

Agenda Item No:	<b>5</b>	
Committee:	<b>Cabinet</b>	
Date:	<b>21 October 2021</b>	
Report Title:	<b>Economic Growth &amp; Assets – On and Off-Street Parking Enforcement Update Paper</b>	

## 1. Purpose / Summary

To update members on progress made so far by FDC and Cambridgeshire County Council in respect of the CPE implementation works, following the Cabinet decision on 22<sup>nd</sup> March 2021 to progress with the introduction of Civil Parking Enforcement for On and Off-Street parking places within Fenland.

## 2. Key Issues

- Cambridgeshire County Council CPE Progress
- Traffic Regulation Order Survey, Review and Corrective Works
- Agency Agreement
- Off Street Parking Places Regulation Review
- Project Delivery Timeline
- On and Off-Street Enforcement and Administration Options
- Project Risks and Funding
- Liaison with Key Partners
- HDC, SCDC CPE Progress

## 3. Recommendations

It is recommended that Cabinet:

- a) Note the decisions agreed in respect of Civil Parking Enforcement at Cambridgeshire County Council Highway and Transport Committee on 7<sup>th</sup> September 2021
- b) Note the progress being made by FDC and CCC in respect of moving the introduction of CPE forward

<b>Wards Affected</b>	All
<b>Forward Plan Reference</b> (if applicable)	
<b>Portfolio Holder(s)</b>	Cllr Chris Boden, Cllr Jan French
<b>Report Originator(s)</b>	Garry Edwards Engineering Manager <a href="mailto:gedwards@fenland.gov.uk">gedwards@fenland.gov.uk</a>
<b>Contact Officer(s)</b>	Peter Catchpole Corporate Director – Finance <a href="mailto:petercatchpole@fenland.gov.uk">petercatchpole@fenland.gov.uk</a>
<b>Background Paper(s)</b>	FDC Cabinet Paper 22-03-2021
<b>Reference Documents</b>	Cambridgeshire County Council Highway and Transport Committee Paper 07-09-2021

## 1. Cambridgeshire County Council CPE Progress

At the Cambridgeshire County Council Highways and Transport Committee meeting on 7<sup>th</sup> September 2021, it was resolved to:

- a) Authorise Cambridgeshire County Council (CCC) to prepare a Civil Enforcement Area (CEA) or Special Enforcement Area (SEA) application to the Department for Transport for a Designation Order for the introduction of CPE in Fenland, Huntingdonshire, and South Cambridgeshire.
- b) Delegate the approval of Agency Agreements with Fenland, Huntingdonshire and South Cambridgeshire District Councils, a funding agreement with the Greater Cambridge Partnership and the Department for Transport application to the Service Director (Place and Economy), in consultation with the Chair of the Highways and Transport Committee.
- c) Request an update report to include clarification of the funding of the schemes for the November Committee meeting. (This report will also look at the financial implication of introducing CPE in South Cambridgeshire).

County Council officers are in regular communication with the FDC CPE project team and are leading on various aspects of the implementation process.

## **2. Traffic Regulation Order Survey, Review and Corrective Works**

One of the lengthiest processes involved in the CPE implementation work is the on-site surveying, reviewing, and the undertaking of any necessary corrective works associated with the existing TRO signing and lining. This aspect of the project is estimated to take approximately 18 months to complete but will very much be determined by the level of corrective works required.

To ensure that the implementation programme remains on track RTA Associates Ltd have now been appointed to carry out a full Traffic Regulation Order survey of all On and Off-Street parking and waiting restrictions within Fenland. The works are to be undertaken in accordance with Cambridgeshire County Councils policy and regulation team requirements with all data being suitably mapped and digitised on to an electronic database. All queries and anomalies will be shared with FDC and CCC, and each TRO reviewed by CCC officers to check for accuracy. Any remedial works requiring resolution will then be agreed to bring the existing TRO's up to a standard that will enable the implementation of Civil Parking Enforcement in Fenland.

