

# Agenda

3.45 pm

Wednesday, 18 November 2020

Remote meeting on Microsoft Teams

**Please note that due to the COVID-19 situation this meeting will take place remotely.**

A link to view the live and recorded webcast of the remote meeting will be available on the Guildford Joint Committee page on the council's website which can be accessed via the link below:

<https://mycouncil.surreycc.gov.uk/ieListDocuments.aspx?CId=751&MId=7673&Ver=4>



## Discussion

- **On-street parking business plan**
- **Speed limit reduction, Ash**

# You can get involved in the following ways

## ***Ask a question***

If there is something you wish know about how your council works or what it is doing in your area, you can ask the joint committee a question about it.

## ***Write a question***

You can also put your question to the joint committee in writing. The Partnership Committee Officer must receive it by noon a minimum of four working days in advance of the meeting.

We will, where possible, endeavor to provide a written response to your question in advance of the meeting.

When you submit your question you will be sent an email invitation with a link to join the remote meeting, which will be held on Microsoft Teams.

This will enable you to listen to the Written Questions item and to then ask a further question based on the response provided if you wish, when invited to do so by the Chairman.

# Get involved

## ***Sign a petition***

If you live, work or study in Guildford and have a local issue of concern, you can petition the joint committee and ask it to consider taking action on your behalf. Petitions should have at least 30 signatures and should be submitted to the Partnership Committee officer at least two weeks before the meeting. You will be asked if you wish to outline your key concerns to the committee and will be given three minutes to address the meeting remotely via MS Teams. Your petition may either be discussed at the meeting or, alternatively, at the following meeting.

## **Attending the Joint Committee meeting**

Your Partnership Committee officer is here to help.

*Email:* [gregory.yeoman@surreycc.gov.uk](mailto:gregory.yeoman@surreycc.gov.uk)

*Tel:* 07968 832 390 (text or phone)

Website: <https://www.surreycc.gov.uk/people-and-community/your-local-area/guildford>



Follow @GuildfordJC on Twitter

This is a meeting in public.

Please contact **Gregory Yeoman** using the above contact details:

- If you would like a copy of this agenda or the attached papers in another format, e.g. large print, Braille, or another language. In view of the current Covid situation it may not be possible to supply this in advance of the meeting.
- If you would like to talk about something in today's meeting or have a local initiative or concern

---

#### **Committee members 2020/21**

Bo. Cllr Joss Bigmore  
Co. Cllr Mark Brett-Warburton  
Co. Cllr Graham Ellwood  
Co. Cllr Matt Furniss  
Co. Cllr Angela Goodwin  
Co. Cllr David Goodwin  
Co. Cllr Julie Iles  
Bo. Cllr Julia McShane  
Bo. Cllr Bob McShee  
Co. Cllr Marsha Moseley  
Bo. Cllr Susan Parker  
Bo. Cllr George Potter  
Bo. Cllr Jo Randall  
Bo. Cllr Caroline Reeves  
Bo. Cllr John Rigg  
Bo. Cllr Pauline Searle  
Bo. Cllr Paul Spooner  
Co. Cllr Keith Taylor  
Co. Cllr Fiona White  
Co. Cllr Keith Witham

Guildford Borough Council Managing Director  
**James Whiteman**

Surrey County Council Chief Executive  
**Joanna Killian**

#### **1 APOLOGIES FOR ABSENCE**

To receive any apologies for absence from members under Standing Order 39.

#### **2 MINUTES FROM PREVIOUS MEETING**

(Pages 7 - 14)

To approve the Minutes of the previous meeting as a correct record.

### **3 DECLARATIONS OF INTEREST**

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

(i) Any disclosable pecuniary interests and / or

(ii) Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

NOTES:

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial

### **4 CHAIRMAN'S ANNOUNCEMENTS**

To receive any Chairman's announcements.

### **5 PETITIONS AND PETITION RESPONSES**

(Pages 15 - 22)

To receive any petitions in accordance with Standing Order 14. An officer response will be provided to each petition.

### **6 MEMBER WRITTEN QUESTIONS**

To receive any written questions from Members under Standing Order 13.

### **7 PUBLIC WRITTEN QUESTIONS**

To receive any questions from Surrey County Council electors within the area in accordance with Standing Order 14.

### **8 ON-STREET PARKING BUSINESS PLAN 2021-2022 (EXECUTIVE FUNCTION - FOR DECISION)**

(Pages 23 - 68)

This report presents the Parking Annual Report 2019-20 for Guildford and makes a number of recommendations to the Joint Committee in respect of on-street parking and the use of the surplus generated from this service. This report also explains the work carried out by parking services teams to support residents during the Covid19 pandemic.

### **9 FOREMAN ROAD/WHITE LANE SPEED LIMIT REDUCTION (EXECUTIVE FUNCTION - FOR DECISION)**

(Pages 69 - 76)

This report provides background information on the current speed limit

on White Lane and Foreman Road in Ash. There is currently a 40mph speed limit which needs to be reduced to 30mph to improve safety for all users.

**10 DECISION TRACKER [FOR INFORMATION]** (Pages 77 - 82)

This report updates the committee on the progress of decisions that have been made at previous meetings. The Committee is asked to agree that the items marked as complete are removed from the tracker.

**11 FORWARD PLAN (FOR INFORMATION)** (Pages 83 - 84)

The forward programme of reports for 2020/21.

**12 DATE OF NEXT MEETING**

The next meeting is scheduled for Wednesday 17<sup>th</sup> March 2021.

This page is intentionally left blank

Minutes of the meeting of the  
**Guildford JOINT COMMITTEE**  
held at 2.00 pm on 1 July 2020  
Meeting held remotely using MS Teams

These minutes are subject to confirmation by the Committee at its next meeting.

**Committee Members:**

- \* Borough Cllr John Rigg (Chairman)
- \* County Cllr Keith Taylor (Vice-Chairman)
- \* Borough Cllr Joss Bigmore (
- \* County Councillor Mark Brett Warburton
- \* County Cllr Graham Ellwood
- \* County Cllr Matt Furniss
- \* County Cllr Angela Goodwin
- \* County Cllr David Goodwin
- \* County Cllr Julie Iles
- \* Borough Cllr Julia McShane
- \* Borough Cllr Bob McShee
- \* County Cllr Marsha Moseley
- \* Borough Cllr Susan Parker
- \* Borough Cllr George Potter
- \* Borough Cllr Jo Randall
- \* Borough Cllr Caroline Reeves
- \* Borough Cllr Pauline Searle
- \* Borough Cllr Paul Spooner
- \* County Cllr Fiona White
- County Cllr Keith Witham

\* In attendance

---

**1/20 APPOINTMENT OF CHAIRMAN AND VICE-CHAIRMAN OF THE JOINT COMMITTEE FOR 2020/21 [FOR INFORMATION] [Item 1]**

The Committee Partnership Officer advised that Guildford Borough Council was providing the chairman for the Joint Committee for 2020/21 and 2021/22. Cllr John Rigg had been appointed for this role by the Borough Council for 2020/21, at the end of which period his tenure would be reviewed. The vice-chairman for 20/21 is Cllr Keith Taylor.

The officer also welcomed Cllr Joss Bigmore as a new member of the committee.

**2/20 APOLOGIES FOR ABSENCE [Item 2]**

Apologies for absence were received from councillors Keith Witham.

**3/20 MINUTES FROM PREVIOUS MEETING [Item 3]**

The minutes of the meeting held on 11<sup>th</sup> December 2019 were approved as a correct record.

**4/20 DECISIONS TAKEN UNDER DELEGATED POWERS (FOR INFORMATION) [Item 4]**

The Chairman informed the Committee that as the planned Joint Committee meeting on 18th March 2020 was cancelled due to the COVID 19 outbreak, a number of recommendations from the reports that had been prepared for the meeting were passed under the remote meetings protocol agreed by the County Council. These decisions were included on today's agenda and were noted by the committee members.

**5/20 DECLARATIONS OF INTEREST [Item 5]**

There were no pecuniary interests.  
Four members declared non-pecuniary interests in relation to Item 10, and one in relation to Item 12 – these are shown under the Items below.

**6/20 CHAIRMAN'S ANNOUNCEMENTS [Item 6]**

The Chairman highlighted joint obligations across the County and Borough Councils, particularly recognising the impact of Covid19 and the pressures on resources as a result of growth and development outlined in the Local Plan. Each authority has its particular areas of responsibilities but a collaborative approach is the best way to tackle the work over the coming period and provide long-term solutions.

**7/20 PETITIONS AND PETITION RESPONSES [Item 7]**

No petitions were received.

**8/20 MEMBER WRITTEN QUESTIONS [Item 8]**

No questions were received.

**9/20 PUBLIC WRITTEN QUESTIONS [Item 9]**

One question was received from Mr. Peter Watts, concerning cycling and pedestrian priorities along Alresford Road and Ridgemount in Guildford.

The full question and the response from the Area Highway Manager are included in the minutes as Annex 1.

**10/20 GUILDFORD ON-STREET PARKING REVIEW (EXECUTIVE FUNCTION FOR DECISION) [Item 10]**

**Declarations of Interest:** Cllr George Potter declared a non-pecuniary interest as a zone B resident (albeit a non-car-owning one). Cllr Angela Goodwin and Cllr David Goodwin declared that they were both permit holders in zone B. Mr Matthew Furniss declared he also holds a permit for Zone A.

**Officer attending:** Andy Harkin, Guildford Borough Council



**Petitions, Public Questions, Statements:** Mrs Natalie White, a resident in zone B, read out a statement expressing her concerns about the proposed changes.

**Member Discussion – key points:**

A number of members supported the statement from Mrs White, recognising the problems that she had highlighted. There were suggestions that the controlled parking zone scheme should undergo a full review to ensure that it matched the requirements of current parking pressures, including the advent of Sunday trading. It would also be good to encourage less car use and ownership, and these issues could be addressed by an overall review of the CPZ scheme. The process would require significant input from the Parking team and could draw resources away from other projects, but it could possibly be scoped for future consideration.

Some concern was expressed regarding the consideration given to objections received to proposals in the public consultation process, where some felt that negative responses were discounted if only a low number had been received. The consultation involved placing an advert in a newspaper and contacting 10,000 households by letter; perhaps this approach needed reviewing.

After a lengthy discussion during which the work of previews reviews and working groups over a number of years to arrive at the proposals presented today was highlighted, a vote was taken on Recommendation (ii) by putting it to each member in turn. The remaining Recommendations were considered together.

**Resolved**

The Guildford Joint Committee AGREED:

**Town centre Controlled Parking Zone (CPZ)**

- (i) having considered the comments made during the formal notice period, the proposals for the north part of Area C are not progressed.
- (ii) having considered the comments made during the formal notice period, a Traffic Regulation Order (TRO) is made under the relevant parts of the Road Traffic Regulation Act 1984 to implement the amended controls as originally advertised, including an extension to the operational hours of the parking bays and single yellow lines in Areas A, B and D to Monday to Sunday 8.30am to 9pm.
- (iii) if (ii) is agreed, implementation takes place as and when parking behaviours return to a more normal state following the COVID 19 pandemic. If the order is to be made, this must be done within 2 years of the start of the original public consultation (20 September 2019). The need to introduce the proposals and implementation date to be determined by the Parking Manager in consultation with the Chair, Vice Chair and 2 delegate members.

**Other Locations**

- (iv) having considered the comments made during the formal notice period, Traffic Regulation Orders (TROs) are made under the relevant

- parts of the Road Traffic Regulation Act 1984 to implement new and amended parking controls to the existing as shown in ANNEXE 1.
- (v) having considered the comments made during the formal notice period, those in 2.16 are not progressed at this time.

Result of vote on Recommendation (ii):  
For 11, Against 7, Abstention 1

**Reasons for recommendation**

To assist with safety, access, traffic movements, increase the availability of space and its prioritisation for various user-groups in various localities, and to make local improvements.

**11/20 SURREY COUNTY COUNCIL ELECTRIC VEHICLE CHARGING POINT TRIALS (EXECUTIVE FUNCTION FOR DECISION) [Item 11]**

**Declarations of Interest:** None

**Officers attending:** Cherrie Mendoza, Transport Strategy Project Manager

**Petitions, Public Questions, Statements:** None

**Member Discussion – key points:**

Guildford has 24 electric vehicles per charger, so there is a real demand for this infrastructure. There were requests to consider areas outside of Guildford town centre as locations for charging points, such as local shopping parades, with a balance needing to be struck between sites at ‘destination’ locations and those in more residential areas. Similarly, it was important to balance the provision of charging sites at on- and off-street parking locations to avoid an over-supply of charging bays. This particular report concerns the on-street trial organised by the County Council, using sites on its land so that aspects such as access, ownership and liability can be controlled. The Borough Council recognises Park & Ride locations as good places to install charging points and is considering these separately.

Charging locations farther out from Guildford town centre are being considered for Phase 2 of the trial, with possible match funding available for this. Conversion of Car Club parking bays to EV charging points in some of these sites was also put forward as something to be explored.

Members were invited to submit suggestions of potential new charging sites to the Project Manager; residents’ requests have also been collected over the past few years.

Parking sensors will be installed to help with monitoring behaviour of users and enforcement.

**Resolved**

The Joint Committee (Guildford):

- (i) NOTED the overview of the plans and locations of bays to undertake the Electric Vehicle Charging Point trials funded by the Enterprise M3 (EM3) Local Enterprise Partnership (LEP) and led by Surrey County Council (SCC) in Guildford.
- (ii) AGREED that the project sponsor, in consultation with the parking strategy and implementation team manager, the chairman/vice chairman of this committee and the appropriate county councillor can modify the layout and location of the bays prior to a traffic regulation order (TRO) being advertised.
- (iii) AUTHORISED advertisement of all necessary TROs across the selected sites in the Borough of Guildford, as and when required, in order to allow the bays to be introduced and agree that if no objections are maintained, the orders are made.
- (iv) AGREED that if there are unresolved objections, they will be dealt with in accordance with the county council's scheme of delegation by the parking strategy and implementation team manager, in consultation with the chairman/vice chairman of this committee and the appropriate Divisional member, with the addition also of the SCC Transport Strategy Project Manager.

#### **Reason for recommendations**

The recommendations will enable the progression of the Electric Vehicle Charging Point Trials as per the business case that was approved and funded by the EM3 LEP.

#### **12/20 GUILDFORD COLLEGE LINK+ 20 MPH SPEED LIMIT SCHEME (EXECUTIVE FUNCTION FOR DECISION) [Item 12]**

**Declarations of Interest:** Mr Matthew Furniss declared a non-pecuniary interest as a resident on one of the roads in question.

**Officer attending:** Duncan Knox, Surrey County Council, Road Safety and Active Travel Team Manager

**Petitions, Public Questions, Statements:** None

#### **Member Discussion – key points:**

Members were supportive of the introduction of the lower speed limit in the area described in the report, not just to bolster the College Link plan but to encourage an active travel neighbourhood and support the wider development of the permeability of Guildford town centre. Enforcement of revised speed limits is a key part of their introduction and police support for any changes is always sought.

There was discussion about the consistency of the County Council's approach to the introduction of 20mph limits; targeted plans are carefully considered and active travel schemes are being developed in a number of places around the county.

## **Resolved**

The Guildford Joint Committee;

- (i) AGREED a 20 mph speed limit is implemented on Gardner Road, Markenfield Road, Nettles Terrace, Dapdune Road, Park Road, Drummond Road, George Road, Artillery Terrace, Artillery Road, Stoke Fields, Stoke Grove and Church Road to support safer walking and cycling along the “Guildford College Link+” route and throughout the adjoining neighbourhood of residential roads.
- (ii) AGREED in accordance with the Road Traffic Regulation Act 1984 an order will be advertised for the 20 mph speed limit, and the Area Highway Manager in consultation with the Chairman, Vice Chairman and Divisional Member for Guildford Southwest will consider the responses before proceeding

## **Reason for recommendation**

The proposed lower 20 mph speed limit on Markenfield Road, Nettles Terrace and Dapdune Road will contribute to easier and safer walking, scooting and cycling on the new “Guildford College Link+” route between Guildford rail station and Guildford College. Providing a 20 mph speed limit on these roads and throughout the adjoining neighbourhood of residential roads will ensure consistency of speed limit and will contribute to easier and safer walking throughout the residential area.

## **13/20 BISHOPSMEAD PARADE ONE WAY SYSTEM (EXECUTIVE FUNCTION FOR DECISION) [Item 13]**

**Declarations of Interest:** None

**Officers attending:** Frank Apicella, Surrey County Council, Area Highways Manager

**Petitions, Public Questions, Statements:** None

### **Member Discussion – key points:**

The Divisional Member for the Horsleys welcomed the proposal, highlighting the support from the local Parish Council that was enabling its implementation.

## **Resolved**

The Guildford Joint Committee;

- (i) AGREED the introduction of a one-way system on the north section of Bishopsmead Parade, East Horsley, in a southerly direction.
- (ii) AGREED to promote a traffic regulation order for the introduction of a one-way system on the north section of Bishopsmead Parade, as shown on the plan below.

### **Reason for recommendation**

Drivers can access Bishopsmead Parade from the three existing entries and exits. Due to the slight bend in Ockham Road South and boundary vegetation, visibility is poor for motorists exiting Bishopsmead Parade at the north section. This creates a hazard for motorists at this location and may result in future incidents.

