
Report To:	Environment and Regeneration Committee	Date:	1.5.2014
Report By:	Acting Corporate Director Environment, Regeneration and Resources	Report No:	ERC/ENV/IM/14.194
Contact Officer:	Robert Graham	Contact No:	4827
Subject:	Decriminalised Parking Enforcement (DPE) Update		

1.0 PURPOSE

- 1.1 The purpose of this report is to update Committee on the progress that has been made to date towards introducing Decriminalised Parking Enforcement (DPE) in Inverclyde.

2.0 SUMMARY

- 2.1 A Public Hearing in front of an independent Reporter in order to consider the objections made and not withdrawn in relation to the five proposed Traffic Regulation Orders required for DPE was held on 8 April 2014. The Reporter expressed a wish to visit sites badly affected by inconsiderate parking in the last week of April/ first week of May, when the school holidays were over and a true assessment of the problem could be made. This could potentially delay his report by two weeks to 2 June 2014. A Special meeting of the Environment & Regeneration Committee will be required in June followed by a special Council meeting to consider the report and recommendations made by the Reporter.
- 2.2 The owners of two car parks, originally contained within the DPE scheme, have chosen not to allow the Council to manage them, resulting in the amount of income available to the scheme being reduced. A revised financial model shows the scheme making an estimated deficit of approximately £12,000 which will be contained in the Directorate bottom line per year. The deficit would be eliminated should Dalrymple House car park and another proposed town centre car park under negotiation, come online.
- 2.3 A proposal to build a car park on the site of Dalrymple House, when demolished, is subject to a separate report on this agenda. A proposal to safeguard sufficient parking spaces in the Waterfront car park for the use of the cinema and leisure centre is also outlined. Negotiations to purchase another proposed town centre car park continue.
- 2.4 A Communications Plan is being prepared to enable employees, businesses, residents and visitors to prepare for the changes which will occur in Greenock Town Centre.
- 2.5 A tender for the processing of Penalty Charge Notices and the provision of handheld computers for the enforcement of waiting and loading restrictions was advertised on the Public Contracts Scotland website for replies by 10 April 2014. Two tenders have been received which are now being evaluated.

3.0 RECOMMENDATIONS

It is recommended that Committee:

- 3.1 note the progress that has been made to date towards introducing Decriminalised Parking Enforcement in Inverclyde and the revised implementation date of 6 October 2014.

3.2 note that a special meeting of the Environment & Regeneration Committee will be arranged to take place during June to consider the Reporter's report and recommendations.

Ian Moffat
Head of Environment & Commercial Services

4.0 BACKGROUND

- 4.1 The existing parking supply and waiting and loading restrictions in Inverclyde are not managed in a way that meets the needs of all road users. The streets of Greenock town centre are congested with parked cars on yellow lines and many short stay parking spaces are occupied all day. Access for deliveries, business and shoppers is hampered and the town centre economy is thought to be suffering as a consequence. Initially, a parking strategy for Greenock was formulated to provide a better managed parking system with better availability of spaces, improved access for deliveries and improved pedestrian safety. Similar strategies for the other towns and villages in Inverclyde will follow the introduction of DPE.
- 4.2 In June 2011 Strathclyde Police terminated the Traffic Warden Service as an efficiency saving. Since then parking controls and loading and waiting restrictions have not been enforced effectively, leaving the Council no choice but to find an alternative to the Traffic Warden Service and to seek Decriminalised Parking Enforcement Powers.
- 4.3 The Environment & Regeneration Committee of 25 October 2012 approved the application to Scottish Ministers for the introduction of DPE throughout Inverclyde and remitted to the Head of Environmental and Commercial Services to progress and implement a DPE scheme.

