



DECRIMINALISED PARKING ENFORCEMENT

**LOCAL COMMITTEE FOR WOKING
18 JULY 2005**

KEY ISSUE:

To consider the Decriminalised Parking Enforcement Member Task Group's recommendation about the proposed final DPE Agency Agreement with Woking Borough Council pending an operational start date of 25 July 2005.

SUMMARY:

The necessary authorisation that will allow Woking Borough Council, on behalf of Surrey County Council, to enforce all waiting restrictions in Woking Borough has been granted by the Department for Transport. The resulting Designation Order will come into force on 25 July 2005.

Amendments to existing waiting restrictions and the complete re-advertising of the Controlled Parking Zones' restrictions to bring them up to date and enforceable under the DPE powers has been carried out. The new Traffic Regulation Orders will be made and come into effect ready for 25 July 2005.

The principals of the Agency Agreement that will allow Woking Borough Council to administer DPE on behalf of Surrey County Council were agreed at a meeting of the DPE Member Task Group on 28 June 2005, when the last few points of contention were resolved. The Agency Agreement will come into effect on 25 July 2005.

Amendments to the signs and lines on street are on-going. Some may be outstanding at 25 July, although the work should be substantially complete by then.

Publicity articles have appeared in the local press and the Woking Magazine to advise motorists of the imminent change in parking enforcement. Warning signs have also been erected on all roads leading into the Borough.

CONSULTATIONS:

Member Task Group – County and Borough Members, in association with County and Borough Officers. Surrey Police.

OFFICER RECOMMENDATIONS:

The Committee is asked to approve

- (i) the Decriminalised Parking Enforcement Agency Agreement for final signing and sealing.**

INTRODUCTION and BACKGROUND

1. The Committee agreed at its meeting on 12 June 2003 to the establishment of a Member Task Group, with Officer participation, to oversee the introduction of Decriminalised Parking Enforcement (DPE) in the Woking area.
2. The Group has met a number of times to discuss various aspects of the DPE process, most notably the number of Parking Attendants that are needed to enforce waiting restrictions in Woking Borough and the Agency Agreement that will allow Woking Borough Council to administer DPE on behalf of Surrey County Council.

ANALYSIS AND COMMENTARY

Agency Agreement

3. County and Borough Officers have worked to draw up a single Agency Agreement that will allow Woking Borough Council to administer DPE on behalf of the County Council.
4. The Member Task Group met on 28 June 2005 to discuss the Agency Agreement and in particular, to resolve the remaining few points of contention that might prevent the Agreement from being to the mutual satisfaction of both Authorities.
5. The Member Task Group was able to resolve these points, the principals of which were agreed, subject to the relevant clauses being re-written accordingly.
6. The final draft of the Agency Agreement will have been circulated to the Members of the Task Group for final approval before the meeting of the Local Committee on 18 July 2005.
7. The Committee is asked to approve the Agency Agreement. The Executive Member for Transportation and the Head of Transportation will then approve the document, after which it will be signed and sealed and come into effect on 25 July 2005.

Special Parking Area Application to the Department for Transport

8. In order for Decriminalised Parking Enforcement to be introduced in Woking, a Special Parking Area (SPA) application to the Department for Transport (DfT) was required for a Designation Order to be made, conferring the necessary powers to enforce on Surrey County Council.
9. A formal application was sent to DfT on 16 March 2005. We have received notification that authorisation has been given and that the Designation Order will be made to come into effect on 25 July 2005.