### **14/20 REPRESENTATION ON WORKING GROUPS AND EXTERNAL BODIES (EXECUTIVE FUNCTION FOR DECISION) [Item 14]**

Declarations of Interest: None

Officer attending: Gregory Yeoman, Partnership Community Officer, Surrey County Council

Petitions, Public Questions, Statements: None.

The following nominations were made:

Infrastructure Delivery and Transportation Working Group  
County: Cllr Matt Furniss, Cllr David Goodwin, Cllr Julie Iles, Cllr Keith Taylor.  
Borough: Cllr Joss Bigmore, Cllr George Potter, Cllr John Rigg, Cllr Paul Spooner.

Parking and Air Quality Working Group  
County: Cllr Matt Furniss, Cllr David Goodwin, Cllr Keith Taylor, Cllr Keith Witham.  
Borough: Cllr Bob McShee, Cllr Susan Parker, Cllr John Rigg, Cllr Caroline Reeves.

Safer Guildford Partnership: Cllr Furniss  
Guildford Health and Wellbeing Board: Cllr Fiona White.

Resolved:

The Joint Committee (Guildford)

- (i) AGREED the membership of the working groups and appointments to outside bodies, as detailed at paragraphs 2.1 to 2.8.

Reason for recommendation:

Good governance practice requires that the Committee reviews membership arrangements regularly to ensure that representation on the committee, task groups and partnerships is fair and provides the best outcomes for the interests of Guildford borough residents.

### **15/20 DECISION TRACKER [FOR DECISION] [Item 15]**

The recommendations in the decision tracker were agreed as described.

### **16/20 FORWARD PLAN (FOR INFORMATION) [Item 16]**

The Chairman invited members to submit their suggestions for future agenda items to the Partnership Community Officer (PCO). The PCO stated that the

next Parking Review would be added to the Forward Plan for the next meeting, and discussion of a possible car-free day would be included on the list of items for informal meetings.

**17/20 DATE OF NEXT MEETING [Item 17]**

The next formal meeting will take place on Wednesday 18th November 2020 at a time to be confirmed.

Meeting ended at: 4.05 pm

---

**Chairman**

GUILDFORD BOROUGH COUNCIL AND  
SURREY COUNTY COUNCIL



GUILDFORD  
BOROUGH

**GUILDFORD JOINT COMMITTEE**

**ITEM 5: PETITIONS AND PETITION RESPONSES**

**DATE: 18 NOVEMBER 2020**

**SUBJECT: MAKE THE DRIVE, ONSLOW, ONE-WAY SOUTHBOUND  
TOWARDS THE A31**

**DIVISION/  
WARD(S)**

**AFFECTED: GUILDFORD SOUTH-WEST**

**PETITION DETAILS:**

The Drive, Onslow, is a dangerous hairpin junction. There is a lot of anecdotal evidence of accidents. Invariably, it is somebody turning left from the A31. They will turn directly into the path of oncoming drivers (southbound up the 'The Drive'). Most avoid turning left here. Those who live in The Drive are unanimous in agreeing to a one-direction flow. It has been long overdue from when the road had merely horses and carts upon it. Altering to one direction southbound, would prevent this. A benefit would be those emerging at the top would be at right angles with a much better sight of traffic from both directions. Where The Drive meets Crossways is another hazard brought on by some cars shooting downhill at speed. Any person wishing to cross over Crossways from east to west has to slowly enter the junction whilst looking up The Drive, lest somebody (idiot) shoots down the hill. This would cease. Another benefit is that the metal fencing at the Crossways has been taken away for repair - again. A car slid on ice downhill from The Drive. With southbound traffic only, this would cease. All benefits preventing injury, damage and cost.

Lead petitioner: Mr Lee Padgett, resident of Onslow  
Number of signatures collected: 57

**RESPONSE:**

The Committee would like to thank the lead petitioner Mr Padgett for presenting the petition on behalf of the local residents.

A constructive site meeting was held on Tuesday 20 October between county councillors, borough councillors and SCC officers.

To achieve the proposed one-way system in The Drive, a section of the road up to the entrances to the properties should remain a two-way traffic flow and from that point to Farnham Road the road will be a one-way system. This will allow residents in The Drive to have access to their properties from The Crossways direction. Also, when exiting their properties, they will be able either to turn left or right towards The Crossways or Farnham Road directions respectively.

Some physical improvement measures will be required at the junction of The Drive and Farnham Road and at the point where the direction of flow becomes a one-way system. The plan below shows the proposed direction of traffic flows in The Drive.

This proposal has been placed on the current running list for further consideration by the Infrastructure Delivery and Transportation Working Group members.

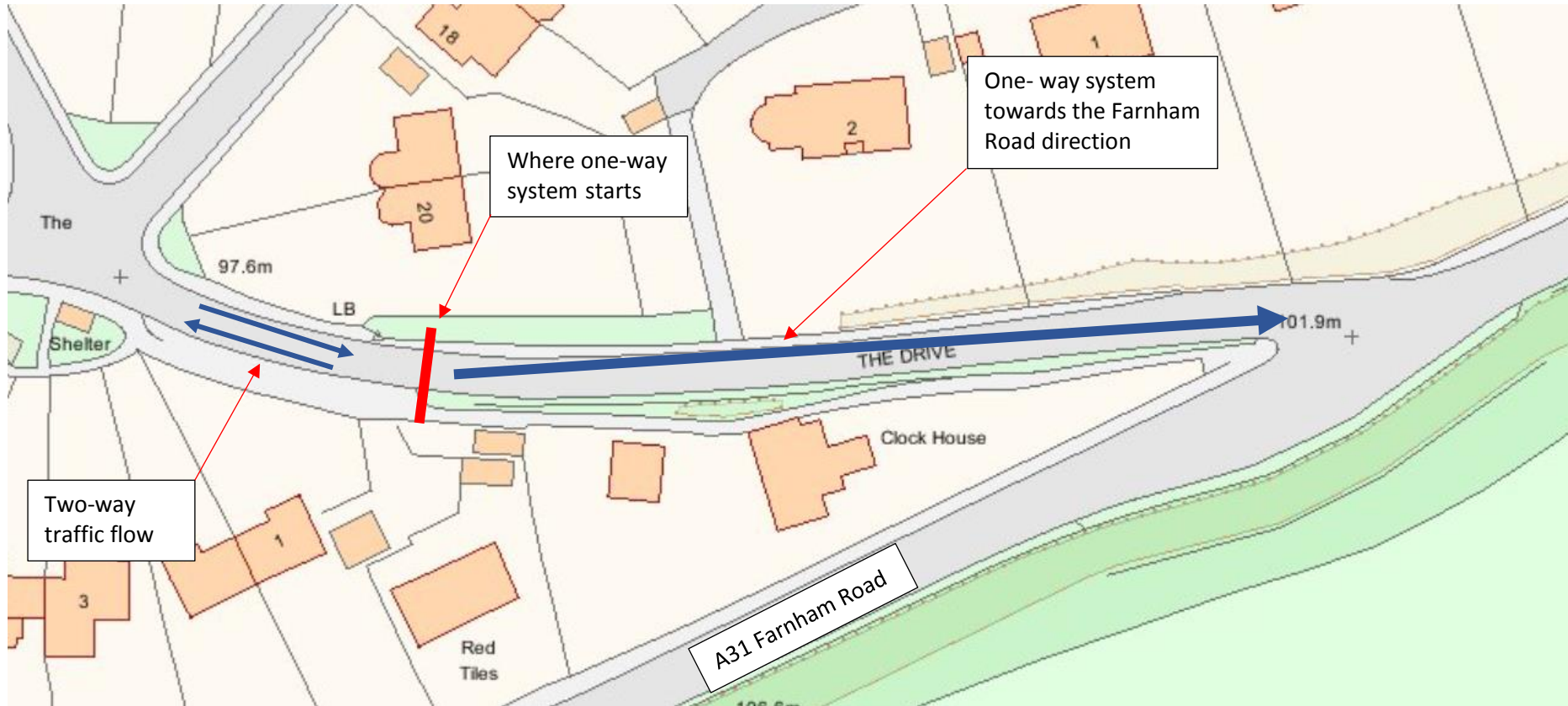
**RECOMMENDATION**

The Joint Committee is asked to note the officer's response.

**Contact Officer:** Bahram Assadi, Traffic Engineer, Surrey County Council, 0300 200 1003



**Proposed traffic flow directions in The Drive, Onslow Village**



This page is intentionally left blank

**GUILDFORD JOINT COMMITTEE**

**ITEM 5: PETITIONS AND PETITION RESPONSES**

**DATE:** 18 NOVEMBER 2020

**SUBJECT:** REVIEW THE PARKING ARRANGEMENTS IN STATION ROAD  
AND ADJACENT ROADS TO PRIORITISE RESIDENTS OVER  
COMMUTERS.

**DIVISION/  
WARD(S)  
AFFECTED:** SHALFORD

**PETITION DETAILS:**

Residents of Station Road, Shalford (Guildford) and adjacent roads have requested a Parking Review to see what measures can be taken to improve the priority for resident parking over commuter parking.

An initial discussion meeting was held on the 26/06/2020 with local residents, County Councillor Matt Furniss and GBC Parking officer to discuss options available.

This petition is to show the level of support to reviewing the parking controls in the area and adjacent roads where displacement may occur.

Lead petitioner: Cllr Matt Furniss, County Councillor for Shalford  
Number of signatures collected: 52

**RESPONSE:**

Having reviewed the level of support (52 signatures), we note that a petition has been created with a counter view not to introduce a residents' scheme. In light of this and a more significant level of support (127 signatures) the council's policy of "70% in favour" has not been met. Therefore, we would not currently consider a residents' scheme to be an appropriate solution in Shalford. We are happy to consider other suggestions to improve the parking for residents and visitors.

**RECOMMENDATION**

The Joint Committee is asked to note the officer's response.

**Contact Officer:** Lisa Haydney, On-street Parking Co-ordinator, GBC

This page is intentionally left blank

**GUILDFORD JOINT COMMITTEE**

**ITEM 5: PETITIONS AND PETITION RESPONSES**

**DATE:** 18 NOVEMBER 2020

**SUBJECT:** NOT INTRODUCE RESIDENTS' PARKING PERMITS TO  
SHALFORD VILLAGE

**DIVISION/  
WARD(S)  
AFFECTED:** SHALFORD

**PETITION DETAILS:**

We the undersigned petition Surrey County Council to stop any introduction of a residents' parking scheme in Shalford Village, potentially involving the purchase of residents' parking permits because: The purchase of a permit will not guarantee a space. In lockdown, there still weren't enough parking spaces in Station Road. We'd risk paying extra money to the council for no benefit. The annual permit fee is £130/2 cars but there is no guarantee this won't significantly rise yearly. Parking restrictions will inconvenience visiting family and friends and put off potential buyers. We'll become a suburb of Guildford, no longer a tranquil village. More road signs and markings will harm the street's character and reduce house values. There is no guarantee that, after buying permits, the council will not further reduce the available parking spaces without residents' agreement. If such a scheme is introduced, the council would be unlikely to reverse it, even if it fails to produce the hoped-for benefits for the residents. This petition supports keeping free street parking in Shalford Village and we urge the council not to introduce parking restrictions.

Lead petitioner: Cecilia Taylor, resident of Shalford  
Number of signatures collected: 125

**RESPONSE:**

In relation to the petition: Not to Introduce Residents' Parking Permits to Shalford Village – we have noted the residents' support for an alternative solution to the issues and do not recommend a permit scheme is implemented.

**RECOMMENDATION**

The Joint Committee is asked to note the officer's response.

**Contact Officer:** Lisa Haydney, On-street Parking Co-ordinator, GBC

This page is intentionally left blank

**GUILDFORD BOROUGH COUNCIL AND  
SURREY COUNTY COUNCIL**



**GUILDFORD  
BOROUGH**

**GUILDFORD JOINT COMMITTEE**

**DATE: 18 NOVEMBER 2020**

**LEAD OFFICER: ANDY HARKIN PARKING MANAGER**

**SUBJECT: ON-STREET PARKING BUSINESS PLAN 2021-2022**

**AREA(S) AFFECTED: ALL**

**SUMMARY OF ISSUE:**

This report presents the Parking Annual Report 2019-20 for Guildford and makes a number of recommendations to the Joint Committee in respect of on-street parking and the use of the surplus generated from this service. This report also explains the work carried out by parking services teams to support residents during the Covid19 pandemic.

**RECOMMENDATIONS:**

The Guildford Joint Committee is asked to:

- (i) Note the contents of Annexe 1, the Parking Annual Report for 2019-20 and the current and planned work associated with on-street parking
- (ii) Agree to the formal advertisement of Surrey County Council's intention to make an order to develop and consult upon the proposals prioritised by the P&AQWG below (para 1.4 refers)
- (iii) Agree that implementation of the following two recommendations (approved by the Joint Committee in December 2019 but delayed due to Covid19) is carried over to 2021-22.
  - a. Introduce Pay by Phone technology, providing customers more flexibility in payment options and extending visits,
  - b. Recommend a review in conjunction with Surrey County Council on replacement of current on-street Pay & Display (P&D) equipment.

**REASONS FOR RECOMMENDATIONS:**

- (ii) The locations discussed at the P&AQWG will form the first element of this parking review cycle. These quick wins have received high levels of support or are small technical amendments to controls.
- (iii) a) By introducing Pay by Phone technology in on-street parking locations, we can rationalise the number of P&D machines required and the number of cash collections needed, while still offering customers the ability to pay by cash, as well as providing them with alternative, flexible payment options

and easier ways to extend their stay,  
 b) The current on-street P&D machines are all around 22 years old and only accept coins. Whilst they have performed well over that period, the machines look dated, are susceptible to increased security threats and the continued availability of spare parts is likely to become an issue. The latest P&D machines have improved security features and provide improved customer experience, by offering more flexible payment options, such as contactless card payments. Improved technology would also allow for reduced operating, maintenance costs, and enhanced management of the equipment, which are networked and are able to provide 'real-time' information. In summary, the equipment would benefit from upgrading.

## **1. INTRODUCTION AND BACKGROUND:**

### **Update to Recommendations previously approved by the Committee**

#### **1.1 On-street Short-stay Pay and Display Tariffs Update**

In September 2019 the short-stay 30-minute P&D tariff was increased from 80 pence per half-hour to £1 per half-hour. This change brought these bays into line with the fees charged in the North Street off-street car park, which is charged at £1 per half-hour, and has a 30-minute maximum stay.

The higher tariff encourages greater turnover and availability of these premium spaces and increases usage in the most convenient town centre on-street parking spaces. This supports the "**drive to and not through**" strategy.

It was anticipated that a small increase may still be returned however, the 6-month comparison below demonstrates a change in behaviour in use of these short stay bays which resulted in a decrease in revenue. This can also be affected by changes in the town and retail offerings including the recent moving of the post office.

Short Stay P&D (30min)	Oct 18 – Mar 19	Oct 19 to Mar 20	Difference
Net Total	£312,915.20	£270,492.15	14%
Total Tickets	197,085	163,966	18%

Although the decrease in revenue generated by the tariff change is low, it will continue the good practice of maintaining the pricing differential between on- and off-street parking and encourage use of the most appropriate parking provision.

#### **1.2 Park & Ride Staffing Provision Update**

The contracted guarding provision at three Park & Ride (P&R) sites (Artington, Merrow and Onslow) ceased on 7 September 2019. Having full-time guards on site was no longer considered an essential feature of the service. The duties of opening and closing the sites at the beginning and end of the day, and maintaining and cleaning the reception buildings and toilets, are now being undertaken by the Borough Council's Street Cleansing team. The service provided by the Street Cleansing team costs around £40,000 per annum. In its last year of operation, the previous guarding arrangements cost



around £125,000 per annum. Therefore, the change should produce an annual saving of around £85,000.

### 1.3 **Parking Review Update**

The Guildford Joint Committee met and agreed to proceed with the following proposals as part of the current Parking review; however, due to Covid19 part of these proposals were suspended until the situation stabilises.

Guildford town centre Controlled Parking Zone (CPZ)

- Parking controls in Area A, B, and D, be extended to operate 8.30am to 9pm, 7 days a week,

The following were implemented in October:

- The limit on permits in Area D of the Controlled Parking Zone be increased by **10%**, from 273 to 316 permits.
- To accompany the extended parking controls into evenings and Sundays, the annual household limit on visitor scratch cards be doubled, from 30 to 60 across all areas of the CPZ.
- Introduce two formalised disabled bays for specific residents.

Other locations

The committee agreed to advertise a further 22 locations from the non-CPZ area and following a public consultation of these 14 were agreed to be implemented in the July committee.

The Committee also agreed to advertise the retrospective exclusion of new residential developments of 6 dwellings or more, in the Controlled Parking Zone Areas A, B and D. However, this is pending, based on advice from Surrey County Council's legal team regarding the retrospective element.

### 1.4 **Parking review 2020-2022**

As the previous review cycle concludes, the 2020 -22 review will begin. This will be conducted in two parts. The first form the "Quick Win" element and are areas with significant support or technical amendments to controls. These will be created and advertised alongside any other recommendations approved and are projected to be implemented in 9 – 12 months. The second part of the review will be scored requests which are being assessed and those that meet the threshold will be brought to the March committee for approval.