5.0 PROGRESS OF DPE SCHEME

Application to Scottish Ministers for DPE Powers

- 5.1 The Scottish Government's consultation on the Scottish Statutory Instruments (SSIs) necessary to give the Council DPE powers closed on 7 April 2014. Scottish Government intends to make and lay the SSIs before Ministers in mid-May so that the full scrutiny period can be completed before summer recess (28 June). The revised programme in Appendix 1 has been drawn up based on the estimated date of 2 June for the report and recommendations of the Reporter following the Public Hearing. The Scottish Government has been advised of the consequently revised implementation date of 6 October 2014 for inclusion in the SSIs.
- 5.2 The Scottish Government has been asked to amend its trunk road orders to enable the Council's Parking Attendants to enforce restrictions on the trunk roads. A reply dated 2 April 2014 states that there will not be a requirement for Transport Scotland to revise trunk road traffic regulation orders in Inverclyde. The effect of the Designation Order (being one of the three SSIs referred to above) will be to confer on Inverclyde parking attendants the power to issue Penalty Charge Notices for stationary traffic contraventions (including contraventions of waiting and/or loading restrictions) on any road within Inverclyde and thus includes the relevant sections of trunk road.

Traffic Regulation Orders

- 5.3 All Inverclyde's waiting restriction signs and lines outside Greenock town centre have been refurbished. The refurbishment of waiting restriction signs and lines inside Greenock town centre awaits the result of a Public Hearing dealing with the objections to the traffic regulation orders. They will then be refurbished in line with the decision of the Council once it has considered the Reporter's report and recommendations, in time for DPE implementation.
- 5.4 All revised On-street and Off-street traffic regulation orders have undergone public consultation and attracted 63 letters of objection. A Public Hearing of maintained objections was held on 8 April 2014 in the Ardgowan Meeting Room at West Scotland College in Greenock. The hearing was chaired by independent Reporter Mr G Farrington who originally suggested a date of 19 May for his report. However, Mr Farrington expressed a wish to visit sites badly affected by inconsiderate parking in the last week of April/ first week of May, when the school holidays were over and a true assessment of the problem could be made. This could potentially delay his report by two weeks to 2 June 2014.

- 5.5 The main objections raised at the Hearing were:
- Family members who care for elderly relatives living in Cathcart Street can no longer park free or for an unlimited time in the car parks while they attend their relatives.
 - Kilmacollm's Cargill Centre car park should have been limited to 4 hours rather than the unlimited stays conceded after objections to the original 3 hour proposal.
 - The 'no waiting at any time' restriction proposed for Cathcart Square will disadvantage the operation of the Wellpark Mid Kirk.
 - The restrictions in Greenock town centre will displace long stay parking into the surrounding streets. This effect is likely to be worsened by the influx of employees into the town centre caused by the centralisation of the Council's offices.

The Reporter requested the numbers of Council employees likely to be relocated into Greenock town centre by the current programme of centralisation of Council offices. Figures supplied by the Head of Property Assets & Facilities Management show that 818 Council employees were based in the town centre in 2009, prior to rationalisation, compared with 747 planned to be based in the town centre in 2015, following rationalisation.

- 5.6 The Reporter may recommend that the TROs remain unchanged, are amended or are abandoned. Dependent on Committee's agreement or otherwise with the Reporter's recommendations, the implementation date may be delayed or the DPE scheme may require to be reviewed.

Car Parks

- 5.7 The owners of Kilblain Court and George Square car parks have chosen not to give permission to the Council to manage these car parks resulting in the loss of 44 charged spaces. Negotiations continue into the acquisition of another proposed town centre car park.
- 5.8 A proposal to build a 63 space car park on the site of Dalrymple House, when vacant, has been reported to this Committee. In order to enable the Council to manage the car park and introduce charging, the car park should be added to the list of car parks in the Off-street Traffic Regulation Order, after the appropriate consultation procedure. Until that time parking will be available free of charge.
- 5.9 A proposal to time limit stays in the Waterfront car park has been put to the operators of the cinema and leisure centre to protect parking spaces for their customers from general commuter parking pressures. The leisure centre wishes to manage its 108 leased spaces within the car park as free spaces with no time restriction. It has suggested that a maximum stay of at least four hours should apply to the remainder of the car park. The cinema has requested a maximum stay of four hours in the spaces to be allocated to the cinema, it has no leased spaces. A survey of the car park is planned to identify the necessary allocation of spaces to the cinema and may result in a number of spaces being made available for public charged parking whose revenue could contribute to the DPE scheme's income. The potential impact on overall off-street, all day parking numbers is shown in Appendix 2.

