

**SURREY COUNTY COUNCIL****LOCAL COMMITTEE(MOLE VALLEY)****SURREY****DATE:** 03 December 2014

**LEAD OFFICER:** David Curl – SCC Parking Team Manager  
 Paul Anderson, Strategic Parking and Parks Manager, Mole Valley District Council

**SUBJECT:** On Street Parking Enforcement Update**DIVISION:** All in Mole Valley District**SUMMARY OF ISSUE:**

Since April 2013 Local Committees have had more involvement with the enforcement of on street parking restrictions that they are responsible for installing and reviewing.

Committees will have a scrutiny role of the enforcement operation and a share of any surplus income.

This report sets out the background for these arrangements and provides an overview of the enforcement operation.

**RECOMMENDATIONS:**

**The Local Committee is asked to:**

- (i) Note the contents of the report.

**REASONS FOR RECOMMENDATIONS:**

Waiting and parking restrictions that are suitably/adequately enforced will help to:

- Improve road safety
- Increase access for emergency vehicles
- improve access to shops, facilities and businesses
- Increase access for refuse vehicles and service vehicles
- Ease traffic congestion
- Better regulate parking

The Local Committee can contribute towards these objectives in partnership with the District Enforcement Team.

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

- 1.1 On the 23 October 2012, the Surrey Cabinet agreed the framework for new on street parking enforcement agency agreements with the majority of Surrey district and borough councils. This followed 2 years of discussion and negotiation about how enforcement could be carried out more efficiently and what should happen to any surplus income.
- 1.2 In terms of governance and scrutiny, the cabinet agreed that local committees would have an oversight role in terms of on street parking enforcement.
- 1.3 Local Committees already make decisions about new parking restrictions and this will continue. Parking reviews will involve a separate report.

## **2. LOCAL COMMITTEE PARKING TASK GROUP**

- 2.1 The Mole Valley DC/Surrey CC Parking Task Group was established in May 2013. The terms of reference for the Group are set out below:

**Membership:** The Parking Task Group will consist of four members - 2 Surrey County Councillors and 2 Mole Valley District Councillors. Membership to the group will be through appointment of the Mole Valley Local Committee, members do not need to sit on the committee.

**Role:**

- a) To ensure synchronicity to the implementation of both the Mole Valley DC and Surrey CC car parking strategies in Mole Valley.
- b) Working together to, consult with communities and residents about options and opportunities for parking (in car parks and on street).
- c) Reduce the town centre congestion that currently exists in evenings and on Sundays.
- d) Provide an enforcement function that is fair, consistent and in line with an open and transparent enforcement policy.
- e) The Parking Task group will advise and make recommendations, is not a decision making body, all decisions will need to be made through the relevant decision making body of either the Mole Valley Local Committee, Mole Valley District Executive or Surrey County Council Cabinet.

**General**

1. The Task Group will meet in private
2. The Task Group will keep a record of its actions

3. The Task Group will make recommendations on any issues with regard to parking controls and civil parking enforcement including the use of surplus income.
  4. Officers supporting a Task Group will give due consideration to the Group's reasoning and recommendations prior to the officer writing their report to the Local Committee
  5. The Task Group can, should they so wish, respond to an officer report and submit their own report to the Local Committee.
- 2.2 The Task Group has met on four occasions to date, focusing on ensuring the District and County Parking Strategies are aligned and addressing the key issues of concern, particularly around town centre congestion in Leatherhead and Dorking.