The following locations were brought to the September 2020 P&AQWG as the "quick win" element of the 2020 – 22 parking review cycle:

- Agraria Road
- Boxgrove Park
- Bowers Lane
- Vehicle Crossover Application Mountside
- Chester close Ash
- South Hill

- Manor Road Disabled Bay
- Convert the 30min max stay P&D to 1hr max stay P&D in the town centre
- Shawfield Road

### 1.5 **Electric Vehicle Charging Bays**

Parking services have been working with Surrey County Council to deliver several EV-only charging bays across the borough. The TRO consultation for the Electric Vehicle Charging Point surveys has been delayed and will now take place as part of the wider Guildford Parking Review consultation planned in January 2021. The delays to the original programme are due to a backlog of other TROs due to the Covid-19 pandemic and some changes are required to on-street times and restrictions to help with potential compliance issues, which are best served by including all potential changes together, to provide all the information to make an informed decision.

The Traffic Regulations Orders consultation requires the advertisement of the proposed changes to the on-street parking bays for 21 days. The process will include street notices / posters at the proposed EV sites to inform drivers using these on-street parking bays and information cards being hand-delivered to adjacent households and businesses directing them to 'self-serve' and visit the webpage to find out more information about the EV charging point trials and how to participate in the consultation process. The webpage <https://www.surreycc.gov.uk/roads-and-transport/sustainable-driving/electric-vehicles/electric-vehicle-charging-point-pilot-scheme> will be updated before the TROs are advertised to explain the process and provide the required information including Frequently Asked Questions and some infographics developed to support the trials.

As per the parking review, member approval is required to delegate decision-making powers to the Chair, Vice Chair and Divisional member(s) to review the responses of the TRO consultation and approve the final sites to install EV charging point units.

### **Parking Services Update**

#### 1.6 **Covid-19 Pandemic**

Following recommendations and in support of the covid-19 pandemic response, we stopped enforcing on 24<sup>th</sup> March 2020. This allowed residents isolating at home more space to park as well as additional space we provided in our off-street car parks. Issuing of resident parking permits and visitor permits stopped at the same.

We started enforcement on 15<sup>th</sup> June 2020 with a 2-week warning period reinstated at the same time. Orders could be placed on-line or via CSC and permits were sent out via the postal system with a 7-day turnaround, as Millmead remained closed to visitors.

During lockdown residents with parking permits did not benefit from those permits as everyone was required to stay at home and more cars were parked on-street. GBC wanted to recognise this and assist residents by giving them a 12-month permit at a cost of 10 months when renewing their

[www.surreycc.gov.uk/guildford](http://www.surreycc.gov.uk/guildford)

annual permit. The discount referred to is effectively being offered to those permit-holders that were resident during the covid lockdown and could not take advantage of their permits / prioritisation, due to the suspension of prioritisation / enforcement. This was not open to new applications.

Parking services supported in other ways such as free parking at certain times during the “eat out to help out” campaign. Free parking in car parks during lock down and parking offer for residents in Area A, B and D if they required additional parking in car parks from 6pm-10pm for £1. Free parking up to July for key workers (police and NHS) and further offer of discounted parking until December. Rents were stopped for Market traders and for contract and season ticket holders in car parks. PCN challenges and appeals stopped and new covid19 cancellation policy created and the offer of payment plans for those effected.

The parking service responded rapidly and adapted quickly to changes supporting residents, business and the town. Those staff that could work from home did and those that could not were redeployed to support the wider covid efforts.

#### **1.7 Park & Ride Planning Permissions**

Parking Services continues to investigate the possibility that the P&R planning permissions could be relaxed to allow services to be expanded, to encourage increased usage, and to meet the wider needs of the community. This also has the potential to improve the financial position associated with operating these sites.

#### **1.8 On-Street Pay & Display Performance**

In the town centre, there are 463 Pay and Display (P&D) parking spaces, which accommodated 341,895 parking sessions (2019-20) during controlled hours. These bays are aimed at attracting passing traffic for a convenient stop or a specific targeted visit, rather than longer-staying workers or shoppers, who are likely to prefer using off-street car parks.

On-street P&D usage has declined over the last decade, to around 46% of the 2009 levels. The decline is in a consistent direction of travel over a number of years, see table below. This is thought to be for a number of reasons; there has been a 6.5% reduction in the number of spaces overall since 2009, primarily due to redevelopment and pedestrianisation. The 30-minute bays have been particularly affected, reducing in number by almost 22%. This may deter drivers from searching for a more limited number of on-street spaces that also may no longer be as conveniently situated for their intended destination. Other reasons could be changes in the retail offerings within certain locations and the present, limited coin-only payment option.

The decline in revenue has been at a slower rate than the loss of spaces / reduction in ticket sales, reducing by 26%. However, the revenue per ticket has increased by 20%, which might suggest that those visitors using the on-street spaces may be staying longer - see table below.

GFD On-street parking Performance			
Year	Tickets sold	Income £	Avg £ per Ticket
2009-10	535,094	698,102	1.30
2010-11	521,967	692,869	1.33
2011-12	532,978	700,605	1.31
2012-13	525,299	687,639	1.31
2013-14	520,089	698,838	1.34
2014-15	503,659	753,934	1.50
2015-16	477,142	715,455	1.50
2016-17	457,577	697,244	1.52
2017-18	433,996	665,425	1.53
2018-19	388,939	610,124	1.57
2019-20	335,770	507,106	1.51

The recommended introduction of pay by phone and suggested upgrade to the P&D machines, which would include card payments, would greatly improve flexibility for customers and encourage greater use of the on-street spaces by those not carrying sufficient change.

The proposed changes associated with the present Parking Review are also likely to improve the situation. These were proposed to have been implemented but have been delayed due to Covid19. When implemented the operational hours within Areas A, B and D of the CPZ are to be extended from Monday to Saturday 8.30am to 6pm to Monday to Sunday 8.30am to 9pm. This constitutes a 50% extension in the operational hours of the controls within these areas. In Area D, it is proposed that the charging period within the on-street pay and display and dual-use spaces are similarly extended, as is already the case in the area around GLive. This will help prioritise space in the dual-use spaces situated in residential streets for permit-holders. However, it is also likely to increase ticket sales and generate additional pay and display income once circumstances from Covid19 have stabilised.

#### 1.9 Park & Ride Funding

The operation of the P&R sites is funded by the on-street parking account, which generates a surplus. However, there have been reductions in on-street parking revenue. Changes to the on-street parking agency agreement with Surrey County Council in 2018 have reduced the surplus available to the Committee by 20%. The GBC/GJC surplus has been used to bridge the gap. However, there was a negative reserve balance of £73,915 in 2018-19 so that was taken in 2019-20 which means in 2019-20 there was a shortfall in funding for the Park and Ride of £422,766.

Funding 2019-20	£
Bus contract price (net of fare income)	241,720
Car park running costs (rent, site maintenance, site guards, general rates and other costs)	389,878
<b>Total cost</b>	<b>631,597</b>

Guildford On-street parking surplus	282,746
Paid from Guildford On-street parking reserve (negative reserve balance of £73,915 in 2018-19 so that was taken in 2019-20)	(73,915)
<b>Total funding</b>	<b>208,831</b>
<b>Shortfall of funding</b>	<b>422,766</b>

To improve the financial position, Parking Services is looking at ways to reduce costs and increase revenue:

- by changing the on-site provision in September 2019 and removing static guards which were no longer required, a saving of **£84,900** per annum is being seen, which has improved the financial position from 2019-20.
- Increased usage of the P&R sites by those visiting the town would reduce the subsidies currently paid to the bus operator, to provide the link to the town centre from the Onslow and Spectrum sites. In this regard, relaxing the planning permissions, as outlined in section 1.4, would enable the bus operator to operate the service over an extended period and, in turn, this may help improve patronage,
- the relaxation of the planning permissions at existing P&R sites may provide other opportunities to make savings / generate income and, in turn, improve the financial position such as,
  - potential relocating of a bus depot to the Artington P&R site, utilising underused space,
  - potential to utilise underused space at Onslow P&R for local business needing parking,
- the changes in the operational hours of the on-street controls within the central areas of the CPZ may increase revenues and also patronage to the P&R and the additional income generated from the changes may aid the financial position,
- consider the existing P&R sites and if there are more suitable sites to service the public's needs, such as the northern / north-eastern corridor, where subsidies may not be required.

If the decline in the on-street surplus is not arrested and/or savings / increased revenue generated by the P&R sites themselves, the ability to continue to fund the P&R service wholly from the on-street account, without requiring subsidy from other funding sources, is uncertain.

#### 1.10 **Car Club Update**

The Guildford Car Club now has 12 car club spaces in the town centre; most include electric charging points to support the 5 electric vehicles the club is using.

Surrey County Council is also currently investigating the possibility of on-street charging infrastructure for more general use by electric vehicles in and around Guildford town centre. Parking Services will work with our colleagues to progress this initiative.

#### 1.11 **Resident Parking Restrictions**

Space within the town centre CPZ is restricted and even though the opportunities to create more space are extremely limited, we are exploring ways that we could provide alternative solutions for Resident Permit holders. Currently, Area D permit holders could park in the pay and display car parks

[www.surreycc.gov.uk/guildford](http://www.surreycc.gov.uk/guildford)

free of charge between 6pm-8am the following morning. Guildford Borough Council has implemented an option to allow Area D permit holders to extend the time to 6pm-10am for a £1 charge. There may also be scope to extend this concession to include those permit areas immediately adjacent to car parks, such as Areas A and B.

#### 1.12 **Regulation 10 Penalty Charge Notice**

From January 2020 we started issuing “Regulation 10” postal PCNs for those offences where the CEO was prevented from issuing the ticket on the car. The team now has the capability of evidencing drive-aways with their bodycams. Between 27<sup>th</sup> January and 23<sup>rd</sup> March 2020 prior to lockdown, 60 Regulation 10s has been issued through the post.

#### 1.13 **Virtual Permits**

The use of virtual resident permits could remove the need to issue a paper permit, reduce cost and make it easier for residents to apply and be issued with permits on-line. The CEO simply scans the vehicle’s registration number to see whether it is on the permit database. This is similar to the process now used for vehicle tax discs and is being investigated.

## **2. ANALYSIS:**

### 2.1 Parking Services is working on initiatives to help close the projected gap between the on-street parking surplus and the cost of the P&R service

- we have already changed the opening, closing and cleaning model at three P&R sites from September 2019, which generates an annual saving of £84,900,
- by improving technology used by customers, such as pay by phone and contactless payment options, this may help increase use of the on-street pay and display spaces and should reduce fees associated with cash collection,
- exploring alternative parking solutions for permit holders in restricted areas by utilising unused off-street car parking space at quieter times,
- explore changes to the planning permissions at the P&R sites, to enable extended hours of operation, which could reduce the subsidy to the bus operator and provide other savings and income generation opportunities,
- a proposal to introduce bus lane enforcement at two locations in Guildford is in the process of being finalised. In addition to improving the movement of public transport this is also likely to generate a surplus. Any GBC surplus would be ring fenced to highways related expenditure, which could include P&R or other transport/highway initiatives.

### 2.2 As the main source of pollution to our Borough is from motor vehicles, it is important that we encourage sustainable travel options and reduce vehicle emissions. We are doing this by:

- promoting local travel by “car club”. Making bays available for car club use including electric charging
- traffic management and enforcement by moving drivers on and changing behaviours when stopping unnecessarily and idling

- promoting use of public transport, especially the Park & Ride to encourage drivers to park away from town to avoid congestion and increased pollution
- introducing Bus lane camera enforcement which would remove a large proportion of non-authorised traffic from bus lanes, keeping lanes free flowing for public transport
- providing EV charging points so that they become more accessible for the public
- changing parking transport vehicles over to Electric vehicles to reduce emissions
- encouragement of online renewal of permits/visitor permits, to discourage lots of trips to the council offices and removing potential congestion and emissions in the town centre.

### **3. OPTIONS:**

- 3.1 Recommendation (ii) - create and advertise proposals for the locations in 1.4.
- 3.2 Recommendation (iii) a. - introduce Pay by Phone for on-street and rationalise the amount of P&D machines required, which in turn should reduce the amount of cash collections required. The alternative is that no changes are made.
- 3.3 Recommendation (iii) b. - undertake a review of the P&D machines with Surrey County Council looking to replace them. This should provide better income protection, security, fewer cash collections and an improved customer experience. Alternatives are that no changes are made, but over time equipment is likely to be more difficult to maintain, and ultimately fail, further impacting revenue and incurring significant, unplanned additional revenue expenditure to replace equipment.

### **4. CONSULTATIONS:**

- 4.1 If the proposed changes are approved, we will need to place appropriate notices advising customers. The notices will provide the opportunity for any concerns to be raised and fed back to Committee.

### **5. FINANCIAL IMPLICATIONS:**

Recommendation (ii) would require officer resource to develop and advertise proposals. If coupled with the other recommendations, then the benefits of economies of scale can be obtained.

Recommendation (iii) a. - we expect a positive outcome based on the introduction of Pay by Phone technology and card payments, as demonstrated by the high levels of utilisation that have been maintained within the car parks, where this technology is available. The costs associated with signage changes are likely to be covered by the Pay by Phone provider.

Recommendation (iii) b. would require a review of the existing P&D equipment with a view to replacement. If all were replaced, it is estimated that

this would cost around £300,000. We will work with our County Council colleagues to find a means of funding the new equipment.

Giving customers greater options to pay by various means on-street rather than just coin may encourage greater use and increase revenue.

## **6. WIDER IMPLICATIONS:**

6.1

<b>Area assessed:</b>	<b>Direct Implications:</b>
Crime and Disorder	No significant implications
Equality and Diversity	No significant implications
Localism (including community involvement and impact)	No significant implications
Sustainability (including Climate Change and Carbon Emissions)	See below
Corporate Parenting/Looked After Children	No significant implications
Safeguarding responsibilities for vulnerable children and adults	No significant implications
Public Health	No significant implications
Human Resource/Training and Development	No significant implications

### **6.2 Sustainability**

Parking sits alongside Climate Change and Air Quality within the strategies that feed into the Surrey Transport plan. Therefore, in many respects, these strategies and sustainability are inter-dependant.

Preventing parking in locations where it would otherwise cause safety and access issues, and, in particular, impede traffic, helps reduce congestion, the resultant journey times and pollution. This can be particularly important on bus routes, where large vehicles utilise relatively narrow roads.

## **7. CONCLUSION AND RECOMMENDATIONS:**

7.1 The Guildford Joint Committee is asked to agree:

- (ii) To formally advertise Surrey County Council's intention to make an order to develop and consult upon the proposals prioritised by the P&AQWG
- (iii)
  - a. Introduce Pay by Phone technology, providing customers more flexibility in payment options and extending visits
  - b. Recommend a review in conjunction with Surrey County Council on replacement of current on-street P&D equipment.

## **8. WHAT HAPPENS NEXT:**



- 8.1 If agreed, the proposed change to facilitate the introduction of pay by phone and areas in 1.4. would need to be formally advertised, consultation completed and the order amended. There would be requirement to report any feedback to the Chairman, Vice-Chairman and relevant Local Ward and Divisional members. Implementation is likely within 12 months, ideally coinciding with the implementation of the postponed changes associated with the present Parking Review.
- 

**Contact Officer:**

Andy Harkin, Parking Manager, Guildford Borough Council (01483) 444530

**Consulted:**

David Curl (SCC)  
Cllr Keith Taylor (SCC)  
Cllr David Goodwin (GBC / SCC)  
Emma Parry (GBC)  
Ian Doyle (GBC)

**Annexes:**

Annexe 1 – Guildford Parking Annual Report 2019-20  
Annexe 2 – GJC MAR19 Parking Recommendations Report

**Background papers:**

None

---

This page is intentionally left blank

# **GUILDFORD PARKING ANNUAL REPORT 2019-20**

## **Structure of the Annual Report**

### **Covid19 Pandemic**

- 1. Summary**
- 2. Introduction**
- 3. Aims**
- 4. On-Street Parking Management in Guildford**
- 5. On-Street Parking Update**
- 6. Off-Street Parking Management in Guildford**
- 7. Off-Street Parking Update**
- 8. Enforcement**

### **Appendices**

- Appendix 1 On-Street parking spaces**
- Appendix 2 On-Street financial statement**
- Appendix 3 Off-Street parking spaces**
- Appendix 4 Off-Street financial statement**
- Appendix 5 Enforcement Data**
- Appendix 6 Schools Watch Update**

## Covid19 Pandemic

On March 23<sup>rd</sup>, 2020, we took the advice of the Government and BPA to stop charging and hold enforcement during lockdown. This would be to allow residents and key workers under lock down the confidence that there was somewhere for them to park while carrying out duties or isolating and should anyone have to quarantine, we would not enforce unless it was causing serious obstructions.

