

Surrey County Council and Guildford Borough Council**Memorandum of Agreement for the operation Guildford Park and Ride**

March 2013

Guildford Borough Council (GBC) and Surrey County Council (SCC) have agreed the following funding process for Guildford park and ride services.

1. Guildford Borough Council and Guildford Local Committee have responsibility for the financial operation of the park and ride services including any charges levied to bus passengers and on car parking.
2. GBC will be responsible for all aspects of the operation and management of the car parks. SCC will design the park and ride bus network, undertake to procure and manage the bus service contracts, and to deal with all associated operational issues. Both authorities will work in tandem on operational and financial matters, and to agree strategic issues.
3. Park and ride services and supporting operational and administrative functions are funded through the surpluses generated by the Guildford on-street parking account. This includes the bus service operating costs, park and ride car park operating costs and the Artington park and ride site lease cost. (On street parking management is a SCC function managed on their behalf by GBC).
4. SCC is the Transport Concessionary Authority. The Guildford Park and Ride network of services currently offer travel in line with the English National Concessionary Fares Scheme (ENCTS). As the joint bus operator, SCC will be reimbursed for the revenue foregone from concessionary travel on park and ride services by means of the surpluses generated through the on-street parking account. The amount of reimbursement will be calculated through the application of the Surrey concessionary travel scheme, which is part of the English National Concessionary Fares Scheme. The level of concessionary travel reimbursement for park and ride services from the surpluses generated from on-street parking will be capped at a maximum value of £200,000 per annum. If the value of the reimbursement exceeds this cap the difference between the cap and the value will be met by SCC in its capacity as the Transport Concessionary Authority.
5. If after the park and ride bus service operating costs, park and ride car park operating costs and the Artington site lease cost have been deducted from the on-street parking account there remains an insufficient surplus to reimbursement concessionary travel to the capped maximum value of £200,000 per annum, the concessionary fares reimbursement will be reduced to £160,000 per annum maximum cap.
6. Park and ride bus fares will be increased through two fares reviews over a period not exceeding 18 months to reduce the net operating deficit. The first fares review has been implemented with effect from January 2013. The second will be considered by the Guildford Local Committee taking into account the effect the first increase has had on usage.
7. All remaining surplus from the on-street parking account for Guildford Borough shall be allocated annually to "Guildford". "Guildford" is defined as the Local Committee and Guildford Borough Council. They shall decide between them how any surplus is allocated but in the event of a default it shall be determined by the SCC's Strategic Director after consulting with the Borough Nominated Officer.

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8. This agreement applies immediately to the Artington, Mellow and Spectrum park and ride services. This agreement does not apply to the proposed Onslow Park and Ride. Onslow will be included in future agreements as part of the annual review process.
 9. This agreement will apply for the full 2013/14 financial year and is subject to annual review by GBC and SCC. It will come into effect from 1 April 2013.
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