



OFFICER REPORT TO LOCAL COMMITTEE

Proposed on street parking charges in Runnymede

18 June 2012

KEY ISSUE

To seek approval for statutory advertisement of on street parking charges in parts of Egham, Chertsey, Virginia Water and Addlestone within Runnymede Borough.

SUMMARY

Surrey County Council's Cabinet have agreed that decisions about parking management, including on street parking charges, should be made by Local Committees. This report sets out recommendations for on street parking charges in some retail centres in Runnymede Borough and seeks the approval of the Local Committee to formally advertise these. Objections and comments will be reported back to the committee when this has been carried out.

OFFICER RECOMMENDATIONS

The Runnymede Local Committee is asked to:

- a) Approve the statutory advertisement of the parking charges and waiting restrictions in Chertsey as shown on the drawings in Annex 1 and 3 (also available in hard copy at the meeting).
- b) Approve the statutory advertisement of the parking charges and waiting restrictions in Addlestone as shown on the drawings in Annex 1 and 3 (also available in hard copy at the meeting).

- c) Approve the statutory advertisement of the parking charges and waiting restrictions in Egham as shown on the drawings in Annex 1 and 3 (also available in hard copy at the meeting).
- d) Approve the statutory advertisement of the parking charges and waiting restrictions in Virginia Water as shown on the drawings in Annex 1 and 3 (also available in hard copy at the meeting).
- b) Agree that objections and comments to the proposals are reviewed by the Committee in the autumn of 2012.

1 INTRODUCTION AND BACKGROUND

- 1.1 Surrey County Council is the Highway Authority in Surrey and responsible for managing the highway network including on street parking. Runnymede Borough Council act as agent for Surrey and carry out enforcement of the on street parking restrictions in the Borough of Runnymede, as well as managing their own off street car parks.
- 1.2 The Environment and Transport Select Committee and the Surrey Cabinet have confirmed that on street parking management, including parking charges should be the responsibility of Local Committees. The Cabinet are expected to make further recommendations about on street parking enforcement later this year, and the County Council has been working to improve the efficiency of parking enforcement across the County.
- 1.3 There has been some informal consultation about the proposals in this report, however the committee are now asked to agree to a statutory public consultation.

2 ANALYSIS

- 2.1 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.
- 2.2 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.
- 2.3 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.
- 2.4 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.

- 2.5 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'.
- 2.6 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.
- 2.7 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.
- 2.8 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).
- 2.9 A free initial parking period has been widely discussed and was 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.
- 2.10 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.

2.11 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

2.12 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.

2.13 Proposed locations for on street charging are shown in Annex 1. Detailed plans are shown in Annex 3.

2.14 Following a meeting of county councillors in July 2011, concerns were expressed about the viability and parking displacement possibilities in Englefield Green and Virginia Water. As a result the proposals in Englefield Green have been withdrawn due to the limited retail offer.

2.15 Virginia Water is a busy shopping area and has a mix of shops, restaurants, a bank, bakery, chemists, hair dressers and estate agents. The range of facilities indicates that the two hour limit should be retained, however a free initial 30 minutes would be sufficient for many visitors to the shopping parade. There are a large number of on street spaces in this location and without 'pay and display' they are difficult and time consuming to enforce. A recent compliance survey indicated that whilst there are often spaces available at less busy times of the day in Station Approach many vehicles overstay the 2 hour limit. A survey in June 2012 indicated that 27% of vehicles had not moved for over 2 hours.

2.16 The nearby car parks have a tariff of 60p per hour for the first 2 hours and £1.70 for 3 hours. The proposed on street tariff is:

- First 30 minutes free
- £1 for over 30 minutes up to 1 hour
- £2 for up to 2 hours max. stay