During this time, we provided support in different ways, these being some of them: -

- Free parking for Surrey Police at Bedford Road MSCP and Mary Road
- Free parking key workers for BMI at Bright Hill
- Free parking in car parks for key workers and residents
- Honoured the Government key worker passes
- Stopped charging and enforcing on-street bays and car parks
- Stopped charging market traders rent
- Stopped charging contract parkers and season ticket holders

On 15<sup>th</sup> June we started charging and enforcement on on-street. We put signs up to let residents know normal charging has resumed and gave out warning notices for 2 weeks before giving penalty charge notices. On 15<sup>th</sup> June we reinstated the issuing of resident parking permits and visitor permits. This was on-line or via CSC sending out via the postal service, with a 7-day turnaround, as Millmead remained closed to visitors.

On 1/7 we started charging in car parks, except Farnham Road MSCP which was maintained for key workers in July, and re-started enforcement. Like on-street we put signs up saying normal charging resuming and gave out warning notices for 2 weeks rather than penalty charge notices. During lockdown enforcement officers put cases on hold and offered payment plans to anyone affected by Covid19. A new Covid19 cancellation criteria was created to ensure we supported our residents and key workers as best we could during this time.

To continue to support our key workers and utilise spaces in our car parks, we started a Key worker discounted permit, trialling for 3 months at Bedford Rd MSCP for Surrey Police and for BMI at Bright Hill car park. This trial ran from August to October and has had a good take up. We will continue to monitor the situation and revisit the need in October.

In August to support the Government "Eat out to help out" campaign we made P&D car parks free Mon-Wed after 4pm during August. This is to encourage people back into the High Street to eat and hopefully visit the shops and bring back confidence that it is safe.

During this time our staff adapted well to changing demands and our IT system allowed us to function in most cases away from Bedford Road office, so our service was not interrupted. Some staff were redeployed until their duties could start again, while some continued duties like enforcement of obstructions where required.

We will continue to monitor the situation and adapt our strategy in relation to managing our spaces, enforcement and supporting our community. The service responded rapidly to the situation and adapted well as things changed.

## 1. Summary

1.1 Parking Enforcement Authorities are required to publish an annual report so that people can see how the service is run and is meeting policy aims. This Annual Report details how the parking service has operated in the year 2019-20. It should be read in conjunction with the following:

- On-Street 2020-21 Business Plan (Guildford Joint Committee)
- Off-Street 2020-21 Business Plan (The Executive Committee)
- The Parking Strategy, which sets out the overall strategic direction for the services

## 2. Introduction

2.1 The service has a role in all aspects of parking in Guildford, and this provides an opportunity to co-ordinate policies across different areas, and with wider transport objectives. Guildford Borough Council is also in a strong position to influence parking in the town because it runs most of the large car parks.

2.2 We manage on-street parking in Guildford through an agency agreement with Surrey County Council. This agreement was renewed for a further 5 years in April 2018. Both authorities oversee the Park and Ride network. On a day-to-day basis, Surrey County Council oversees the bus operation and Guildford Borough Council manages the car parks.

2.3 This Annual Report will be presented to both the Guildford Joint Committee (GJC) in December 2020 and Guildford Borough Council's Executive Committee (The Executive) in January 2021. This report will also be published on the Transparency page of Guildford Borough Council's website as part of the Local Government Transparency Code of Practice.

## 3. Aims

3.1 The "A Sustainable Parking Strategy for Guildford" report sets out a strategic framework for the development of the service and changes planned for the town and Borough. This report focuses on the specific activities to achieve and support these strategic aims.

3.2 The high-level aims are to:

- encourage the use of more sustainable transport modes including park and ride,
- review the provision of car parks to encourage drivers to park and return directly along main routes in a "drive to, not through" approach,



- to look to maintain capacity for off-street parking but in interceptor car parks, which take traffic off the roads before it reaches the town centre, thereby reducing congestion there,
- provide a balanced mixture of parking options including park and ride, car parks and on-street parking, needed to support a vibrant economy,
- annually review parking tariffs and usage centred on the town centre in order to maintain a hierarchy of charges. On-street parking to have the highest tariff and for the cost of parking to reduce the further a driver parks from the centre,
- keep park and ride fares low compared to parking charges, and to promote it as an alternative to parking in or near the town centre,
- develop more park and ride sites subject to appropriate business cases and encourage greater use of existing sites,
- monitor all available indicators to ensure that the local economy continues to be successful and to ensure that customers and businesses continue to choose to do business in Guildford,
- use on-street parking controls to support the objectives listed above, to maintain safe traffic flow and where necessary, and where supported by the local community, prioritise space for residents.

## 4. On-street Parking Management in Guildford

The effective management of on-street parking helps to reduce congestion and supports the local economy. Parking restrictions are used to provide residents with priority parking near their homes, to provide blue badge holders with access, and to support the economy by creating turnover of spaces around shops and areas where vehicles load and unload.

### On-Street parking space

- 4.1 **Appendix 1** shows the number and distribution of designated on-street parking places in the Borough and last changes are shown in green. In areas outside the town centre, where controls are necessary, there is a mixture of yellow lines and either free parking places, or parking places subject to limited waiting.

### On-Street Parking Costs

- 4.2 **Appendix 2** shows a statement of costs and income for the parking services. Under the Memorandum of Understanding (MOU) between Surrey County Council and Guildford Borough Council, the first call on any surplus made from on-street parking in Guildford is to fund Park and Ride.

### Residents Parking in the Guildford town centre Controlled Parking Zone

- 4.3 Guildford town centre has a residents' parking scheme that is divided into ten catchment areas, A to J. Within these areas, a certain amount of parking space is prioritised for residents, often with the facility for non-residents to park for a limited amount of time without a permit, or longer if they obtain a visitors' permit from a resident.
- 4.4 Permit schemes are in place in residential areas where there is parking pressure from non-residents. In these areas, the parking for non-permit holders is restricted. The

emphasis is on ensuring that residents who have access to off-street parking use it to reduce pressure on parking space on the streets. Households are limited to up to two permits, and the number of permits is generally reduced according to the amount of off-street parking associated with the property. In the town centre, Area D, there is a limit on the number of permits issued, and as a result, there is a waiting list. Residents who qualify and are waiting for an Area D permit are issued with a permit for an adjacent catchment area, until an Area D permit becomes available.

### Residents Parking Permits and Space

- 4.5 The availability of parking space in the centre of town causes residents concern particularly in Area A. The table below shows there are more permits than spaces available in A and B. The controls in these areas operate between 8.30am and 6.00pm, Monday to Saturday, when there will usually be a proportion of residents away from home in their cars, particularly during the working week.
- 4.6 The ratio of permits to spaces, shown below, has not changed significantly over a number of years. The number of shared-use spaces relevant to permit only spaces in those areas closest to the High Street and railway station are key, as their availability to permit-holders is more likely to be impacted by visitors.

### Parking Spaces and Permits in the Controlled Parking Zone

Area	Number of parking spaces available to Permit-holders	Number of Shared Use Bays	Number of resident Permits holders	Ratio of spaces to permits
A	799	278	1058	1
B	378	113	402	1.2
C	329	188	358	1.4
D	333	193	280	1.8
E	304	123	255	1.6
F	732	531	394	3.2
G	119	119	51	4.6
H	271	271	99	5.4
I	683	357 (306*)	132	10.1
J	466	400 (53*)	177	5.1

**\*unrestricted spaces in addition to the shared use spaces**

*Note: Ratio is worked out based on Permit space + shared use divide by permit holder to get ratio.*

4.7 The Parking Strategy promotes reducing the pressure on residents' parking. One way this can be done is to provide alternatives to owning a car. In partnership with Surrey County Council, we are continuing to promote and expand the car club in Guildford as mentioned in section 5.4.

4.8 As well as resident permits, we also provide Business, Carers, and Operational permits to meet other parking needs within the community.

#### **On-Street Pay & Display**

4.9 In the town centre, there are 463 pay and display (P&D) parking bays, which accommodate 341,895 parking acts during, controlled hours. Many motorists look for a convenient parking space. On-street spaces are often the closest to a preferred destination, but they are also limited in number. Drivers searching unsuccessfully for on-street space add to congestion.

4.10 To ensure there is a regular turnover of space, the time motorists can park in a short stay on-street P&D parking space is limited. The bays closest to the centre have a maximum stay of 30 minutes. Most of the on-street P&D spaces allow up to 2 hours parking, and there are a few around Pewley Hill that allow up to 3 hours. The tariffs in these spaces are 80p and 60p per half-hour, respectively.

4.11 To encourage use of the most appropriate parking provision it is good practice for the most-convenient on-street parking spaces to carry a higher charge than car parks. Restricting maximum stay also encourages turnover within the most convenient on-street spaces. This price change brings the charges for the 30-minute maximum stay on-street spaces into line with the charges in North Street car park, which is also limited to a maximum stay of 30-minutes. The charge in the most central car parks is £1.30 per hour.

#### **On-Street Pay & Display Usage**

4.12 On-street P&D usage has continued to decline over the last decade to 46%. This is thought to be for a number of reasons: there has been a 6.5% reduction in the number of spaces overall since 2009, primarily due to redevelopment and pedestrianisation. The 30-minute spaces have been particularly affected, reducing in number by almost 22%. This may deter drivers from searching for a more limited number of on-street spaces that may no longer be as conveniently situated for their intended destination. Other reasons could be changes in the retail offerings within certain locations and the present, limited coin-only payment option.

The decline in revenue has been at a slower rate, reducing by 26% and metre income by 17% however, those visitors using the spaces may be staying longer, see table below.

The strategy adopted aims to attract new visitors and shoppers who are driving through Guildford, see a space and stop, or those that have a particular need to visit one or two shops, rather than the shopper/visitor that may be staying for a longer period and may prefer to use an off-street car park.



<b>GFD On-street parking Performance</b>			
<b>Year</b>	<b>Tickets sold</b>	<b>Income £</b>	<b>Avg £ per Ticket</b>
2009-10	535,094	698,102	1.30
2010-11	521,967	692,869	1.33
2011-12	532,978	700,605	1.31
2012-13	525,299	687,639	1.31
2013-14	520,089	698,838	1.34
2014-15	503,659	753,934	1.50
2015-16	477,142	715,455	1.50
2016-17	457,577	697,244	1.52
2017-18	433,996	665,425	1.53
2018-19	388,939	610,124	1.57
2019-20	335,770	507,105	1.51

*Note: Tickets and income do not include Park & Ride*

#### **No of Pay and Display Spaces**

<b>Year</b>	<b>Pay &amp; Display (P&amp;D)</b>	<b>P&amp;D Dual Use</b>	<b>Totals</b>
2009	313	182	495
2020	270	193	463

- 4.13 We normally report on the first six months of tickets and income for on-street, to give an indication of performance against the previous year. On March 24<sup>th</sup> 2020 we stopped charging and enforcing parking bays due to Covid19, enabling space to be used for residents and key workers during lockdown. We started charging and enforcement on 1<sup>st</sup> of July 2020 after two weeks of warning notices. Understandably the first six months of 2020-21 will be about re-opening services, stabilisation for residents and key workers and monitoring and adapting services to meet needs during this period. It is likely we will see a true picture of performance in the second half of the period.
- 4.14 Works carried out by the statutory undertakers/highway authority can also result in a temporary loss of spaces, like gas and water works and resurfacing works. Whilst suspensions generate income (£66,166 in 2019-20), in locations where P&D bays are affected, it can reduce ticket sales.

## **5. On-Street Parking Review Update**

- 5.1 The Guildford Joint Committee met and agreed to proceed with following proposals as part of the current Parking review:

Guildford town centre, controlled parking zone (CPZ)

- Parking controls in Area A, B, D and northern section of Area C, be extended to operate 8.30am to 9pm, 7 days a week,



- The limit on permits in Area D of the Controlled Parking Zone be increased by 10%, from 284 to 312,
- To accompany the extended parking controls into evenings and Sundays, the annual household limit on visitor scratch cards be doubled, from 30 per annum to 60 per annum,
- To review the retrospective exclusion of new residential developments of 6 dwellings or more, in the Controlled Parking Zone areas A, B and D,
- Use the review as an opportunity to introduce Pay by Phone technology, providing customers more flexibility in payment options and extending visits, whilst reducing the need for as many on-street P&D machines.

#### Other locations

- To address around 20 issues from the non-CPZ list,
- Introduce two formalised disabled parking bays for specific residents.

5.2 The above controls were formally advertised for 21 days, between 20 September and 11 October 2019. This involved writing to affected properties, publishing public notices, erecting street notices and placing documents on deposit. The information was also made available on the Borough Council's website. Almost 10,000 households and businesses were written to directly about the proposals, which could potentially lead to changes affecting 137 roads across the borough. Around 900 representations were received. Originally, it was planned that, following consultation with the local borough and county councillors, the Parking Manager would consult with the Chairman and Vice Chairman of the Committee before determining the way forward. However, given the significant nature of the changes, and the volume and nature of the responses, it was recommended that a number of proposals were reported back to the next Committee meeting, held in March 2020.

At the March 2020 Committee meeting, 13 locations outside the CPZ were approved to be progressed. The CPZ recommendations were also approved but it was decided the implementation of the extension of hours should be delayed allowing for post Covid recovery. Delegated authority allows for this to be implemented by September 2021.

#### Schools Watch

5.3 School watch patrols continue to be beneficial in targeting areas around some schools that are more problematic and where enforcement resources can be targeted. During some busy periods where PCSO's can be available, they are working with our enforcement officers to encourage drivers to make better choices at drop-up and pick-up times. In January we implemented drive aways which enable us to send parking charge notices in the post with the aim to change some behaviour around schools.

**Appendix 6** shows how the above figures were broken down during this period and where the hot spots, or busiest periods have been, which is in line with when patrols were increased. School Watch now has expanded to include our on-street enforcement operation in Waverley Borough. We have been successful in recruiting additional CEOs, bringing our establishment up to strength. This will allow us to patrol more regularly, both generally, and in relation to School Watch. During the Covid19 pandemic School watch was suspended while schools were closed. When Schools opened, we were not able to start School watch straight away due to shortages in resource due to the

pandemic but started with those areas registering problems from middle September onwards and increased as resources returned.

The data for School watch 2019-20 will be posted on the GBC website section “School watch – keeping children safe around schools” to allow schools, councillors and residents to view.

#### **Car Clubs**

- 5.4 The Guildford car club now has 12 car club spaces in the town centre; 5 of these have electric charging points to support the electric vehicles the club is using.

We continue to work with Surry County Council and the car club operator to identify additional opportunities to expand the scheme further.

## **6. Off-street Parking Management in Guildford**

- 6.1 Car parks provide access to the town and an availability of parking space absorbs traffic and reduces congestion. Guildford Borough Council Parking Services operates 24 public car parks, providing just over 5,100 town centre spaces. We also manage 4 Park and Ride sites, providing around 1,850 spaces. Some of the car parks are contract car parks during the week and open to the public at weekends. We also manage contract only car park spaces, season ticket holders and garages in the town centre. A list managed by the Parking service is shown in Appendix 3.
- 6.2 The Parking Strategy promotes a “**drive to, not though**” approach with the aim of encouraging drivers to use interceptor car parks on their route into the town, rather than necessarily driving to the most convenient car park. To encourage this we have a Guildford Parking App, “Ethos GeoMii”, which predicts where parking space will be available and plots a route for the driver. The App. also covers the on-street P&D only parking spaces. The App. checks its prediction and if the situation changes it will redirect the driver to where parking is available. This helps the driver find appropriate space easily and helps reduce queues and congestion caused by vehicles unable to park.
- 6.3 Once in the car park, we want drivers to have a good experience and all our public car parks currently hold the Safer Parking Award. This award is assessed by the Association of Chief Police Officers and the British Parking Association and is awarded to car parks that meet high standards and have no or very low levels of crime.

#### **Usage of the Car Parks**

- 6.4 Off-Street car parks are classified as long stay or short stay. Long-stay car parks are further from the centre and are priced to attract workers, and others that intend to stay for long periods. Additionally, we offer season tickets for regular users. These are available in Farnham Road, York Road, Guildford Park and Bedford Road Multi-storey Car Park. This reduces congestion in the centre and ensures there is a supply of convenient parking available for shoppers and other short-stay visitors.

### Car Park Usage

- 6.5 The below table shows how the usage for car parking spaces has performed in comparison to the same period the previous year, with a decrease in ticket sales of 6% and revenue of 3%. This compares better against on-street, which has decreased as explained in section 4.12.

Car Park Usage by Year	Tickets sold	Income
		(NET of VAT) (£)
2008-09	3,302,613	6,542,342
2009-10	3,064,020	6,336,955
2010-11	3,295,433	6,910,130
2011-12	3,352,018	7,304,106
2012-13	3,318,383	7,297,441
2013-14	3,221,702	7,349,431
2014-15	3,278,795	7,581,774
2015-16	3,317,582	8,039,985
2016-17	3,337,595	8,342,275
2017-18	3,231,746	8,259,695
2018-19	3,198,422	8,284,819
2019-20	3,011,822	7,992,175

Usage and income may have been impacted by redevelopment work at Guildford Park car park, the start of refurbishment of Castle car park, reductions in capacity at Bright Hill (see section 7) and maintenance works in various car parks. Car parks stopped charging on the 24<sup>th</sup> March 2020, which enabled free use to residents and key workers during the Covid19 lockdown, which would have had a small impact during the period end.

