

**PROPOSAL TO ASSUME RESPONSIBILITY FOR MANAGING ON-STREET
PARKING SUSPENSIONS AND WAIVERS**

Report of the: Head of Customer Services and Business Support

Contact: Richard Chevalier/Joy Stevens

Urgent Decision?(yes/no) No

If yes, reason urgent decision required: N/A

Annexes/Appendices (attached): Annex 1: Parking Suspension & Waiver Certificate Policy

Other available papers (not attached): None stated

REPORT SUMMARY

This report outlines a proposal for Epsom & Ewell Borough Council to assume responsibility for managing Parking Suspensions & Waiver Certificates to current on-street parking restrictions on behalf of Surrey County Council.

RECOMMENDATION (S)

That the Committee:

- (1) Agrees to Epsom and Ewell Borough Council assuming responsibility for the management of parking suspensions & waiver certificates on behalf of Surrey County Council on a trial basis until the end of the financial year;**
- (2) Agrees the Parking Suspension & Waiver Certificate Policy set out in Annexe 1;**
- (3) Delegates agreement of the start date of this trial period to the Head of Customer Services and Business Support.**

Notes

1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 The Council needs to balance the opportunity for income generation with managing its resources.

2 Background

- 2.1 Surrey County Council currently manages on-street parking suspension and waiver certificate requests in Epsom and Ewell.
- 2.2 Epsom & Ewell Borough Council is currently the only Borough carrying out enforcement on Surrey County Council's behalf which does not manage parking suspension and waiver certificate requests.
- 2.3 A parking suspension is where the restriction (Traffic Regulation Order) allowing or disallowing an act to take place is suspended for a set time period.
- 2.4 A waiver certificate is where a vehicle or vehicles are given a dispensation to park within an existing Traffic Regulation Order restriction.
- 2.5 Reasons for suspension or waiver certificate include, but are not limited to, maintaining public or traffic safety, essential building or maintenance works, filming, special events, furniture removals, weddings or funerals.
- 2.6 At the Epsom & Ewell Local Committee Parking Task Group on 18 January 2016 Surrey County Council requested that Epsom & Ewell Borough Council assume responsibility for parking suspensions and waivers. Epsom & Ewell Borough Council Officers were requested to investigate the request and formulate a policy.
- 2.7 A draft policy was presented to the Epsom & Ewell Local Committee Parking Task Group on 14 March 2016 (see annexe 1). The policy was written to reflect the Surrey County Council Policy.
- 2.8 At that meeting it was agreed, in principle, that Epsom & Ewell Borough Council should manage parking suspensions & waiver certificates on behalf of Surrey County Council, subject to the necessary approval.
- 2.9 Officers have requested from Surrey County Council Highways Department details of the previous requests for parking suspensions and waivers within the Borough of Epsom & Ewell. Unfortunately, Surrey County Council was unable to provide these.

3 Proposals

- 3.1 It is proposed that Epsom & Ewell Borough Council manage parking suspensions & waiver certificates on behalf of Surrey County Council for an initial trial period from the agreed start date until the end of the financial year.
- 3.2 At the end of this period a review will be undertaken to ensure that Epsom & Ewell Borough Council is not incurring any additional costs from operating the parking suspensions and waivers which are not covered by the waiver and suspension charges.

- 3.3 If Epsom & Ewell Borough Council has incurred a financial loss during the trial period then Surrey County Council has agreed to cover the costs and also agreed that Epsom & Ewell Borough Council will then either hand back the parking suspensions and waivers operation to Surrey County Council or continue to carry out the operation if costs are covered by Surrey County Council.

4 Financial and Manpower Implications

- 4.1 Requests for parking suspensions & waivers will be agreed by the Parking Manager and processed by the Customer Services team.
- 4.2 Epsom and Ewell Civil Enforcement Officers will be required to put signs in place at the location a maximum of but ideally no less than 10 working days before the work is due to be carried out.
- 4.3 Epsom and Ewell officers will enforce the suspended parking area during the parking suspension and remove the signs once the suspension has ended.
- 4.4 Parking suspensions are charged at £65 per 6m length for an initial period of 3 days with a subsequent charge of £10 for each additional day required. This cost has been set by Surrey County Council.
- 4.5 The waiver certificate is charged at £15 for the first 3 days with a subsequent charge of £5 for each additional day required. This cost has been set by Surrey County Council.
- 4.6 All income received will be placed in the on-street parking account.
- 4.7 If the account makes a surplus during the year the surplus is split between the Local Committee (60%), Surrey County Council (20%) and Epsom and Ewell Borough Council (20%).
- 4.8 Chief Finance Officer Comments:** The on-street parking account is managed by Epsom and Ewell Borough Council. As mentioned above, any surplus is split out. However, should the account make a deficit then this is fully absorbed by Epsom and Ewell Borough Council. The trial period represents a good opportunity to properly monitor costs, particularly additional staff time and administration, which would be charged into the on street account along with the corresponding income.
- 4.9 We will review the costs and income during the trial period but must ensure we are not exposed in future years when there will be limited potential and no agreement for Surrey County Council to cover our costs incurred on the account.

5 Legal Implications (including implications for matters relating to equality)

- 5.1 Local authorities generally have the power to delegate functions to other local authorities.

5.2 Traffic Regulation Orders are implemented under a specific statutory framework, and suspensions and waivers must also be operated in accordance with that framework. The responsibility for making the appropriate orders rests with Surrey County Council.

5.3 **Monitoring Officer's comments:** It is important that the scope of the delegation from Surrey County Council to Epsom and Ewell Borough Council is recorded in writing, and that officers check that the appropriate Traffic Regulation Orders are in place before operating the suspension and waiver process.

6 Sustainability Policy and Community Safety Implications

6.1 The proper management of parking suspensions and waivers should not impede, and might improve, traffic flow in the Borough.

7 Partnerships

7.1 The Council will be working in partnership with Surrey County Council and with local and national companies such as Gas, Electricity and Water companies.

8 Risk Assessment

8.1 Officers will be required to place and remove signs.

8.2 As noted above there is a financial risk as the Council does not have any information regarding the previous operation of suspensions and waivers in Epsom and Ewell. This is mitigated by running this as a trial scheme for one year, after which the position can be reviewed.

9 Conclusion and Recommendations

9.1 The Committee is asked to approve the Parking Suspension and Waiver Certificate Policy in Annexe 1.

9.2 The Committee is asked to note and approve the recommendations of the trial scheme until the end of the financial year.

WARD(S) AFFECTED: All