

**SURREY COUNTY COUNCIL**

**LOCAL COMMITTEE (EPSOM & EWELL)**

**DATE:** 29<sup>th</sup> February 2016



**LEAD OFFICER:** Richard Chevalier Parking Manager, Epsom & Ewell Borough Council

**SUBJECT:** Request for Funds for On Street Parking Enforcement equipment

**DIVISION:** All

**SUMMARY OF ISSUE:**

A request that Local Committee funding received from on-street parking enforcement be used to partly fund:

- a) Purchasing, maintenance and support for upgraded Handheld devices
- b) The purchase of, insurance, equipment and maintenance for a moped to be used by a civil enforcement officer to assist with on-street parking contraventions.

**RECOMMENDATIONS:**

**The Local Committee (Epsom & Ewell) is asked to agree that**

£14,196 be released to the on-street account of Epsom and Ewell Borough Council (EEBC) to contribute towards the cost of:

- (i) 10 TC55 Handheld devices to be used by Civil Enforcement Officers (CEO's) in on-street parking enforcement
- (ii) a moped to be used by a CEO to enable them to attend parking concern locations in a more timely manner along with maintenance, insurance, equipment and uniform for a CEO to use a moped in a safe manner, subject to a business case review by officers.

**REASONS FOR RECOMMENDATIONS:**

- 1) The handheld equipment currently used has not been updated for many years. The new stock are more durable, enable real-time data be transferred to and from the office, have a better battery life and GPS capabilities.
- 2) Investing in a moped will allow a CEO to attend ticketing and patrol requests more quickly, and assists with on-street enforcement across the borough particularly in peak times or if there is heavy traffic on the road.

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- 3) The 2014/15 Local Committee surplus was £34,196. £10,000 of this has been allocated to Surrey County Council for the Parking Review 2015/2016. A similar amount is to be assigned for the next Parking Review for 2016/17. This bid is for the remaining funds of £14,196.

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

- 1.1 A handheld device is an integral tool for a civil enforcement officer to perform their duty. They will use a handheld device to issue penalty charge notices to vehicles parked in contravention of the Traffic Management Act 2004, to log vehicles parked in limited waiting bays and log streets visited on their daily beat. The total cost of 10 handheld devices, maintenance and support in Year 1 will be £31,256.94. In the last 3 years 50.08% of penalty charge notices were issued on-street and therefore we request that the remaining funds from the Local Committee surplus is transferred to the on-street account to be offset against this cost. The remaining balance is currently to be funded by Epsom and Ewell Borough Council.
- 1.2 In March 2015 an initial request was made to Epsom and Ewell Borough Council's Environment Committee for two mopeds to assist with on and off street parking enforcement, although the funds were not secured within the necessary timescale. The recommendation is that officers revisit the business case for mopeds with the view to potentially purchasing one moped rather than two.

### **2. ANALYSIS:**

- 2.1 The current handheld devices are several years old and have reached the end of usable life. They have not been manufactured since 2009 and replacement parts have not been made since 2013 so the cost of repairs is escalating as parts decrease. Replacement upgraded equipment has been purchased and is in the process of being tested and put in to the field. The devices have cost £31,256.94 in the first year and we request that the Local Committee to assist with making the on-street proportion of this payment.
- 2.2 EEBC currently have a car and a small van used for enforcement within the borough. These two vehicles will assist in enforcing the out of town centre areas from the Cuddington Ward in the North to Langley Vale in the south, and from East Ewell over to Horton Country Park. In peak times or if there is heavy traffic the vehicles may not easily get from one location to another in time to assist with the enforcement request. An officer on a moped will be able to move about the borough more efficiently.

### **3. OPTIONS:**

- 3.1 To agree to provide £14,196 towards the cost of 10 TC55 Handheld devices. By supporting this purchase the Local Committee will enable EEBC to concentrate funds elsewhere or reduce any deficit owed for on-street parking in 2015/16. Any amount up to the total £14,196 could be agreed but would leave EEBC with the surplus to take from its own limited funds.
- 3.2 To agree to provide £14,196 towards the cost of 10 TC55 Handheld devices and, subject to a business case review, a moped to assist with on-street enforcement along with maintenance, insurance and equipment/uniform costs.

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

- 4.1 Having consulted with the Transport and Waste Services Manager at Epsom and Ewell Borough Council he has recommended that purchasing the moped was a more cost effective option than leasing. A Honda NSC110 has been recommended as a robust model for frequent use. A non-descript colour has been recommended so that the vehicle is not an obvious target for vandalism.

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

- 5.1 At the end of the 2014/15 year the Local Committee had a surplus of £34,196. Of this surplus £10,000 has already been allocated to Surrey County Council for the Parking Review of 2015/16. As a surplus is unlikely in 2016/17 so a further similar amount is proposed to be set aside for the next Parking Review.
- 5.2 The recommendation is for the remaining £14,196 to be attributed to the Epsom and Ewell on-street parking account. The total cost of the handheld devices is £31,256.94. The estimated cost for a Honda NSC110 is £1,400 with an additional £2,500 to cover for insurance, maintenance, uniform & equipment. A typical 3yr service plan has been provided for the recommended model which equates to £946.92 over the 3 years (ex. VAT). Uniform costs would equate to approximately £629 per rider which would include a helmet, jacket, trousers, gloves, boots, a waterproof over suit, thermal vest and balaclava. The proposed amount would cover the cost of clothing for 2 officers of different sizes and allow for replacement of some items if required.

#### **6. EQUALITIES AND DIVERSITY IMPLICATIONS:**

- 6.1 None.

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

- 7.1 The recommendation is that the Local Committee release funds to contribute towards the purchase of handheld devices. The current handheld devices have reached the end of their working life and a new upgraded and more durable replacement has been found. The new devices will allow the officer to issue tickets more efficiently and also allow for the real-time information to be reported back to the office.
- 7.2 The recommendation is that the Local Committee release funds to contribute towards the purchase and maintenance of a moped. A moped will allow a civil enforcement officer to attend trouble spots, ticketing requests and machine faults in a quick and efficient way particularly in times of peak traffic. In order to run a moped there are several additional requirements such as maintenance of the vehicle, insurance for the riders and equipment costs and any support the Committee can lend towards these costs would be appreciated.

**11. WHAT HAPPENS NEXT:**

- 11.1 The new handheld devices are currently in their final stages of testing before they can be used live. The existing machines can then be put out of service. Any funding secured towards the purchase of these handhelds will be attributed to the on-street account.
- 11.2 If the recommendation is approved and the business case that the officers are revisiting is proven then a moped could be purchased for use by the on-street enforcement team.

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**Contact Officer:**

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**Consulted:**

Joy Stevens, Head of Customer Services and Business Support  
Jon Sharpe, Transport and Waste Services Manager

**Annexes:**

Annexe 1 Product Specification for new handheld devices  
Annexe 2 Service Plan for mopeds

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