Traffic Regulation Orders

10. It was reported to this Committee on 14 October 2005 that there were a number of anomalies in the waiting restrictions in the Borough that needed to be corrected as part of the DPE process.
11. In order to correct these anomalies, some lines on site were to be altered to reflect the existing Traffic Regulation Orders and, similarly, some existing Traffic Orders were to be amended to suit the restrictions on site. Consequently, a number of proposed amendments were advertised at the beginning of June. Additionally, to bring the Controlled Parking Zones' restrictions up to date and enforceable under DPE regulations, all three of the CPZs were advertised to allow new "parent" Orders to be made.
12. Ten objections and one letter of support were received with regard to the 1 hour limited waiting in the lay-by at Cresswell Corner, Anchor Hill, Knaphill. The existing limited waiting of 1 hour in any 2 hours was re-advertised as 1 hour, no return in 2 hours. The restriction, which was originally introduced in 1978 as "Limited Waiting", was re-advertised as an "On Street Parking Place" to bring it up to date with current legislation. The slight amendment to the return period is part of the intention to standardise, as far as possible, the types of restriction in the Borough.
13. At the meeting of the Member Task Group on 28 June, the Chairman and Acting Local Transportation Director considered the objections but concluded that restrictions have been in place since 1978 and that the time period allowed for waiting is the same, it was decided to over rule the objections and proceed as advertised.
14. Letters will be sent to the objectors and the necessary Traffic Regulation Order made.
15. No objections were received with regard to the advertisement of the new CPZ "parent" Orders and, therefore, the necessary Orders will be made.

Traffic signs and lines

16. Works orders have been placed with our Contractor Partner, Ringway and work is continuing to erect, replace and remove various timeplates and add or remove yellow lines, as required.
17. At the time of writing this report, it is expected that, whilst the works should be substantially complete, some may be some that are still outstanding. An oral update will be given at the Committee meeting.

Publicity

18. A draft communications plan was tabled at the Member Task Group's meeting on 16 February 2005. This was agreed by the Group, in principal and is attached, in full, as Annex A.

19. During the Member Task Group meeting, it was decided that certain aspects of the plan need not be implemented, such as distributing leaflets to fast food outlets etc., However, to date, there have been various articles in the local press, articles in the April and June editions of the Woking Magazine and large signs have been erected on each road entering the Borough advising of the change in parking enforcement and the date when this will take place.
20. In most areas, warning notices will be issued to offending vehicles for the first week, rather than Penalty Charge Notices, in order to give additional warning in the change of enforcement. However, in the CPZs where there is no change in enforcement, PCNs will continue to be issued. Similarly, in Woking Town Centre, where a Police Accredited Parking Warden has been enforcing double yellow lines etc. since February, it is not intended to issue further warning notices.

FINANCIAL IMPLICATIONS

21. The County Council's financial model for implementation and operation of DPE across the county showed no expectation of surpluses being generated following implementation of DPE. However, detailed financial models suggest that the number of Parking Attendants and enforcement regime that Members and Officers have devised will give the best available return and reduce the deficit in Woking Borough.

SUSTAINABLE DEVELOPMENT IMPLICATIONS

22. Enforcement of existing and proposed waiting restrictions should reduce congestion and the dangers from illegally stopped vehicles, bringing benefits to all highway users and the private and business communities. An increased number of Parking Attendants will ensure that this enforcement is far more visible and robust throughout the Borough.
23. As part of the Agency Agreement negotiations, it has been agreed that income derived from any charges within the CPZs, and which is retained in Woking Borough to fund transport related schemes, will continue to be retained in the same way after the introduction of DPE. If any surplus is generated from charges derived from waiting restrictions that have previously only been enforceable by Surrey Police, this will be used by SCC to offset deficits generated elsewhere in the county as a result of DPE.

CRIME & DISORDER IMPLICATIONS

24. Waiting and loading restrictions are provided to serve a transportation purpose on the highway network. Currently, enforcement of these restrictions by the Police is limited to key areas that generate concern. DPE, enforced by a sufficient number of Parking Attendants, should encourage greater observance of the restrictions thereby minimising potential illegal behaviour.

EQUALITIES IMPLICATIONS

25. The enforcement of waiting and loading restrictions should assist those with mobility problems and help manage facilities for disabled parking.

CONCLUSIONS AND REASONS FOR RECOMMENDATIONS

26. The Member Task Group has given its approval to the principals of the Agency Agreement and the last few outstanding points of dispute have been resolved. The clauses that were in dispute have been re-written and the Committee needs to approve this final version before it can be signed and sealed and come into operation on 25 July 2005.
27. The Department for Transport has conferred upon SCC the necessary powers to enforce waiting restrictions. Amendments to the waiting restrictions and Traffic Regulation Orders are complete. Modifications to the signs and lines on site are underway and if not totally complete by 25 July 2005, will be substantially so.
28. Articles in the local press and the Borough Council's magazine, along with warning signs on each approach into the Borough should have alerted most drivers to the imminent change in enforcement. On those restrictions that have not received any sustained level of enforcement in the past, warning notices will be put on any offending vehicles for a week before Penalty Charge Notices are issued.