- 2.17 This maintains a differential over the car parks and encourages better use of them.
- 2.18 In most retail areas in Runnymede the existing on street parking spaces are currently restricted to 30 minutes free parking. It is proposed to retain the 30 minutes free in all locations however visitors will then have the option to park for up to 1 hour in most locations for a charge of £1. The income from motorists who decide to stay longer than 30 minutes should be sufficient to cover the cost of maintaining the pay and display machines. It will also make enforcement more efficient and improve 'churn' which in turn helps improve access to shops.
- 2.19 The proposals for Egham do not include the part of the High Street that is closed to traffic during the day or other on street locations further from the main retail area. It will be important to consider any effects following the redevelopment of the Precinct.
- 2.20 The proposed tariff in Egham is:
- First 30 minutes free
 - £1 for over 30 minutes up to 1 hour max. stay
- 2.21 There is currently a free 30 minute parking limit in the on street spaces in Egham. The proposals in this location mean this will be retained, however visitors will have the facility to stay for up to 1 hour for £1.
- 2.22 In Chertsey it is felt prudent to withdraw proposals for charging in bays on the section of Windsor Street used for the market under a royal warrant.
- 2.23 The status of the land in front of the Crown Hotel has been checked and it is public highway. Also there were concerns that the bays here may encroach on the access to St Peter's church, but the lay out of the existing bays at this location will not change so there will still be the same access to the church for vehicles involved with weddings and funerals as there is now.
- 2.24 The proposed tariff in Chertsey is:
- First 30 minutes free
 - £1 for over 30 minutes to 1 hour max. stay
- 2.25 There is currently a free 30 minute parking limit in the on street spaces in Chertsey. The proposals in this location mean this will still be retained, however visitors will have the facility to stay for up to 1 hour for £1.

2.26 In Addlestone there is a large Tesco with a free car park. This combined with the layout of the on street parking spaces means that with a 'free 30 minute' tariff, income could only just exceed the operating costs. Here, as with all the other locations, it is important to monitor the effects of the introduction of charging and any displacement that may take place as a result.

2.27 The proposed tariff in Addlestone is:

- First 30 minutes free
- £1 for over 30 minutes to 1 hour max. stay

2.28 There is currently a free 30 minute parking limit in the on street spaces in Addlestone. The proposals in this location mean this will still be retained, however visitors will have the facility to stay for up to 1 hour for £1.

2.29 The level of the tariffs should also be monitored going forward in comparison to charges for alternative parking, such as off street car parks.

3 CONSULTATIONS

3.1 It is proposed to carry out a statutory consultation and advertise the proposals in this report during the summer of 2012. Notices will be placed in newspapers and put up on streets where charges are proposed. Detailed plans will be available on the county council's website and at local libraries and civic offices. An online survey/response system will also be set up.

4 FINANCIAL AND VALUE FOR MONEY IMPLICATIONS

4.1 Legal costs to install on street parking charges could total £15,000 for Runnymede Borough.

4.2 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. Estimated income and expenditure in relation to the on street charges described in this report are shown in Annex 2.

4.3 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.

4.4 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. This process takes into account periods when there may be no income due to road works, street markets or faults with the machines.

- 4.5 Adoption of the revised proposals with a free 30 minute period in all 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 up to 80% with a free 30 minute parking period assuming the tariff remains the same.
- 4.6 The pay and display ticket machines will be managed day to day by the Runnymede 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.
- 4.7 On street enforcement is carried out by the Runnymede enforcement team for Surrey County Council. The team, although efficiently run currently operates at an annual deficit of approximately £50,000 because there is insufficient income from parking fines to cover the cost of the enforcement team.
- 4.8 It has been proposed by the County Council, but not formally agreed, that any surplus from on street parking charges should be split 60% to the Local Committee, 20% to the Borough Council and 20% to the County Council. The Local Committee could decide how it would allocate its proportion (in accordance with S55 of the Road Traffic Regulation Act). This could also include making good any deficit in the parking account.
- 4.9 It may also be possible 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.
- 4.10 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 several years based on the estimates in the table above.
- 4.11 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.

5 EQUALITIES AND DIVERSITY IMPLICATIONS

- 5.1 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.
- 5.2 Blue badge holders can park in disabled parking bays or on yellow lines for up to three hours and are exempt from charges.
- 5.3 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.
- 5.4 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.

6 LEGAL IMPLICATIONS

- 6.1 The County Council has the necessary legal powers to operate parking enforcement through the Traffic Management Act 2004 and introduce or amend Traffic Regulation Orders through the Road Traffic Regulation Act 1984.
- 6.2 The legal mechanism for imposing 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). The introduction of any order is subject to a statutory consultation and public notification process.
- 6.3 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.

7 CONCLUSION AND REASONS FOR RECOMMENDATIONS

7.1 Charging for parking helps the County and Borough 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 CO² 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 and can park in disabled parking bays or on yellow lines for up to three hours

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

8 WHAT HAPPENS NEXT

8.1 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 later in 2012 for decision on how to proceed.

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