### Contract Parking and Season Tickets

- 6.6 The council operates over 300 contract parking spaces around the town centre, which generated £705,912 revenue last year and typically runs at over 95% capacity. Over the past 5 years, the number of contract spaces available has reduced by half due to new developments. The spaces are most suitable for business users who need to come and go, because they provide a reserved space.
- 6.7 Season tickets provide an alternative option in interceptor car parks on key routes into the town and generated £739,177 last year. A season ticket provides entry and exit from larger car parks, giving the driver a parking discount but does not provide a reserved space. The spaces can be used by other drivers when the season ticket holder is away and provides a more efficient use of space. However, a number of large companies, who have previously provided season tickets for their staff, have recently left Guildford or have chosen not to continue to provide the benefit. Therefore, we are looking at ways to reach out to new businesses coming to Guildford where parking may be limited.

### Improving the customer experience

- 6.8 All the council's public car parks hold the Safer Parking Award from the Police and British Parking Association to show they exceed the standards set for car parks. It is important we maintain these standards. There are additional reports of unauthorised use of car parks by groups of young people, skate boarders, parkour and rough sleeping. We continue to look at ways of reducing unauthorised use.
- 6.9 The demand for electric charging points is increasing as electric vehicles become more popular with low emission grants available for new cars and the growing need to find ways to improve air quality and public health. GBC have installed 6 electric charging points in public car parks across Guildford with a further 12 on order. To charge, the motorist buys and displays a parking ticket while the vehicle is charging. GBC have a further 9 charging points to support 10 electric council vehicles. There are also 6 general use, and 1 disabled bay with EV charging points at the P&Rs.

In support of electric vehicles, GBC has a green scheme, which enables owners of electric vehicles to obtain a "Green Parking Permit" free of charge, giving owners free hours of parking or discounted parking in off-street car parks. There are 121 Green Scheme permit holders signed up to the scheme, which is an increase from 95 last year.

- 6.10 We provide flexible methods for customers to pay:
- **notes, credit cards and coins** can still be used at our barrier-controlled car parks, Castle, Tunsgate, York Road and Farnham Road allowing the motorist to pay when they return,
  - **pre-payment cards** for the barrier-controlled car parks are popular with regular users. These work like oyster cards in London. Drivers put credit on the card and can use it to park in any of the barrier-controlled car parks at a rate that is 10% less than the normal charge. These cards provide regular parkers with a convenient flexible way to pay,
  - **pay by phone** continues to prove to be a popular choice and provides a more flexible way to pay. Transactions have continued to grow from last year and range from the lowest being 69,329 in April to 116,093 in December. Motorists who have paid by phone can add more time to their parking stay via the app without the need to return to the car park. From the previous year, tickets have increased by 15% and income 20%.
  - Pay & display car park users can pay with **coins** at the machines, or **pay by phone** using the App, or automated call system.
  - New, upgraded P&D equipment has been introduced in Bedford Road MSCP, which provide customers with the ability to use (contactless Wave & Pay) by card in addition to coin and pay by phone App.
- 6.11 Payments by cash continue to reduce (11%), pay by phone App payments continue to increase (7%) and contactless Wave & pay has increased (4%). The table below shows the percentage of money taken by each payment method and that by introducing more methods of payment we can encourage less cash payments which will now be more important due to Covid19.

### Car Park Payment methods

<b>Car Parks Payment Methods 2019-20</b>	2017-18 %	2018-19 %	2019-20 %	Difference Between 2018-19 vs 2019-20
P&D Cash	65%	55%	42%	-13%
P&D Pay by Phone	35%	45%	55%	10%
P&D Credit Cards (Started Aug-19)	N/A	N/A	3%	3%
PoF Cash	43%	33%	25%	-9%
PoF Credit Cards	57%	67%	75%	9%
<b>Totals</b>				
<b>Overall Cash</b>	57%	47%	37%	<b>-11%</b>
<b>Overall Pay by Phone</b>	22%	29%	35%	<b>7%</b>
<b>Overall Credit Cards</b>	20%	24%	28%	<b>4%</b>
<i>Note: POF = Pay on foot, P&amp;D = Pay &amp; Display pay</i>				

Benefits of reducing cash payments are fewer cash collections required and the opportunity for machines to be vandalised is reduced. Money lost due to theft in 2019-20 was £4,005.88. Slight reduction to last year and when we replace existing pay on foot equipment this should be improved with greater security.

### Park & Ride

- 6.12 Guildford has a network of Park and Ride (P&R) sites. With plans to redevelop the town centre, and limited scope for absorbing increased traffic flows and the potential demand for parking, the continued development of P&R is important.

The town currently has four sites: Artington (742 spaces), Merrow (338 spaces), Spectrum (254 spaces) and Onslow (550 spaces). 9 electric buses were introduced to the service in January 2019 with a capacity of 36 passengers and one-wheelchair users. Other benefits aside from greener travel, include free Wi-Fi and USB charging for passengers.

- 6.13 The table below shows a comparison of passenger journeys over the first six months of 2019-20 period compared to the previous year.

### Passenger Journey Comparison (Apr 19 – March 20)

<b>Park &amp; Ride - 6 Month Comparison Apr-Sept</b>					
<b>Apr-Sept</b>	<b>Artington</b>	<b>Merrow</b>	<b>Onslow</b>	<b>Spectrum</b>	<b>Total</b>
2019-20	133,824	91,031	44,337	76,617	345,809
2018-19	151,366	101,517	49,173	88,394	390,450
2017-18	172,006	114,971	46,172	87,576	420,725
change %	(-) 12.06	(-) 10.89	(-) 10.34	(-) 14.27	(-) 12.13

6.14 The cost of park and ride in 2019-20 is set out below.

<b>Funding 2019-20</b>	<b>£</b>
Bus contract price (net of fare income)	241,720
Car park running costs (rent, site maintenance, site guards, general rates and other costs)	389,878
<b>Total cost</b>	<b>631,597</b>
Guildford On-street parking surplus	282,746
Paid from Guildford On-street parking reserve <i>(negative reserve balance of £73,915 in 2018-19 so that was taken in 2019-20)</i>	(73,915)
<b>Total funding</b>	<b>208,831</b>
<b>Shortfall of funding</b>	<b>422,766</b>

6.15 The operation of the P&R sites is funded by the on-street parking account, which generates a surplus. However, there have been reductions in on-street parking revenue. Changes to the on-street parking agency agreement with Surrey County Council in 2018, have reduced the surplus available to the Committee by 20%. The GBC/GJC surplus has been used to bridge the gap. However, there was a negative reserve balance of £73,915 in 2018-19 so that was taken in 2019-20 which means in 2019-20 there was a shortfall in funding for the Park and Ride of £422,766.

To improve the financial position, Parking Services is looking at ways to reduce costs and increase revenue:

- by changing the on-site provision in September 2019 and removing static guards which were no longer required, a saving of **£84,900** per annum is being seen, which has improved the financial position from 2019-20.
- increased usage of the P&R sites by those visiting the town would reduce the subsidies currently paid to the bus operator, to provide the link to the town centre. In this regard, we are exploring options to relax the planning permissions, which may enable the bus operator to operate the service over an extended period, and in turn, this may help improve patronage / reduce the subsidy required.
- the relaxation of the planning permissions at existing P&R sites may provide other opportunities to make savings / generate income and in turn, improve the financial position such as,
  - potentially relocating of a bus depot to the Artington P&R site, utilising underused space,
  - potential to utilise underused space at Onslow P&R for local business needing parking,
- changes have been agreed to extend the operational hours of the on-street controls within the central areas of the CPZ which may increase patronage to the P&R and the additional income generated from the changes may aid the financial position. The start to the changes to the operational hours have been delayed due to Covid.



- consider the existing P&R sites and if there are better sites to service the public needs where subsidies may not be required, such as the Northern / North eastern corridor.

If the projected decline in the on-street surplus is not arrested and / or there are savings / increase revenue generated by the P&R sites themselves, the ability of the Committee and Guildford Borough Council to continue to fund the P&R service wholly from the on-street account, without requiring subsidy from other funding sources, is uncertain.

## 7. Off-street Parking Update

- 7.1 Guildford Park car park's capacity has been reduced over an extended period to enable redevelopment work. Most recently, capacity was reduced from 400 to 220 spaces from January 2019 onwards for pile testing and enabling works, prior to the redevelopment commencing. However, the development has been put on hold during Covid and we are awaiting decisions if the development will include a car park. Bright Hill car park is also operating at reduced capacity due to ongoing issues with the vehicle safety barriers.
- 7.2 In line with GBC strategy to use local renewable energy sources, Parking services is planning to install a Solar PV panel on the roof of Farnham road car park. This will generate electric which will feed into the national grid. It is also better to use locally generated electricity than to rely on large energy infrastructure to transport it across the country. There are also local community benefits through the retention of more economic value locally.
- 7.3 The following works were carried out within 2019-20 period: -
- Re-coating decking works carried out at Castle car park,
  - Drainage and maintenance works were carried out in Bedford Road, Leapale and Castle car park,
  - Right hand traffic signal established at exit of Millbrook car park,
  - re-coating decking works carried out at Bedford Road MSCP,
  - Portsmouth road, Millbrook car park and Bedford Road MS Level 1 were relined, or directional arrows completed where required.
- 7.4 Update for recommendations approved in January 2020 by the Executive Committee
- Hold existing car park pricing except car parks below, which was implemented in in August, delayed from April due to Covid
    - Bedford Rd Surface, Commercial Road 2, Mary Rd, Old Police Station.
    - Prices changed from £1.30 to £1.50 during the day, Mon-Sat
  - Early bird discount implemented at Farnham Rd MSCP – delayed from April to August due to Covid
  - York Road Season Ticket/Pre-Payment card rose by 5% - delayed from April to August due to Covid
  - Residents offered overnight parking in town centre car parks for £1 – delayed from April to August due to Covid
  - Improve decking at Leapale car park – pending, delayed due to Covid, WIP





- Increased hours for evening charging and enforcement – pending, delayed due to Covid-19

## 8. Enforcement

8.1 Our enforcement priorities are set in our document Parking Policies and Procedures which are:

- Vehicles causing a safety issue,
- Vehicles restricting access and traffic flow (on carriageways or footways where restrictions apply),
- Vehicles parked in disabled parking spaces without a Blue Badge,
- Vehicles not displaying a valid permit in permit holders' parking spaces,
- Vehicles committing other contraventions which do not comply with the parking orders.

8.2 Our enforcement is designed to deter contraventions by drivers. We will never be able to penalise every contravention, but the risk of receiving a penalty charge needs to be a deterrent to most motorists.

8.3 We can only enforce formal parking restrictions where a vehicle is actually blocking a dropped kerb or parked more than 50cm from the kerb. Formal parking restrictions like yellow lines and parking bays need to be supported by the correct signs and road markings. Unless formal restrictions are present, we cannot enforce against vehicles parked on footways, verges, or too close to junctions and bends. The Police have the power to deal with dangerous parking, or obstruction.

8.4 The introduction of new restrictions can confuse people, particularly if the restrictions change and they do not think to check the new signs. Depending on the change, we initially provide notice to let people know of the change and then when it will be enforced but will always consider the circumstances presented. When introducing in new areas or new restrictions, we normally issue warning notices for the first offences for a limited time while people get accustomed to the changes.

8.5 The Statutory Guidance issued by the Department for Transport that relates to dealing with enquiries about penalty charge notices, makes it clear that authorities have a duty to act fairly and proportionately. Authorities are encouraged to exercise discretion sensibly and reasonably and with due regard to the public interest.

### Enforcement Update

8.6 In January 2020 we introduced penalty charges for "Regulation 10" which enable us to follow up on vehicle drive aways. As the CEO was prevented from issuing the ticket onto the vehicle, their bodycams are used to collect evidence of the vehicle offence. The PCN is then sent to the registered keeper through the post. From January to March 2020, 75 PCN were issued for Regulation 10.

8.7 The table below shows that more penalty charge notices (PCNs) were issued in 2019-20 than the previous year. There are two categories of penalty charge. The higher-level

charge of £70 applies to contraventions where parking is generally not permitted, on yellow lines, in disabled bays and resident’s bays. A lower charge of £50 applies to contraventions where parking is generally permitted but, for example, the driver has stayed too long. A breakdown of penalty charges can be seen in Appendix 5.

**Number of Penalty Charge Notices Issued**

<b>PCN Issued (Guildford)</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>
On-street	23,885	15,572	19,219
Off-street	10,368	11,199	11,363
<b>Total Issued</b>	<b>34,253</b>	<b>26,771</b>	<b>30,582</b>

- 8.8 We recruited 3 additional CEOs to bring our establishment back up to strength and the staff on long-term sickness came back to work full-time which is shown in the increase in PCN issued against the same period the year before.
- 8.9 The table in Appendix 5 shows the rate of appeals (12%) against our penalty charge notices, most favour to pay without challenge (56%) showing that we are issuing quality penalty charge notices and cancelling (22%) when there are grounds to do so.
- 8.10 The data in Appendix 5 shows the reasons why PCNs have been cancelled. During this period, the vast majority were categorised as “customer error”. These often relate to human errors, like wrong registration entered on a visitor scratch-card or Pay by Phone App, or parking in a different car park for the ticket used. For those that do not display their permits, or tickets correctly the general rule is to cancel on the first occasion if we are satisfied that the person had paid or has a permit. We also cancel if we are satisfied there are sufficient mitigating circumstances. The number of cancellations due to errors by CEOs remains low.
- 8.11 CEO’s have been issued with bodycams to give themselves and the public added protection during patrols. The introduction aims to reduce the anti-social behaviour officers often experience when carrying out their duties, especially during School Watch patrols.

**Appendices**

- Appendix 1 On-Street parking spaces**
- Appendix 2 On-Street financial statement**
- Appendix 3 Off-Street parking spaces**
- Appendix 4 Off-Street financial statement**
- Appendix 5 Enforcement Data**
- Appendix 6 Schools Watch Update**

**Appendix 1 – On-Street Parking**

<b>Town Centre CPZ Parking Bay Types</b>	<b>No.</b>
Overall	4,767
Permit Only	1,482
Free Limited Waiting Shared Use	2,380
Free Limited Waiting	15
Charged P&D Dual use	193
Charged P&D Only	270
Unlimited	373
Disabled (incl. 3Hr LW)	42
Car Club permit only	12

**Note: In Area A there will be 2 disabled bays created during 2020**

### Appendix 1 (cont.)

On-street parking spaces in the borough of Guildford (from 22/10/18)

Area	Roads	No. of Roads	No. of Spaces by Bay Type on 22/10/18																															
			Permit Only M-S 8.30am-6pm	Permit Only 8.30am-9pm	30 mins P&D Dual Use M-S 8.30am-6pm	2 Hrs P&D Dual Use M-S 8.30am-6pm	2 Hrs P&D Dual Use 8.30am-9pm	3 Hrs P&D Dual Use M-S 8.30am-6pm	2 Hrs LW nr 1 Hr Shared Use M-S 8.30am-6pm	2 Hrs LW nr 1 Hr Shared Use 8.30am-9pm	4 Hrs LW nr 1 Hr Shared Use M-S 8.30am-6pm	30 mins P&D M-S 8.30am-6pm	2 Hrs P&D M-S 8.30am-6pm	20 mins LW nr 1 Hr M-S 8am-7pm	20 mins LW nr 1 Hr M-S 8am-6pm	30 mins LW nr 1 Hr M-S 8am-6pm	1 Hr LW nr 1 Hr M-S 8am-6pm	1 Hr LW nr 2 Hrs M-S 8am-6pm	2 Hrs LW nr 1 Hr M-S 8am-6pm	2 Hrs LW nr 1 Hr M-S 8.30am-6.30pm	2 Hrs LW nr 1 Hr M-S 8.30am-6pm	2 Hrs LW nr 4 Hrs M-S 8.30am-6.30pm	2 Hrs LW nr 1 Hr M-F 8.30am-6pm	2 Hrs LW nr 4 Hr M-F 8.30am-6pm	3 Hrs LW nr 3 Hrs M-S 8.30am-6pm	4 Hrs LW nr 4 Hrs M-S 8.30am-6pm	Unlimited	Disabled Only	Disabled 3 Hrs LW	Car Club permit only	Total			
D	All	43	115	25	9	96	28	60			79	191																	15	13	2	633		
A	All	29	521						278																			1		5	805			
E	All	13	178						123											15								1		1	318			
B	All	17	217	48					78	35																		3		2	383			
F	All	20	201						531																					1	733			
G	All	5	0						119																						119			
C	All	12	141						188																						345			
H	All	9	0						171	100																					271			
I	All	32	20						174	183																					687			
J	All	25	13						36	364																					470			
Town Centre CPZ	All	205	1,406	73	9	96	28	60	1,698	35	647	79	191						15											373	29	13	12	4,764
Non-CPZ	All											5	6	6	31	14	4		83	48	0	54	57	7	164	33				1		513		
<b>Total</b>			<b>1,406</b>	<b>73</b>	<b>9</b>	<b>96</b>	<b>28</b>	<b>60</b>	<b>1,698</b>	<b>35</b>	<b>647</b>	<b>79</b>	<b>191</b>	<b>5</b>	<b>6</b>	<b>6</b>	<b>31</b>	<b>14</b>	<b>4</b>	<b>0</b>	<b>98</b>	<b>48</b>	<b>0</b>	<b>54</b>	<b>57</b>	<b>7</b>	<b>537</b>	<b>62</b>	<b>14</b>	<b>12</b>	<b>5,277</b>			