Fine Processing Service

- 5.10 A tender for the processing of Penalty Charge Notices and the provision of handheld computers for the enforcement of waiting and loading restrictions was published on the Public Contracts Scotland website for replies by 10 April 2014. Two tenders were received. Evaluation is ongoing.

Parking Attendants

- 5.11 The job descriptions for the two new Parking Attendant (PA) recruits have been agreed with Human Resources. The recruitment process is estimated to take a maximum of 10 weeks, after which a short training period will be necessary before the Parking Attendants can begin work on the implementation date.
- 5.12 Training on the PA's powers, the laws concerning the restrictions and on-the-job shadow training is being sought from other DPE authorities. Training on conflict avoidance

techniques is being sought from Police Scotland.

- 5.13 Safer Communities' existing enforcement officers will be trained as Parking Attendants to cover for sickness absence and holidays. All will receive new uniforms. Mobile phones and body cameras will be provided as necessary to comply with lone working regulations.

Communications Strategy

- 5.14 A Communications Plan is being prepared to enable employees, businesses, residents and visitors to prepare for the changes which will occur in Greenock Town Centre.
- 5.15 Public and employee engagement was undertaken following the Committee Report of 25 October 2012 when press releases were sent to the local and national press and posted on ICON. A copy of the Committee Report was also sent to Union representatives at the time. Direct engagement with the Unions is planned to begin when firm information from the outcome of the Public Hearing on the final content of the scheme is known.
- 5.16 A dedicated section on the council website has been created at www.inverclyde.gov.uk/parking which has been used to update information on the consultation period and proposed traffic regulation orders. This page will be used to publish any further updates on the final scheme. Work to produce an interactive map of the on-street restrictions is being pursued with our consultant Atkins. This will be followed by a guide for the public on how the scheme works, what the restrictions mean, where to park legally and what to do if fined, including an online and telephone payment facility.

Financial Model

- 5.17 Changes to the number of car parks included in the scheme will affect the amount of potential income available to the scheme. The opportunity has been taken to update the financial model with actual costs incurred so far and also refined estimates of expenses yet to be incurred (see Table 1, Appendix 3). The tender value of the winning PCN service submission will be refined in the financial model when evaluated.
- 5.18 The impact of the inclusion of Dalrymple St, part of the Waterfront Leisure car park and the other proposed town centre car park is to return an overall surplus of £13,000 (see Table 2, Appendix 3).
- 5.19 The contribution of spaces from the Waterfront car park cannot be confirmed until a survey of the usage of the car park and the required allocation of spaces to the cinema and leisure centre is known. An estimate of 68 spaces has been derived from allowing the leisure centre to retain the 108 spaces in its lease and allowing the cinema 100 spaces of the 168 remaining.

6.0 NEXT STEPS

- 6.1 A report will be presented to Committee for consideration of the Public Hearing Reporter's report and recommendations and officers' recommendations on subsequent potential amendments to the five proposed traffic regulation orders which detail the restrictions to be enforced by the DPE scheme.
- 6.2 As part of this report the Committee will consider the five amended proposed traffic regulation orders and thereafter these will be put before Inverclyde Council for approval to make the said orders. This will require the convening of special meetings of the Environment & Regeneration Committee and Inverclyde Council in order to make the proposed DPE implementation date.
- 6.3 The programme in Appendix 1, which takes account of the possibility of a late report from the Reporter, shows an implementation date of 6 October 2014. It is this date that has been advised to Scottish Government as the implementation date to be published in the SSIs for the scheme.