### **3. OPERATIONAL REPORT**

- 3.1 Mole Valley District Council delivers its enforcement function in line with the agreed strategic priorities of the Council's parking strategy:
- Listening to residents and our communities to understand their views on council car park provision
  - Helping residents to access the car parking services they need
  - Protecting the environment and character of Mole Valley through the appropriate provision and design of car parks
  - Delivering value for money to all local tax payers from the Council's car park assets.
- 3.2 The aim of parking enforcement is to ensure that members of the public comply with the parking regulations that are in place. Whilst it is never possible to fully achieve this, the Council deploys its Civil Enforcement Officers based on local intelligence of hot spot areas to ensure that it makes the best use of its resources.
- 3.3 Restrictions are enforced fairly and in accordance with the operational guidance for Civil Parking Enforcement contained in the Traffic Management Act. Mole Valley District Council has also adopted its own Enforcement Policy which sets out the Council's approach to enforcement and outlines the approach we would take in typical situations.
- 3.4 In providing the enforcement function on behalf of Surrey County Council, Mole Valley aims to achieve operational efficiency and value for money. The Council aims to provide fair and adequate enforcement service to generally achieve compliance but at no net cost to the county council.
- 3.5 There are a total of 8.5FTE staff involved in on street parking enforcement in Mole Valley, as set out below. All of these roles cover

both on and off street parking:

0.5 FTE Strategic Parking and Parks Manager  
1 FTE Parking manager  
6 FTE CEO's deployed during core hours  
1 FTE Back office staff

- 3.6 The core enforcement hours are 0800-1800, Monday to Saturday, although Civil Enforcement Officers will work outside of these hours to enforce the parking restrictions that are in place at other times. Civil Enforcement Officers (CEO's) will work flexibly to provide coverage in early morning and in the evening as appropriate and required.
- 3.7 The Parking Team is available for calls from members of the public in line with the Council's opening hours – 0830 – 1700, Monday – Friday.

### **Town centres**

- 3.8 Parking enforcement is carried out in the town centres to achieve compliance with parking and waiting restrictions that will help maintain traffic flows and access to businesses and services. There are a higher proportion of restrictions in the town centres and these consequently require a larger proportion of enforcement resource in the District.
- 3.9 There are generally 3 – 4 CEO's deployed in Dorking and Leatherhead during normal working hours. For operational efficiency the CEO's also enforce car parks in the town centres as well.
- 3.10 The number of CEOs on duty in the towns will vary according to local need. There are always two in Dorking, and resourcing in Leatherhead will vary depending on the anticipated demands.
- 3.11 There are two particular areas of concern in Dorking High Street and North Street, Leatherhead, where there can be problems with vehicle flow. The Parking Task Group has developed proposals which are presented elsewhere on the agenda.

### **Villages or local shopping parades**

- 3.12 In addition to the fixed presence in the town centres, the Council operates a mobile enforcement function. One or two mobile units will be in use at any one time, depending on operational demands. The mobile patrols cover Ashted and Bookham, where the Council also has pay and display car parks, as well as the rest of the District.
- 3.13 Larger villages (Ashted, Bookham and Fetcham) are visited on a daily basis, with other areas visited at varying times to help achieve compliance. The Council welcomes feedback from Members and residents on parking issues, and if the Council is advised of a

particular issue, it will, as far as is possible, ensure that a Civil Enforcement Officer visits the site.

- 3.14 A key area of concern for the local community is around the on street parking in Povey Cross Road, Hookwood. Changes to the parking restrictions were introduced in June 2014, and although these have helped to improve the situation, the community continue to be negatively affected by parking in the area. Mole Valley District Council are discussing some further potential solutions with Charlwood Parish Council and this will continue to be an issue that the Parking Task Group focuses on.

### **Schools**

- 3.15 The Council works with schools, Surrey Highways and Surrey Police to target parking enforcement outside schools where it is needed. It is not possible to provide enforcement outside every school where restrictions exist, taking into account other enforcement commitments.

### **Residential areas**

- 3.16 Parking restrictions in residential areas will be patrolled as required or in response to reported problems.

### **Residents Parking Schemes**

- 3.17 Resident permit parking schemes will be patrolled as required or in response to reported problems. The administration of these schemes is carried out from the parking office during normal office hours.

### **Suspensions and Waivers**

- 3.18 Upon request, the parking office will arrange for parking bay suspensions and waivers in accordance with the scale of charges set out in the county councils parking strategy. 10 working days is required for applications for suspensions and waivers.