Summary - Guildford Town Centre CPZ

Bay Type	Total
Overall	4,764
Permit Only	1,479
Free Limited Waiting Shared Use	2,380
Free Limited Waiting	15
Charged P&D Dual use	193
Charged P&D Only	270
Unlimited	373
Disabled (incl. 3Hr LW)	42
Car Club permit only	12

Key

Dual Use	denotes most recent changes
F	Charged pay and display and permit holders
LW	Friday
M	Free limited waiting
nr	Monday
P&D	no return within
S	Charged pay and display
Shared Use	Saturday
	Free limited waiting and permit holders

Note: Items shown in green are the last changes to been implemented

**Appendix 2 – Guildford On-Street parking Financial Statement**

<b>GUILDFORD ONSTREET SUMMARY</b>				
<b>2018-19</b>		<b>2019-20</b>	<b>2020-21</b>	<b>2020-21</b>
<b>Actual</b>		<b>Actual</b>	<b>Estimate</b>	<b>Projection</b>
<b>£</b>		<b>£</b>	<b>£</b>	<b>£</b>
	<u><b>Expenditure</b></u>			
557,936	Employee Related	689,149	670,020	666,392
44,668	Premises Related	48,543	48,140	51,477
9,227	Transport Related	9,162	12,500	12,630
132,203	Supplies & Services	127,557	169,920	175,927
66,251	Support Services	117,490	117,490	117,502
810,285		991,902	1,018,070	1,023,928
	<u><b>Income</b></u>			
(106,542)	Visitor Permits	(108,773)	(99,310)	(74,465)
(610,124)	Meter Income	(507,105)	(567,300)	(288,501)
(453,955)	Penalty Fees	(497,607)	(488,420)	(326,079)
(168,802)	Residents Permits	(164,580)	(171,210)	(142,752)
(58,142)	Suspension Fees	(66,166)	(78,150)	(45,715)
2,340	Other Income	(136)	1,200	(1,670)
(1,395,224)		(1,344,367)	(1,403,190)	(879,182)
<b>(584,939)</b>	<b>Net Expenditure/(Income)</b>	<b>(352,465)</b>	<b>(385,120)</b>	<b>144,746</b>
0	Capital Financing Costs	0	0	0
<b>(584,939)</b>	<b>Net Expenditure/(Income)</b>	<b>(352,465)</b>	<b>(385,120)</b>	<b>144,746</b>
0	Re-lining works & signage	0	0	0
<b>(584,939)</b>	<b>Total Net Exp./(Income)</b>	<b>(352,465)</b>	<b>(385,120)</b>	<b>144,746</b>

**Appendix 3 – Off-Street Parking**

<b>Public Metered Car Parks</b>			
<b>Site Location</b>	<b>No of Spaces /units</b>	<b>Type of Parking</b>	<b>Type of Structure</b>
Bedford Road MS	1033	7 days a week - P&D	Multi-storey
Castle Car Park	350	7 days a week short stay - Pay on Foot	Multi-storey
Leapale Road	384	7 days a week short stay - P&D	Multi-storey
Tunsgate	64	7 days a week short stay - Pay on Foot	Underground
Millbrook	244	7 days a week - P&D	Surface
G Live	220	7 days a week - P&D	Surface & Partially covered
Mary Road	107	7 days a week - P&D	Surface
Bright Hill	93*	7 days a week - P&D	Surface
Bedford Road Surface	68	7 days a week - P&D	Surface
Commercial Road 2	52	7 days a week short stay - P&D	Surface
Old Police Station	62	7 days a week short stay - P&D	Surface
Upper High Street	49	7 days a week short stay - P&D	Surface
North Street	49	Sun to Thurs max stay 30 min - P&D	Surface
Lawn Road	187	Weekend short stay - P&D	Surface
Millmead House (front)	27	Weekend short stay - P&D	Surface
Robin Hood	23	Weekend short stay - P&D	Surface
St Joseph's Church	71	Weekend short stay - P&D	Surface & Partially covered
Portsmouth Road	98	Weekend short stay - P&D	Surface
Farnham Road	917	7 days a week long stay - Pay on Foot	Multi-storey
York Road	605	7 days a week long stay - Pay on Foot	Multi-storey
Guildford Park – <i>development work</i>	220*	7 days a week long stay - P&D	Surface
Shalford Park	66	Mon-Fri long stay - P&D	Surface
Walnut Tree Close	17	7 days a week long stay - P&D	Surface
Ash Vale Station	29	7 days a week long stay - P&D	Surface

\* Operating at reduced capacity

**Appendix 3 (cont.)**

<b>Contract Parking</b>			
<b>Site Location</b>	<b>No of Spaces/units</b>	<b>Type of Parking</b>	<b>Type of Structure</b>
Bedford Sheds	35	Mon-Sat	Surface
Connaught Hse	Closed (26)	Mon-Sat	Covered
St Joseph's Church	61	Mon-Fri	Surface & partially covered
Commercial Road	12	Mon-Sat	Surface
Eagle Road	22	Mon-Sat	Surface
Leapale Rd MSCP	5	Mon-Fri	Covered
Mill Lane	1	Mon-Sat	Surface
Millmead Court	20	Mon-Sat	Surface
Castle Square	7	Mon-Sat	Surface
Sydenham Road	5	Mon-Sat	Surface
Portsmouth Road	98	Mon-Fri	Surface
Robin Hood	22	Mon-Fri	Surface
Stoke Road	7	Mon-Sat	Surface
Stoke Fields	8	Mon-Sat	Surface
<b>TOTAL</b>	<b>303</b>		

**Appendix 3 (cont.)**

<b>Garages</b>	<b>No of garages</b>	<b>Term type</b>
Bedford Sheds	20	Tenancy subject to notice
Gardener Road	28	
Stoke Fields	35	
Park Road	2	
Total	85	

**Appendix 4 – Guildford Off-Street Financial Statement**

<b>OFFSTREET SUMMARY</b>				
2018-19		2019-20	2020-21	2020-21
Actual		Actual	Estimate	Projection as at period 2
£		£	£	£
	<u>Expenditure</u>			
654,700	Employee Related	724,790	759,440	678,970
2,366,483	Premises Related	2,960,270	2,402,520	2,392,590
29,111	Transport Related	23,386	36,270	35,085
617,833	Supplies & Services	671,663	607,120	530,213
179,360	Support Services	264,032	263,960	262,972
3,847,487		4,644,141	4,069,310	3,899,830
	<u>Income</u>			
(690,084)	Contract Parking	(705,912)	(694,100)	(461,418)
(8,284,819)	Meter Income	(7,992,175)	(8,366,420)	(4,964,890)
(259,821)	Penalty Fees	(263,170)	(219,480)	(167,651)
(1,005,386)	Season Tickets	(739,177)	(877,620)	(521,661)
(32,731)	Suspension Fees	0	0	0
(54,715)	Garage Rents	(50,509)	(53,740)	(52,882)
(12,362)	Other Rent	(12,547)	(12,030)	(12,281)
(88,843)	Other Income	(111,112)	(85,770)	(85,607)
(10,428,761)		(9,874,602)	(10,309,160)	(6,266,390)
(6,581,273)	<b>Net Expenditure/(Income)</b>	<b>(5,230,462)</b>	<b>(6,239,850)</b>	<b>(2,366,560)</b>
1,286,907	Capital Financing Costs	1,271,022	1,319,660	1,311,222
(5,294,367)	<b>Net Expenditure/(Income)</b>	<b>(3,959,440)</b>	<b>(4,920,190)</b>	<b>(1,055,338)</b>
186,695	Car Parks Maintenance Reserve Works	257,362	236,500	348,691
(5,107,672)	<b>Total Net Exp./(Income)</b>	<b>(3,702,078)</b>	<b>(4,683,690)</b>	<b>(706,647)</b>



**Appendix 5 – Enforcement (Guildford)**

<b>Penalty Charge Notice issued in Guildford 2019-2020</b>			
	<b>Off-Street Totals</b>	<b>On-Street Totals</b>	<b>Total for Off and On-Street</b>
Number of higher level PCNs issued	1895	13057	<b>14952</b>
Number of lower PCNs issue	9468	6162	<b>15630</b>
<b>Total number of PCNs issued</b>	<b>11363</b>	<b>19219</b>	<b>30582</b>
Number paid at discount	6235	10984	<b>17219</b>
Number paid at full charge or above	1398	1979	<b>3377</b>
<b>Total number of PCNs paid</b>	<b>7633</b>	<b>12963</b>	<b>20596</b>
Number of PCNs against which Informal or Formal Reps made	2016	1814	<b>3830</b>
Number of PCNs cancelled as a result of Informal or Formal Reps	1944	1190	<b>3134</b>
Number of PCNs cancelled for other reasons	117	304	<b>421</b>
Number of PCNs written off	735	1072	<b>1807</b>
Number of PCNs outstanding	850	1725	<b>2575</b>
<b>Total number of cancelled/written off/outstanding</b>	<b>5662</b>	<b>6105</b>	<b>11767</b>

<b>PCN Issued (Guildford)</b>	<b>2017-18</b>	<b>2018-19</b>	<b>2019-20</b>	<b>Diff to prev year %</b>
On-street	23,885	15,572	19,219	<b>(+) 21%</b>
Off-street	10,368	11,199	11,363	<b>(+) 1%</b>
<b>Total Issued</b>	<b>34,253</b>	<b>26,771</b>	<b>30,582</b>	<b>(+) 13%</b>

<b>PCN Cancellation Reasons 2019 - 2020</b>	<b>No. Off Street</b>	<b>No. On Street</b>	<b>% Off Street</b>	<b>% On Street</b>
Motorist producing tickets which were not clearly displayed/RingGo	1324	161	63	13
Mitigating and other circumstances	69	111	3	9
Contract and other parkers entitled to park but not displaying correct permit	157	314	7	26
Machine faults and other equipment problems	34	52	2	4
Civil Enforcement Officer's error	70	137	3	11
Blue Badge Holders not parking according to the scheme	60	173	3	14
Problems with signs	11	32	1	3
Other issues	380	229	18	19
<b>Total</b>	<b>2105</b>	<b>1209</b>	<b>100</b>	<b>100</b>

## Appendix 6 – Schools Watch Update

School patrols were suspended on the 24<sup>th</sup> March 2020 in line with Government guidance for schools to be closed and everyone to stay at home due to Covid19.

### Patrols by Period

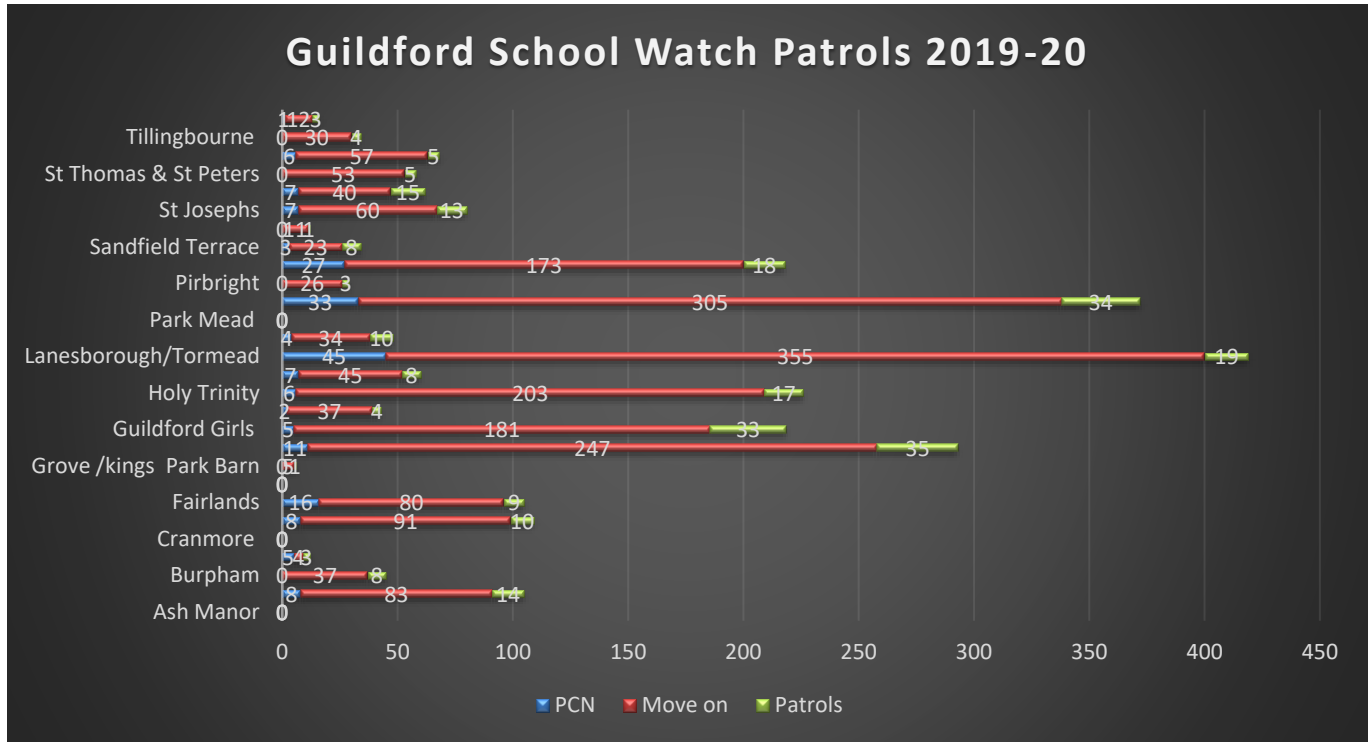
Month	PCN	Moved On	Totals	Patrols
Sep-19	38	0	38	33
Oct-19	46	378	424	49
Nov-19	14	75	89	13
Dec-19	37	416	453	56
Jan-20	33	314	347	61
Feb-20	23	343	366	40
Mar-20	10	155	165	28
Apr-20	0	0	0	0
May-20	0	0	0	0
Jun-20	0	0	0	0
Jul-20	0	0	0	0
<b>Totals</b>	<b>201</b>	<b>1681</b>	<b>1882</b>	<b>280</b>

PCN = Penalty Charge Notice

### Patrols by Term

Results by Term	PCN	Moved On	Totals	Patrols
Autumn Term	106	680	786	153
Spring Term	79	422	501	111
Summer Term	0	0	0	0
<b>Total</b>	<b>185</b>	<b>1102</b>	<b>1287</b>	<b>264</b>

**Patrols by School**



This page is intentionally left blank

**GUILDFORD BOROUGH COUNCIL AND  
SURREY COUNTY COUNCIL**

**GUILDFORD JOINT COMMITTEE**

**DATE: 20 March 2019**



**LEAD OFFICER: ANDY HARKIN, PARKING MANAGER, GUILDFORD BOROUGH COUNCIL**

**SUBJECT: PARKING & AIR QUALITY WORKING GROUP – PARKING RECOMMENDATIONS REPORT**

**AREA(S) AFFECTED: ALL**

**SUMMARY OF ISSUE:**

As part of the Guildford Parking strategy, a Parking review is conducted every 18 months. This report presents the recommended scope of the review as outlined by the Parking & Air Quality Working group (P&AQWG) and recommends the actions and next steps.

**RECOMMENDATIONS:**

**1. The Guildford Joint Committee is asked to agree:**

to formally advertise Surrey County Council's intention to make an order to develop and consult upon the proposals prioritised by the P&AQWG below:

- i. Parking controls in Area A, B, D and northern section of Area C, be extended to operate 8.30am to 9pm, 7 days a week (see **Annexe 1**),
- ii. The limit on permits in Area D of the Controlled Parking Zone be increased, in the first instance by **10%**,
- iii. To accompany the extended parking controls into evenings and Sundays, the annual household limit on visitor scratch cards be doubled,
- iv. To review the retrospective exclusion of new residential developments of 6 dwellings or more, in the Controlled Parking Zone areas A, B and D. (see **Annexe 2**),
- v. To address 17 issues from the non-CPZ list (see **Annexe 3&4**). 2 of the 17 issues will be progressed later (see **item 2.4**).
- vi. Introduce two formalised disabled parking bays for specific residents, (see **item 2.5**).

## **REASONS FOR RECOMMENDATIONS:**

To:

- i. assist with safety, access and traffic movements,
- ii. increase the availability of parking space and its prioritisation for various user-groups in various localities,
- iii. make local parking improvements.

## **1. INTRODUCTION AND BACKGROUND:**

**1.1** At the September 2018 meeting, the GJC agreed to formally advertise the following controls, which will take no more than 12 months to develop, using existing resources and the Parking Manager's delegated Authority:

- i. Merrow Street - introduce no waiting double yellow lines,
- ii. Harewood Road – introduce no waiting double yellow lines,
- iii. Stoughton Road – introduce no wait double yellow lines, some 2 hour limited waiting bays and convert an un-used disabled bay into a unrestricted space,
- iv. Artillery Terrace.- convert an existing permit only bay into a disabled bay.

