that is needed are signs advising the motorist of the phone number they need to call alongside the parking place reference number. Callers are typically charged a fee for using this facility, however this will first be subject to a tender exercise to seek best value for residents and the Council. A 'pay by phone' service helps to reduce the number of payment machines that need to be installed.
105. In addition legal costs to install on street parking charges could total £15,000 for Reigate and Banstead Borough.
106. The purchase and installation costs will be funded from the Council's 'Invest to Save' scheme. The capital investment to install the infrastructure for on street charging could be recovered over 2-3 years based on the estimates in the table above.
107. Any surplus arising from managing on street parking can only be used as defined under Section 55 of the Road Traffic Regulation Act 1984 (as amended). This restricts use of any surplus for the maintenance and/or improvement of the Highway including environmental works or additional parking provision.
108. If there is a surplus it has been agreed to split this 65/35 between the County Council and Reigate and Banstead Borough Council respectively for 2011/12 only. Arrangements for 2012/13 are subject to ongoing negotiation.

## EQUALITIES AND DIVERSITY IMPLICATIONS

109. An equality impact assessment has been undertaken. This has identified potential negative impacts for certain groups, especially those with a low household income. However parking charges are small compared to the overall cost of running a motor vehicle.
110. Blue badge holders can park in disabled parking bays or on yellow lines for up to three hours and are exempt from charges.
111. The impact on minority, disadvantaged, vulnerable and socially excluded groups is likely to be minimal. Paying for parking on street is not a new phenomenon (it is just not widespread in Surrey) and most drivers will have encountered it previously either at locations where it already exists in Surrey or at locations outside the county. The proposed tariffs are reasonable when compared with off street car park charges and should contribute to only a relatively small rise in the overall costs of running a motor vehicle.
112. Although some users may have difficulties using pay and display machines, providing pay by phone as an alternative should help minimise those issues, as should careful consideration of the structure and location of the pay and display machines.

## LEGAL IMPLICATIONS

113. The County Council has the necessary legal powers to operate parking enforcement through the Traffic Management Act 2004 and introduce or amend orders to designate parking bays and introduce parking charges through the Road Traffic Regulation Act 1984.
114. The legal mechanism for introducing on street parking charges is through an order made under sections 45 and/or 46(1A) of the Road Traffic Regulation Act 1984 (as amended).
115. Any surplus generated from managing on street parking can only be used as defined under Section 55 of the Road Traffic Regulation Act 1984 (as amended). This restricts use of any surplus for the maintenance and/or improvement of the Highway including environmental works or additional parking provision.

## CONCLUSION AND REASONS FOR RECOMMENDATIONS

116. Charging for parking helps the County and District Council effectively and efficiently manage on street parking in Surrey and has the following benefits:
- ‘Pay and display’ makes short term parking easier to enforce and helps improve turnover of the available parking space making retail areas more accessible and helping local businesses

- Free on street and 'pay and display' off street parking encourages drivers to look for on street parking and increases congestion and CO<sup>2</sup> emissions in town centres
- A policy of setting higher charges for on street 'premium' spaces also encourages drivers to go straight to a car park, reducing congestion
- Blue badge holders would be exempt from the charges

117. It is proposed to carry out a formal statutory consultation and report the response back to the Local Committee for a decision.

### **WHAT HAPPENS NEXT**

118. Subject to agreement, the proposed on street parking charges will be advertised in accordance with the Road Traffic Regulation Act 1984 and the response reported back to the Local Committee for decision on how to proceed in early 2012.

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