### **Obstruction/Crossovers**

- 3.19 CEO's can enforce obstruction of 'official' drop kerb crossovers and pedestrian crossing points.

### **Events affecting the highway**

- 3.20 Where community events are arranged that will affect parking on the highway, the enforcement team will work with the organiser or highways to assist with traffic management arrangements.

- 3.21 Event organisers may be charged for this assistance if it requires out of hours working or distracts from the normal day to day enforcement activity in the District.

#### **4. CONSULTATIONS:**

- 4.1 District and Borough Councils have been consulted widely in the development of new parking enforcement arrangements.

#### **5. FINANCIAL AND VALUE FOR MONEY IMPLICATIONS:**

- 5.1 The purpose of enforcing waiting restrictions is to help achieve compliance. Similarly parking charges are intended to help enforcement and improve turnover of high demand spaces. Parking enforcement is not intended to raise income; however it is reasonable to aim to carry out enforcement without operating at a deficit.
- 5.2 If a surplus is generated on the borough or district parking account it has been agreed that it will be split:
- 60% to the local committee
  - 20% to the enforcement authority (district council)
  - 20% to the county council
- 5.3 The local committee can decide how the 60% share of any surplus income derived in their area can be used within the confines of legislation. The new arrangement started in April 2013 so any surplus split for the first full year (2013/14) would not be identified until the accounts had been settled in Mid 2014.
- 5.4 The current agency agreements stipulate that any deficit in the operation of on street parking enforcement should be met by the enforcement authority. The financial out turn for on street parking enforcement in 2013/14 is shown in Annex 1.
- 5.5 The Local Committee can request and fund (from budgets at their disposal) additional 'out of hours' enforcement if this is considered appropriate.
- 5.6 Any surplus generated from managing on street parking can only be used as defined under S55 of the Road Traffic Regulation Act 1984 (as amended). This restricts use of any surplus for the maintenance and/or improvement of the Highway including environmental works or additional parking provision.

**6. EQUALITIES AND DIVERSITY IMPLICATIONS:**

- 6.1 Effective parking restrictions and enforcement can assist accessibility for those with visual or mobility impairment by reducing instances of obstructive parking. Parking restrictions also allow blue badge holders better access to shops and services through the provision and enforcement of disabled bays.

**7. LOCALISM:**

- 7.1 Communities are represented by County Councillors and committee members who are involved in the decision making process to change or introduce new parking restrictions and will now have more involvement in the enforcements of them.

**8. CRIME AND DISORDER IMPLICATION:**

- 8.1 There should be fewer instances of obstructive and dangerous parking as a consequence of effective parking enforcement.

**9. CONCLUSION AND RECOMMENDATIONS:**

- 9.1 Changes to the use of the highway network, the built environment and society mean that parking behaviour changes. It is necessary for a Highway Authority to carry out regular reviews of waiting and parking restrictions on the highway network and provide adequate enforcement. This will help to:

- Improve road safety
- Increase access for emergency vehicles
- improve access to shops, facilities and businesses
- Increase access for refuse vehicles and service vehicles
- Ease traffic congestion
- Better regulate parking.

**10. WHAT HAPPENS NEXT:**

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- 10.1 Local Committee can consider these arrangements and set up task groups to interact with enforcement teams as appropriate.
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**Consulted:** MV Parking Task Group

**Annexes:** 1 annex

**Sources/background papers:** SCC Cabinet, Parking Enforcement, Oct. 2012

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## Annex 1

### Annual on-street car parking return

Authority name	Mole Valley
Financial year	2013/2014

	£	
REVENUE EXPENDITURE		165931
REVENUE INCOME		-108097
NET DEFICIT		<u><u>57834</u></u>

<b>Surplus share:</b>		£	
SCC	20%		0
Local Area committee	60%		0
Local Authority	20%		0

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