

**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 Annexe 1),	A	1
ii.	The limit on permits in Area D of the Controlled Parking Zone be increased, in the first instance by 10% ,	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 Annexe 2),	Officer recommendation 1	
v.	Address 17 issues from the non-CPZ list (see Annexe 3&4).	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,

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- 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:

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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

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