The TRO involves publishing a public notice, erecting street notices, placing documentation on deposit and writing to those in the immediate vicinity of the proposals.

**1.2** At the September 2018 meeting, the GJC agreed to delegate the prioritisation of various recommendations, from GBC's O&S report and list of CPZ and Non-CPZ issues, to the P&AQWG. The P&AQWG have met twice, in October 2018 and February 2019.

## **2. ANALYSIS:**

**2.1** There were 207 requests for changes to CPZ locations and 11 from the O&S Committee, making 218. By progressing items a-c in table 1 below, a quarter of these items will be resolved. (see **Annexe 5** for a breakdown of the 218).

**2.2** There were 343 requests for Non-CPZ locations. Of these, 17 scored 24 or above and have been proposed by the P&AQWG to be developed further. (see **Annexe 3&4**).

**2.3** The P&AQWG have triaged all requests for change. Local ward and divisional councillors have been consulted and the P&AQWG has considered all feedback in making its recommendation to progress the development of the locations in the table below:

- i. O&S report recommendation (i-iii below),
- ii. Officer recommendations from parking review (iv-v below).

**Table 1**

item	P&AQWG RECOMMENDATION	Recommendation Source	
		O&S REF	WG REF
i.	Parking controls in Area A, B, D and northern section of Area C, be extended to operate 8.30am to 9pm, 7 days a week (see <b>Annexe 1</b> ),	A	1
ii.	The limit on permits in Area D of the Controlled Parking Zone be increased, in the first instance by <b>10%</b> ,	E	5
iii.	To accompany the extended controls into evenings and Sundays, the annual household limit on visitor scratch cards be doubled,	K	11
iv.	To review the retrospective exclusion of new residential developments of 6 dwellings or more, in the controlled parking zone areas A, B and D. (See <b>Annexe 2</b> ),	Officer recommendation 1	
v.	Address 17 issues from the non-CPZ list (see <b>Annexe 3&amp;4</b> ).	Officer recommendation 2	

**2.4** In respect of the Non-CPZ items that we have identified for progression (Annexe 4), having considered the matters further, there are two locations where changes to the current controls / introduction of new controls would not be appropriate to progress at the present time.

- Shawfield Road, Ash (grass verge area opposite shops adjacent to bus stop) - the area is already subject to double yellow lines which apply across the verge. Whilst enforcement assists, only physical measures preventing access to the area, are likely to improve the situation to any great extent. Therefore, the issue has been forwarded to SCC for consideration.
- Ash Hill Road, Ash (in vicinity of Dover Garage) – it is proposed that the roundabout, and its approaches, are revised as part of the Ash Bridge project. Therefore, it would be more appropriate to consider the need to introduce additional controls in this location at this time.

**2.5** Since the September 2018 meeting of the Joint Committee, Parking Services has received, a number of additional requests to change / introduce formalised parking controls. Two of these involve the introduction of formalised disabled parking bays for specific residents, on behalf of Surrey County Council.

- 40 Roundhill Way, Guildford – formalisation of the existing advisory disabled parking space serving the resident that lives there.
- Martyr Road, Guildford – conversion of part of the existing permit only parking bay into a formalised disabled parking space, to serve the needs of a resident that lives in Chertsey Street.

**3. OPTIONS:**

**3.1** The Committee could choose to advertise the recommendations in 7.1 this would take an estimated 12-24 months to implement, using existing resources.

**3.2** If GJC wanted to add more to what has been proposed, implementation would take 24-36 months with our existing resources. If these were to be implemented

within a shorter period then there would be financial and resource implications, these are outlined in section 5.

- 3.3** The Committee could choose not to formally advertise and progress the proposals. However, the issues that have been raised, and in many cases confirmed by the informal consultation, would remain unresolved.
- 3.4** After a proposal is advertised, any objections received would be reviewed with the Chairman, Vice-Chairman and relevant Local Ward and Divisional Members. If agreed, the Parking Manager can use his delegated authority to proceed. Alternatively, objections can be reported back to the Committee and a decision taken to either implement the proposal or implement less restrictive proposals. If there were a requirement to increase the amount of restrictions as a result of comments received, the proposals would have to be advertised again.

**4. CONSULTATIONS:**

- 4.1** Discussions were held with Local Borough and County Councillors, prior to the second meeting in February 2019. The P&AQWG has considered the feedback and used this to finalise the recommended scope of the reviews and their recommendations.

**5. FINANCIAL IMPLICATIONS:**

- 5.1** If the Committee agrees to implement the proposed items in 7.1 (i-v), funding will come from the Guildford on-street parking account. Existing resources will be used to conduct the consultations, which may include expenditure for printing and postage. Although public exhibitions are not anticipated, if the need arises, where possible they will be held at Council facilities.
- 5.2** If item 7.1 (i), is developed this would involve replacement of signage and some lines which is expected to cost between £50,000 and £75,000.
- 5.3** If items 7.1 (ii-v), are developed these will involve no physical changes to signs and lines. The costs associated with consultation and legal processes will be absorbed within the programme. The total legal cost to change the contract is estimated at £10,000.
- 5.4** Item 7.1 (v), which involves the 15 Non-CPZ locations (Annexe 6), if developed, would cost approximately £25,000 using existing resources.
- 5.5** If all 11 items highlighted from the O&S report were to be progressed at the same time, this is likely to extend the timescales to between 24-36 months. Investigation, development and implementation of all items contained within the O&S report are estimated to cost up to £700,000.

**6. WIDER IMPLICATIONS:**

Area assessed:	Direct Implications:
Crime and Disorder	No significant implications arising from this report.
Sustainability (including Climate	Set out below.



Change and Carbon Emissions)	
Corporate Parenting/Looked After Children	No significant implications arising from this report.
Safeguarding responsibilities for vulnerable children and adults	No significant implications arising from this report.
Public Health	No Significant implications arising from this report.
Human Resource/Training and Development	Set out below.

### **Sustainability implications**

- 6.1** Parking sits alongside Climate Change and Air Quality within the strategies that feed into the Surrey Transport Plan. Therefore, in many respects, these strategies and sustainability are inter-dependant.
- 6.2** Preventing parking in locations where it would otherwise cause safety and access issues, and in particular, impede traffic, helps reduce congestion, the resultant journey times and pollution. This can be particularly important on bus routes, where large vehicles utilise relatively narrow roads.

### **Human Resource Implications**

- 6.3** Whilst pay and display is more efficient to enforce than limited waiting, the outcome of the O&S report would involve regular on-street enforcement over an extended period, to include evenings and Sundays across much of the town centre CPZ. The extended operation hours would equate to more than a 50% increase in on-street enforcement.
- 6.4** Early analysis shows that to implement the items recommended in 7.1, would require 1 additional supervisor and 6-8 additional CEOs. The extended hours would impact on enforcement officers and their worktime patterns. This needs to be discussed with staff and their representatives.
- 6.5** This will also impact on the administration and processing for penalty charge notices (PCN) and permits due to anticipated increases in volumes.
- 6.6** The operation of extended enforcement hours is expected to be self-financing.

## **7. CONCLUSION AND RECOMMENDATIONS:**

### **7.1 The Guildford Joint Committee is asked to agree:**

to formally advertise Surrey County Council's intention to make an order to develop and consult upon the proposals prioritised by the P&AQWG below:

- i. Parking controls in Area A, B, D and northern section of Area c, be extended to operate 8.30am to 9pm, 7 days a week (see **Annexe 1**),
- ii. The limit on permits in Area D of the Controlled Parking Zone be increased, in the first instance by **10%**,
- iii. To accompany the extended parking controls into evenings and Sundays, the annual household limit on visitor scratch cards be doubled,

[www.surreycc.gov.uk/guildford](http://www.surreycc.gov.uk/guildford)

- iv. To review the retrospective exclusion of new residential developments of 6 dwellings or more, in the Controlled parking zone areas A, B and D. (see **Annexe 2**),
- v. To address 17 issues from the non-CPZ list (see **Annexe 3&4**). 2 of the 17 issues will be progressed later (see **item 2.4**).
- vi. Introduce two formalised disabled parking bays for specific residents, (see **item 2.5**).

## **8. WHAT HAPPENS NEXT:**

- 8.1** If the Committee agrees to advertise the proposals set out in recommendations 7.1 (iv-v), it is likely that this will take place within 6 months. This would involve publishing a public notice, erecting street notices, placing documentation on deposit and writing to those in the immediate vicinity of the proposals. The feedback will be discussed with local county councillors and the Parking Manager will consult with the Chairman, Vice Chairman and relevant Local Ward and Divisional Members of the Committee prior to proceeding. Implementation is expected to be within 12 months.
- 8.2** If the Committee agrees to advertise the proposals set out in recommendations 7.1 (i-iii), it is likely that this will take place within 12-18 months. This would involve publishing a public notice, erecting street notices, placing documentation on deposit and writing to those in the immediate vicinity of the proposals. The feedback will be discussed with local county councillors and the Parking Manager will consult with the Chairman, Vice Chairman and relevant Local Ward and Divisional Members of the Committee prior to proceeding. Implementation is expected to be within 18-24 months.

---

### **Contact Officer:**

Andrew Harkin, Parking Manager, Guildford Borough Council  
(01483) 444535

### **Consulted:**

Local Ward and Divisional Councillors

### **Annexes:**

- 1 - CPZ Parking Controls Plan (O&S Recommendation)
- 2 - Large Development-Permit Ban (Officer Recommendation)
- 3 - Non-CPZ Issues Proposed (Officer Recommendation)
- 4 - Non-CPZ Triaged Summary
- 5 - CPZ Triaged Full Summary
- 6 - Non-CPZ remaining requests after review
  - a) Non-CPZ remaining request summary
  - b) Non-CPZ remaining request listing
- 7 - CPZ remaining requests after review
  - a) CPZ remaining request summary
  - b) CPZ remaining request listing

### **Background papers:**

Guildford On-Street Parking Review & Scope Report  
O&S Committee Report



This page is intentionally left blank

GUILDFORD BOROUGH COUNCIL AND  
SURREY COUNTY COUNCIL



GUILDFORD  
BOROUGH

GUILDFORD JOINT COMMITTEE

DATE: 18<sup>TH</sup> NOVEMBER 2020

LEAD OFFICER: KIRSTY WILKINSON

SUBJECT: FOREMAN ROAD/WHITE LANE SPEED LIMIT REDUCTION

AREA(S) AFFECTED: ASH

**SUMMARY OF ISSUE:**

This report provides background information on the current speed limit on White Lane and Foreman Road in Ash. There is currently a 40mph speed limit which needs to be reduced to 30mph to improve safety for all users.

**RECOMMENDATIONS:**

**The Guildford Joint Committee is asked to agree that:**

- 1) The speed limit from Foreman Road junction with Guildford Road to approximately 70m south of Warren Farm on White Lane is reduced from 40mph to 30mph.

**REASONS FOR RECOMMENDATIONS:**

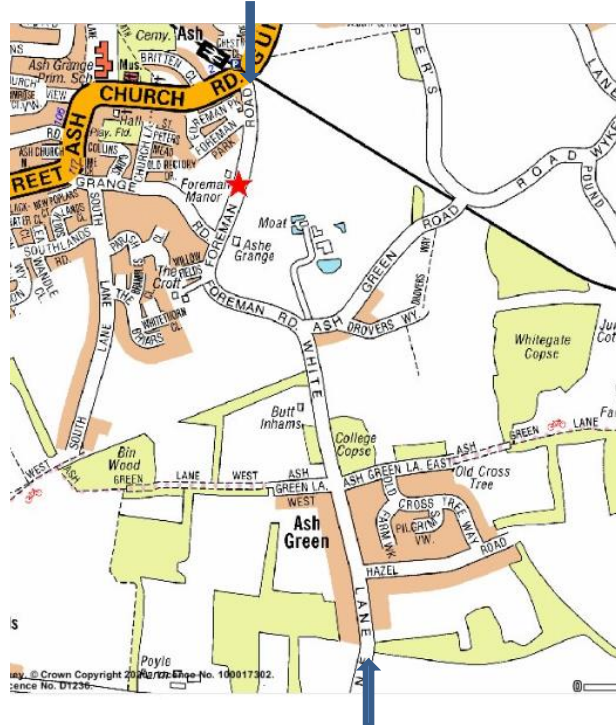
There are a number of residential developments being implemented along these roads which will result in an increase of pedestrians and cyclists. The nature of the area is changing to it is deemed suitable to reduce the speed limit from 40mph to 30mph to improve safety for all users of the highway.

**1. INTRODUCTION AND BACKGROUND:**

- 1.1 Foreman Road is a C-class road subject to a 40mph speed limit. White Lane is a C-class road subject to a 40mph speed limit.
- 1.2 The scheme, shown in Annex 1, will be funded by developer contributions through the S106 process.
- 1.3 The change in speed limit is in accordance with SCC's Speed Limit Policy. Annex 2 demonstrates where the speed limit is to change in relation to the existing highway network.

## 2. ANALYSIS:

2.1 The below plan shows the extent of the speed limit change.



2.2 The below images from Google show the points on the carriageway where the arrows on the above map are pointing





2.3 Speed surveys have been undertaken as part of the various planning applications along this stretch of carriageway. Discussions have been held with Surrey Police and our Road Safety team to ensure the proposed reduction in speed limit is in accordance with our policy. All parties have approved the reduction in speed limit.

### **3. OPTIONS:**

3.1 The alternative option is to keep the 40mph speed limit. The change to 30mph speed limit will result in improvements to all users.

### **4. CONSULTATIONS:**

4.1 Surrey Police and our Road Safety team have been consulted and are in agreement with the proposals to change the speed limit.

4.2 An amendment to the TRO will be required and our TRO team are aware of the potential advert required. Local residents will then have the opportunity to comment on the proposed change in speed limit.

### **5. FINANCIAL IMPLICATIONS:**

5.1 Developer contributions will fully fund this scheme, which includes advertising the new Traffic Regulation Order and new signs. S106 Contributions have been secured specially for this proposal.

[www.surreycc.gov.uk/guildford](http://www.surreycc.gov.uk/guildford)

## **6. WIDER IMPLICATIONS:**

6.1

<b>Area assessed:</b>	<b>Direct Implications:</b>
Crime and Disorder	No significant implications
Equality and Diversity	No significant implications
Localism (including community involvement and impact)	No significant implications
Sustainability (including Climate Change and Carbon Emissions)	No significant implications
Corporate Parenting/Looked After Children	No significant implications
Safeguarding responsibilities for vulnerable children and adults	No significant implications
Public Health	No significant implications
Human Resource/Training and Development	No significant implications

## **7. CONCLUSION AND RECOMMENDATIONS:**

7.1 The change in speed limit from 40mph to 30mph on Foreman Road and White Lane will result in an improvement for all users of the highway. The recommendation is that this is approved so the TRO can be advertised.

## **8. WHAT HAPPENS NEXT:**

8.1 Officers will progress the scheme agreed by the committee.

8.2 The amendment to the TRO will be advertised, during this stage we will involve Surrey Police and the Road Safety team again. Residents in the area will be consulted as part of the TRO process. The TRO is advertised for 4 weeks, if no objections are received then the scheme will be implemented after that.