7.0 IMPLICATIONS

Finance

7.1 Financial Implications:

One off Costs

Cost Centre	Budget Heading	Budget Years	Proposed Spend this Report £000	Virement From	Other Comments
Various	Various DPE set up costs	2013/15	239		Contained within exiting budgets

Annually Recurring Costs/ (Savings)

Cost Centre	Budget Heading	With Effect from	Annual Net Impact £000	Virement From (if Applicable)	Other Comments
	Ongoing Net Revenue Costs	2014/15	8		This is net of £104,000 PCN fees income and £45,000 car park ticket sales
	Loan Charges	2014/15	4		Funds Capital Costs above

Legal

- 7.2 Legal and Property Services continue to provide advice and guidance with regard to both the Public Hearing and Traffic Regulation Order process.

Human Resources

- 7.3 The Parking Strategy will affect Council car users, particularly those employees who make frequent business journeys on a regular basis. HR will communicate with unions and employees on this matter and conduct information sessions as required.

Equalities

- 7.4 The DPE scheme enforces restrictions which are designed to make roads safer and promote their proper use. In doing so pedestrians and other vulnerable road users are protected from the effects of inconsiderate parking and traffic congestion.

Repopulation

- 7.5 The enforcement provided by the DPE scheme allows the Greenock Town Centre Parking Strategy to be implemented in full and the expected benefits to the economy of the town centre to be realised, contributing to making Greenock a more attractive place to live and do business.

8.0 CONSULTATIONS

- 8.1 The Head of Legal and Property Services has been consulted on the content of this report.
- 8.2 The Head of Finance has been consulted on the content of this report.

Appendix 1 Programme

Activity	April	May	June	July	August	Sept	Oct
Public Hearing							
Reporter's report and recommendations							
E&R approves Reporter's recommendations							
Amend TROs							
E&R approves TROs							
IC approves TROs							
Refurbish Inner Greenock lines and signs							
Refurbish car parks lines and signs							
Purchase P&D machines							
Install P&D machines							
Purchase discs							
Distribute discs							
PA recruitment							
PA uniforms							
PA Training							
Communications strategy							
Evaluate PCN processing tender							
Award PCN processing tender							
Establish links and working practices							
Enforcement Guidelines							
Website content							
Online and phone payment							
Mapping							
Implementation and two week grace period							

Appendix 2: Charging Car Park Spaces Reconciliation

Charging Car Park	Spaces in report of 25/10/12	Spaces in this report
Cathcart Street East	31	31
George Square	24	0
Hastie Street	53	53
Kilblain Street	20	0
Roslin Street	20	20
Station Avenue 1 & 2	47	47
West Stewart Street	24	24
Total	219	175

Estimated potential additional spaces		
Dalrymple House		63
Proposed town centre car park	64	64
Waterfront		68
Total		195
Potential Grand Total	283	370

Appendix 3: Table 1 Updated Financial Model

	Estimate 25/10/12	Current Estimate	Variance
Capital Costs			
Preparation Cost			
Purchase proposed car park	120,000	0	(120,000)
Legal process	33,900	55,791	21,891
Greenock signs and lines	66,230	66,230	0
Other signs and lines	127,907	37,231	(90,676)
Preparation Cost Total	348,037	159,252	(188,785)
Operational Set Up Cost			
Enforcement Equipment	42,943	26,927	(16,016)
Back Office Set Up	4,300	0	(4,300)
Parking Attendant Equipment	6,200	4,800	(1,400)
Training	5,950	5,950	0
Implementation Staff	42,293	42,293	0
Operational Set Up Cost Total	101,686	79,970	(21,716)
One Off Costs Total	449,723	239,222	(210,501)
Annual Running Costs			
Greenock Signs and Lines	4,788	4,408	(380)
Other Signs and Lines	12,188	6,059	(6,129)
Ticket Issuing Equipment & PCN processing	28,718	29,443	725
Enforcement Equipment	6,316	5,530	(786)
Back Office Equipment	3,307	2,328	(979)
Parking Attendant Equipment	1,040	1,448	408
Transport	1,000	1,000	0
Adjudication etc.	8,000	7,130	(870)
Training	1,780	3,720	1,940
Parking Attendant Wages	100,000	96,026	(3,974)
Loan Charges	14,397	3,652	(10,745)
Annual Running Cost Total	181,534	160,744	(20,790)
Annual Income			
PCN Fines	2,988 PCN (100,326)	(104,399)	2,281
Ticket Sales	(80,000)	(44,800)	35,200
Annual Income Total	(186,680)	(149,199)	37,481
Annual Balance			
Annual Balance	(5,146)	11,545	16,691