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BACKGROUND PAPERS:

Version No. 2 Date: 010/07/05 Time: Initials: KP No of annexes: 1

ANNEX A

Decriminalised Parking Enforcement in Woking

COMMUNICATING THE CHANGES

The current situation (Feb 2005)

Surrey Police is currently responsible for enforcing yellow lines and waiting restrictions in Woking Borough. However, due to other priorities, police enforcement has been deteriorating of late and some motorists have been parking illegally, knowing that there is little chance of any action being taken.

During 2005, responsibility for enforcing yellow lines and waiting restrictions will be passed over to Surrey County Council in line with the decriminalisation of parking enforcement. An agreement is currently being finalised that will involve Woking Borough Council (with its parking contractors, Control Plus) doing the work on Surrey County Council's behalf.

In the interim period, one member of Control Plus will be trained up by the Police and given enforcement powers to start issuing tickets to vehicles parked on yellow lines. This person is likely to be operational from **21 February 2005**.

The project

From a communications perspective there are several key aims. These are:

- To inform residents and businesses of the new arrangements regarding parking enforcement and explain the changes in responsibility for issuing tickets.
- To explain the penalties of parking in areas where it is not allowed and to make it clear that this will now be enforced in all areas of the Borough.
- To clearly state the benefits to residents of the new arrangements including less congestion, clearer thoroughfares for emergency vehicles, the removal of obstacles from paths and highways, free flowing traffic, easier access to properties and places of work, easier parking for the mobility impaired (because disabled bays will now be enforced).

Communications activities

| Activity | Target group(s) | When in 2005? | Who? |
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| | | | |
| Photography to highlight the current obstructive parking which can be used to support all publicity. | All residents | Feb/March | Karen Porter |
| <p>Articles in Woking Magazine</p> <ol style="list-style-type: none"> 1. DPE is coming... 2. It's about to happen 3. How it's working | All residents and businesses in the Borough | <p>April issue</p> <p>June issue</p> <p>Sept issue</p> | Karen Porter with Justine Peacock |
| Warning notices for cars | Motorists who park on yellow lines. | To be created and posted on cars two weeks prior to implementation date | Parking Services WBC |
| Include information in the "Guide to car parks" and other car parking leaflets. | Residents and visitors. | When reprint is underway | Karen Porter |
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| OK! staff newsletter (to make sure staff are informed) | 550 members of WBC staff | May issue and a later issue | Melanie Taylor |
| Articles in Chamber/Business Link newsletters leading up to launch | Local business community | TBC | Karen Porter |
| Temporary street signage to let people know about the change in arrangements | All motorists | May | SCC |
| Talk to local groups who are likely to be in support of DPE (i.e. disability groups) and ask them if they would be prepared to supply a quote. | - | - | Karen Porter |
| WBC website – to publish all information on the website and flag up on the Homepage at appropriate times. | All web users | As appropriate | Karen Porter and web publisher from service area. |
| Posters/leaflets to be made available in the lead up to date in July to highlight changes. These to be displayed on car parks noticeboards, Civic Offices, Library, Christ Church, Shopping Centres, VIC, windows of fast food outlets, banks, train station and other | Town centre users | Leaflet and posters to be ready for June. | Karen Porter |

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| town centre locations. | | | |
| FAQ sheets for all frontline staff and Councillors to help answer enquiries. | Frontline staff and Councillors | A month before the implementation date | Karen Porter |
| Letters to taxi drivers several weeks before the launch day. | Taxi community | 2-3 weeks before the implementation date | Karen Porter with help from Pat Towers? |
| Advert to be placed in local newspapers on the two weeks before to tie in with posters/leaflets and hammer home the key messages. | All residents | Two weeks before implementation date. | Karen Porter |
| Press release/photo to appear in the papers a week before. | All residents | Week before implementation date. | Karen Porter |