---

### **Contact Officer: Kirsty Wilkinson**

Principal Transport Development Planning Officer  
07794 281074

### **Consulted:**

As described within the report

### **Annexes:**

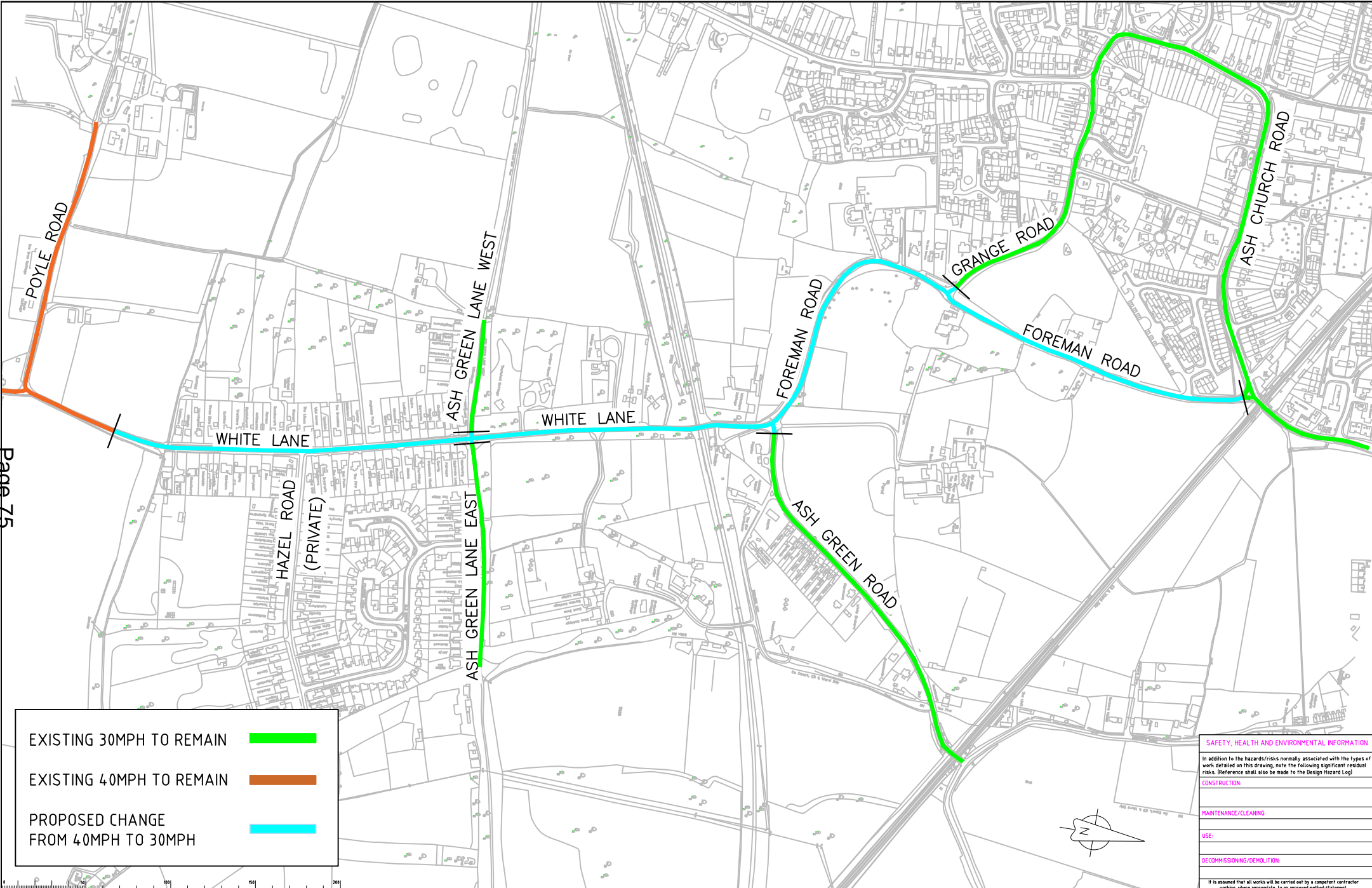
Annex 1 - Ash – Proposed Speed Reduction

Annex 2 - Ash – TRO Proposed Speed Limit Changes





This page is intentionally left blank



EXISTING 30MPH TO REMAIN █

EXISTING 40MPH TO REMAIN █

PROPOSED CHANGE FROM 40MPH TO 30MPH █

**SAFETY, HEALTH AND ENVIRONMENTAL INFORMATION**

In addition to the hazards/risks normally associated with the types of work detailed on this drawing, note the following significant residual risks. (Reference shall also be made to the Design Hazard Log)

CONSTRUCTION

MAINTENANCE/CLEANING

USE

DECOMMISSIONING/DEMOLITION

It is assumed that all works will be carried out by a competent contractor working, where appropriate, to an approved method statement.

Notes

Rev	Description	Drwn	Sig	Date	Chkd	Sig	Date	Appr	Sig	Date

Checked by	CS	Sig	CRS	Date	OCT 20
Checked by	JD	Sig	JD	Date	OCT 20
Approved by		Sig		Date	

Project: FOREMAN ROAD / WHITE LANE  
ASH

Drawing No.: TRO  
PROPOSED SPEED LIMIT CHANGES

Project No.: PC1083

Contract No.:  

Drawing No.: PC1083\_2

Classification: PRESENTATION

SHEET 1 OF 1

\\E:\PC\401\Source Post\Projects\SW\_Guildford\PC1083 Foreman Road, Ash\6. Drawings\Current\PC1083 Foreman Road, Ash\_TRO.dwg NTS

This page is intentionally left blank

## Guildford Joint Committee Decision and Action Tracker

This tracker monitors progress against the decisions and actions that the Joint Committee has made. It is updated before each committee meeting. (Update provided on 18/11/2020).

- Decisions and actions will be marked as **'open'**, where work to implement the decision is ongoing by the Joint Committee.
- When decisions are reported to the committee as **'complete'**, they will also be marked as **'closed'**. The Committee will then be asked to agree to remove these items from the tracker. For some decisions the Committee and public will be able to monitor the progress through Surrey County Council website. A link to the webpage will be included on the item when marked as complete.
- Decisions may also be **'closed'** if further progress is not possible at this time, even though the action is not yet complete. An explanation will be included in the comment section. In this case, the action can remain on the tracker should the Committee request.

Page 77

Ref number	Meeting Date	Decision	Status (Open/ Closed)	Officer	Comment or update
1	13 June 2018	The Guildford-Godalming Greenway route is adopted into the Guildford Cycle Plan.	Closed subject to funding	Transport Strategy Proj. Mgr, SCC	The route had received funding from Highways England through the Designated Funds Programme to undertake a feasibility study. HE notified SCC (June 2019) that due to a revised funding allocation, they are no longer able to offer SCC funding for the scheme in the 2019/20 financial year. 15/10/20 – HE reopened their Designated Funding bid process in 2020 and SCC have re-bid for the Guildford Godalming Greenway project. At this stage HE have indicated the bid was successful and SCC are in the process of securing this funding and negotiating a legal funding agreement with HE to seek to commence the feasibility in 2020/21

Item 10

		<a href="https://www.surreycc.gov.uk/roads-and-transport/roadworks-and-maintenance/maintenance/roads/department-for-transport-capital-funding/roads-and-pavements">https://www.surreycc.gov.uk/roads-and-transport/roadworks-and-maintenance/maintenance/roads/department-for-transport-capital-funding/roads-and-pavements</a>			financial year. The scheme is included in SCC's Active Travel Fund Tranche 2 bid.
2	20 March 19	To formally advertise Surrey County Council's intention to make an order to develop and consult upon the proposals prioritised by the Parking and Air Quality Working Group (P&AQWG) below:  (iv) To review the retrospective exclusion of new residential developments of 6 dwellings or more, in the Controlled Parking Zone areas A, B and D.	Open	Parking Manager GBC	20/10/20 – (iv) is still pending. See item 8 on November 2020 agenda.
3	03 July 2019	i. Agreed the following principles for delivering the Guildford Public Realm Scheme: a) Chapel Street: accessibility improved from the junction with the High Street; create a more pedestrian-dominant area; enhance access restriction for vehicles to promote greater use of the carriageway. b) Swan Lane: to upgrade the pedestrianised carriageway with materials in keeping with the town centre's heritage. c) Castle Street: to introduce better traffic measures to address traffic management issues and provide an improved pedestrian link to the castle grounds. d) Town centre Pedestrian Safety: Ensure existing vehicular control barriers and applied 'safety by design' measures are appropriate for the High Street and adjoining streets. ii. Agreed that decisions regarding details of the scheme are delegated to Area Highways manager in consultation with the Chairman and Vice Chairman of the Committee and Local Councillors iii. Delegated Authority to the Area Highways Manager to take necessary steps to implement the scheme and advertise any formal orders needed to create the changes agreed. Should any objections be received to proposed orders, delegate determination of those objections to the Area Highways Manager in consultation with the Chairman and Vice-Chairman of the Committee. iv. Agreed that SCC work in partnership with GBC on this project in delivery of the scheme providing in-kind support as required. <a href="https://www.guildford.gov.uk/publicrealm">https://www.guildford.gov.uk/publicrealm</a>	Closed	Project Manager, GBC	13/11/19 - public realm scheme now at feasibility stage design. Following confirmation of the preferred option a detailed design will be developed and will be subject to further public consultation.  26/2/20 - The feasibility designs are now to be progressed into detail design. We plan to complete the final design by April 2020 which will include further stakeholder engagement.  10/6/20 – GBC reviewing Major Projects in light of Covid19.  <b>Recommend remove.</b>
4	03 July 2019	Supported the County Council and Guildford Borough Council entering into a formal agreement for the future maintenance and operation of Chapel Street, Swan Lane, Castle Street, High Street and Tunsgate.	Open	Interim Major Projects Consulting Manager, GBC	
5	11 Dec 2019	<ul style="list-style-type: none"> <li>Agreed to the introduction of Pay by Phone technology, providing customers more flexibility in payment options and extending visits,</li> </ul>	Open	GBC Parking Manager	26/2/20 - discussions under way with present Pay by Phone provider to include the on-street work in

		<ul style="list-style-type: none"> <li>Recommended a review in conjunction with Surrey County Council on replacement of current on-street Pay &amp; Display (P&amp;D) equipment.</li> </ul>			<p>implementation of the present parking review. Implementation should take place Q3 2020 if all goes to plan.</p> <p>Discussion planned between GBC and SCC at next quarterly update meeting.</p> <p>5/6/20 – advertisement of switch to Pay-by-Phone needed as need to advise public that no physical ticket issued when paying to park.</p> <p>20/10/20 – Implementation delayed due to Covid and will be moved to 2021-22. See item 8 on November 2020 agenda.</p>
6	11 Dec 2019	Officer to provide more details regarding dates of GBC-led LEP-funded projects.	Closed	Interim Major Projects Consulting Manager, GBC	<b>Recommend remove.</b>
7	11 Dec 2019	<p>In respect of the Phase 2a Works</p> <ul style="list-style-type: none"> <li>Agreed that a notice be advertised in accordance with the Road Traffic Regulation Act 1984, the effects of which will be to allow the implementation of a segregated cycle route in general accordance with drawings 1-6 at Annex 1.</li> <li>Agreed that any representations to the Notice should be considered and resolved by the Chairman, Vice-Chairman and the Local Divisional Member in consultation with the Transport Development Planning Team Leader (West), and that this issue only be returned to Committee if any objections prove insurmountable.</li> <li>Agreed that the Order be made once any representations have been considered and resolved.</li> </ul> <p>In respect of the Phase 3 Works (Toucan Crossings)</p> <ul style="list-style-type: none"> <li>Agreed that a notice be advertised in accordance with the Road Traffic Regulation Act 1984, the effects of which will be to allow the</li> </ul>	Open	West Team Manager, Transport Dvlt Planning SCC	<p>10/3/20 - Ashenden Road Raised Tables TRO – displayed on site 03/12/2019. No objections received. Implementation expected TBC.</p> <p>Not yet progressed as awaiting finalised design scheme.</p>

		<p>implementation of Toucan Crossings on Egerton Road in general accordance with the drawing shown at Annex 2.</p> <ul style="list-style-type: none"><li>• Agreed that any representations to the Notice should be considered and resolved by the Chairman, Vice-Chairman and the Local Divisional Member in consultation with the Transport Development Planning Team Leader (West), and that this issue only be returned to Committee if any objections prove insurmountable.</li><li>• Agreed that the Notice be made once any representations have been considered and resolved.</li></ul> <p>In respect of the Phase 3 Works (Waiting Restrictions)</p> <ul style="list-style-type: none"><li>• Agreed that a Traffic Regulation Order (TRO) be advertised in accordance with the Road Traffic Regulation Act 1984, the effects of which will be to allow the alteration and creation of waiting restrictions at the junction to support the proposed works generally in accordance with the drawing at Annex 3.</li><li>• Agreed that any representations to the TRO should be considered and resolved by the Chairman, Vice-Chairman and the Local Divisional Member in consultation with the Transport Development Planning Team Leader (West), and that this issue only be returned to Committee if any objections prove insurmountable.</li><li>• Agreed that the Order be made once any representations have been considered and resolved.</li></ul> <p>In respect of the Phase 3 Works (Bus Lane Enforcement Cameras)</p> <ul style="list-style-type: none"><li>• Agreed that subject to SCC Cabinet Approval of the proposed Bus Lane and the successful implementation of Bus Lane Enforcement Cameras elsewhere in the Borough, a Traffic Regulation Order (TRO) be advertised in accordance with the Road Traffic Regulation Act 1984, the effects of which will be to allow the implementation of Bus Lane Enforcement Cameras at the proposed Bus Lane at the junction to support the proposed works generally in accordance with the drawings at Annex 2.</li><li>• Agreed that any representations to the TRO should be considered and resolved by the Chairman, Vice-Chairman and the Local Divisional Member in consultation with the Transport Development Planning Team Leader (West), and that this issue only be returned to Committee if any objections prove insurmountable.</li></ul>			<p>Not yet progressed as awaiting finalised design scheme.</p> <p>Not yet progressed as awaiting finalised design scheme.</p>
--	--	--	--	--	---



		<ul style="list-style-type: none"> <li>Agreed that the Order be made once any representations have been considered and resolved.</li> </ul> <p>The Guildford Joint Committee noted that: In respect of Phase 3</p> <ul style="list-style-type: none"> <li>SCC Cabinet Approval will be sought in respect of the Bus Lane following which a notice will be advertised in accordance with the Road Traffic Regulation Act 1984, the effects of which will be to allow the implementation of a bus lane in general accordance with the plan shown at Annex 2.</li> <li>Subject to the approval of the SCC Cabinet, any representations to the Traffic Regulation Order shall be considered and resolved by the Local Divisional Member in consultation with SCC's Strategic Transport Group Manager and Transport Development Planning Team Leader (West), and that this issue will be returned to SCC Cabinet if any objections prove insurmountable.</li> <li>The Order will be made once any representations have been considered and resolved.</li> </ul> <p><a href="https://www.guildford.gov.uk/smc">https://www.guildford.gov.uk/smc</a></p>			Not yet progressed as awaiting finalised design scheme.
8	11 Dec 2019	<p>ii. Authorised advertisement of all necessary statutory notices to implement the new A3100 London Road pedestrian and cycle route with any representations reviewed by the Area Highway Manager and Transport Strategy Project Manager, in consultation with the Chairman, Vice Chairman and relevant Divisional Member(s) (paragraph 2.15 refers).</p> <p>iii. Authorised advertisement of all necessary statutory notices to implement the new Guildford College Link+ cycle route with any representations reviewed by the Area Highway Manager and Transport Strategy Project Manager, in consultation with the Chairman, Vice Chairman and relevant Divisional Member(s) (paragraph 2.22 refers). (Subject to engagement with local bus operators and a satisfactory outcome being agreed with Guildford Borough Council Parking Services).</p> <p><a href="https://www.surreycc.gov.uk/roads-and-transport/policies-plans-consultations/major-transport-projects/guildford">https://www.surreycc.gov.uk/roads-and-transport/policies-plans-consultations/major-transport-projects/guildford</a></p>	Open	Transport Strategy Project Manager, SCC	<p>9/11/20 - TRO advertisement delayed to Q4 20/21.</p> <p>9/11/20 - TRO advertisement issued in Sept/Oct 2020.</p>

9	18 March 2020	Reduce the speed limit on The Avenue, Compton to 30mph.	Open	Area Highway Manager	20/10/20 This scheme will be formally advertised by the TRO Team next month and it is expected that The Avenue 30mph speed will be implemented by the end of the current financial year.
10	01 July 2020	Traffic Regulation Order (TRO) is made to implement the amended controls as originally advertised, including an extension to the operational hours of the parking bays and single yellow lines in Areas A, B and D to Monday to Sunday 8.30am to 9pm, as and when parking behaviours return to a more normal state following the COVID 19 pandemic.	Open	Parking Manager, GBC	20/10/20 – Not implemented yet. See item 8 on the November 2020 agenda.
11	01 July 2020	To make Traffic Regulation Orders (TROs) to implement new and amended parking controls to the existing as shown in ANNEXE 1, in locations outside Guildford town CPZ.	Open	Parking Manager, GBC	20/10/20 – GBC Parking team are working with contractors to find a suitable date to implement the lining and the TRO will be made.
12	01 July 2020	To implement a 20mph speed limit on Gardner Road, Markenfield Road, Nettles Terrace, Dapdune Road, Park Road, Drummond Road, George Road, Artillery Terrace, Artillery Road, Stoke Fields, Stoke Grove and Church Road as part of the College Link+ scheme.  <a href="https://www.surreycc.gov.uk/roads-and-transport/policies-plans-consultations/major-transport-projects/guildford">https://www.surreycc.gov.uk/roads-and-transport/policies-plans-consultations/major-transport-projects/guildford</a>	Open	Transport Strategy Project Manager, SCC	9/11/20 - TRO for 20 mph speed limit changes issued in Nov 2020.
13	01 July 2020	To introduce a one-way system on the north section of Bishopsmead Parade, East Horsley	Open	Area Highway Manager	20/10/20 This scheme will be formally advertised by the TRO Team next month and it is expected that the Bishopsmead Parade one-way system will be implemented by the end of the current financial year.

<b>Details of future meetings</b>			
<b>Dates for the Guildford Joint Committee (formal meetings):</b> 18 <sup>th</sup> November 2020, 17 <sup>th</sup> March 2021			
<b>Topic</b>	<b>Purpose</b>	<b>Contact Officer</b>	<b>Proposed date</b>
<b>Decision Tracker</b>	For information	Partnership Committee Officer	ALL
<b>Forward Programme</b>	Review the Forward Programme and consider further themes for Member briefings	Partnership Committee Officer	ALL
2020/22 Parking Review	Approval of requests that have met the threshold.	Parking Manager, GBC	17 <sup>th</sup> March 2021
Electric Vehicle Charging Points	Results of consultation to finalise location of charging points plus introduction to Phase 2	Transport Strategy Project Manager SCC	17 <sup>th</sup> March 2021
Highways Running List	To agree the priorities for the 21/22 running list	Area Highway Manager	17 <sup>th</sup> March 2021

This page is intentionally left blank