Main Variances:

Due to uncertainty over the purchase of a proposed town centre car park, this cost of £120,000 has been removed.

Legal Process costs have increased by £22,000 mainly due to an additional £11,000 being incurred on the consolidation and maintenance of TRO Schedules, a £5,000 increase in the cost of advertising the TRO's in local the local press and £5,000 increase in costs associated with holding a Public Hearing into the DPE Scheme.

There has been an overall decrease of £91,000 in relation to the costs associated with the provision of signs and lines out-with the DPE scheme boundary and is mostly due to inaccurate information being provided at the original estimate stage.

Provision of enforcement equipment has decreased by £16,000 and is mainly due to a reduction in the number of Pay & Display machines requiring to be purchased and installed from 10 machines to 7, a reduction in cost of £8,000.

Ticket Sales income has reduced by £35,200 which is due to the proposed town centre car park income of £20,000 being excluded due to uncertainty in obtaining this car park and a reduction of £15,200 to reflect the decrease in car park spaces from 219 spaces to 175.

Table 2 Revised Estimate including Dalrymple Street, Waterfront and proposed town centre car parks:

	Current Estimate	Dalrymple Street	Proposed Car Park	Waterfront	Total
Preparation Cost					
Purchase proposed car park	0	157,000	120,000	0	277,000
Legal process	55,791	0	0	0	55,791
Greenock signs and lines	66,230	0	0	0	66,230
Other signs and lines	37,231	0	0	0	37,231
Preparation Cost Total	159,252	157,000	120,000	0	436,252
Operational Set Up Cost					
Enforcement Equipment	26,927	3,127	3,127	3,127	36,308
Back Office Set Up	0	0	0	0	0
Parking Attendant Equipment	4,800	0	0	0	4,800
Training	5,950	0	0	0	18,600
Implementation Staff	42,293	0	0	0	42,293
Operational Set Up Cost Total	79,970	3,127	3,127	3,127	102,001
One Off Costs Total	239,222	160,127	123,127	3,127	538,253
Annual Running Costs					
Greenock Signs and Lines	4,408	1,587	1,612	1,713	9,320
Other Signs and Lines	6,059	0	0	0	6,059
Ticket Issuing Equipment & PCN processing	29,443	0	0	0	29,443
Enforcement Equipment	5,530	1,125	1,125	1,125	8,905
Back Office Equipment	2,328	5,000	0	0	7,328
Parking Attendant Equipment	1,448	0	0	0	1,448
Transport	1,000	0	0	0	1,000
Adjudication etc.	7,130	0	0	0	7,130
Training	3,720	0	0	0	3,720
Parking Attendant Wages	96,026	0	0	0	96,026
Loan Charges	3,652	12,000	0	0	15,652
Annual Running Cost Total	160,744	19,712	2,737	2,838	186,031
Annual Income					
PCN Fines	(104,399)	0	0	0	(104,399)
Ticket Sales	(44,800)	(16,128)	(16,384)	(17,408)	(94,720)
Annual Income Total	(149,199)	(16,128)	(16,384)	(17,408)	(199,119)
Annual Balance					
Annual Balance	11,545	3,584	(13,647)	(14,570)	(13,088)