Following determination of the necessary signing and lining corrective works, FDC and CCC will work collaboratively to obtain quotations from approved contractors.

## **3. Agency Agreement**

As the County Council are the Highway Authority an agency agreement would need to be set up to enable FDC to act as an agent to the County Council for the delivery of on-street enforcement and notice processing. This would enable FDC to carry out the enforcement of both on and off-street parking areas.

The agreement would set out delegated authority to FDC and define responsibility for things such as sign and line maintenance, CPE surplus and deficit and contractual issues associated with enforcement and administrative matters etc. The formation of this agreement needs to be done in a coordinated and comprehensive manner and County Council officers will be working with FDC officers over the coming weeks/months on drafting a preliminary agreement for consideration.

## **4. Off Street Parking Places Regulation Review**

In preparation for the implementation of CPE, all FDC owned/managed Off Street public car park parking place regulations will need to be reviewed and suitably amended. Car Parks with existing off street parking place orders under the Road Traffic Regulation Act will need to be brought up in line within the requirements of CPE under the Traffic Management Act 2004, with new orders placed upon those sites currently without orders. FDC officers are collating all existing order and layout information for off street parking places for review by the FDC CPE project team.

## **5. Project Delivery Timeline**

The timeline required for the implementation of CPE in Fenland is approximately 2 years, however there are several factors which could inadvertently result in project slippage. Following approval of CPE at the Cambridgeshire County Council Highway and Transport Committee in September, the project timeline has been reprofiled with the designation order anticipated to be brought into effect in October 2023. Whilst it is the intention to put forward one application to the DfT for FDC, HDC and SCDC, consideration will be given to putting forward separate applications should insufficient project progress be made by one or more of the District Councils.

The application for a CEA/SEA designation order to the Department for Transport is a fundamental element of the project and applications are usually invited for submission to the Secretary of State in April and October. The time taken for the DfT to consider and reach a decision varies but ordinarily is around 6 months. It is intended to put forward a CEA/SEA application in October 2022 allowing sufficient time to form and agree the agency agreements in advance.

## **6. On and Off-Street Enforcement and Administration Options**

The formation of the agency agreement will set out delegated authority to FDC and define responsibility for the administration, maintenance, and enforcement of On and Off-Street parking places.

The feasibility works outlined several models for delivery of the enforcement and administrative services necessary for the implementation of CPE in Fenland. The FDC CPE project team will start to explore all available options in Q1 and Q2 of 2022 for the delivery of these services in accordance with the recommendations of the CPE feasibility study works. This will include the use of private company and/or neighbouring authority resources to deliver the essential administrative and enforcement elements of the service in the most financially viable manner.

## **7. Project Risks and Funding**

The successful outcome of the £400k grant from Cambridgeshire and Peterborough Combined Authority (CPCA) has enabled all associated FDC CPE set-up costs to be covered. The TRO survey works will inform the level of corrective works required to the existing signing and lining; however, it is not envisaged that the extent of the works required will be disproportionate to the feasibility works remedial costing.

The formation and agreement of the agency agreement in advance of applying for a CEA/SEA designation order to the DfT will mitigate organisational and financial risk to both FDC and CCC.

## **8. Liaison with Key Partners**

The support of Cambridgeshire Police is paramount to the success of the application to the Department for Transport for CPE powers. Cambridgeshire County Council officers have confirmed that discussions held to date with the Police have been very positive with Cambridgeshire Police being fully supportive of the CPE implementation proposal.

Liaison with all other interested parties will form part of the implementation phase of the works as the project progresses and shall be suitably evidenced in advance of the CEA/SEA DfT application.

## **9. HDC, SCDC CPE Progress**

South Cambridgeshire District Council commissioned Cambridgeshire County Council to undertake a CPE feasibility study. This work has now been completed and the findings are currently being reviewed by HDC. In addition, CCC have commissioned a TRO review on behalf of SCDC with the survey works due to commence on 8<sup>th</sup> October.

Huntingdonshire District Council are aiming to formalise and agree an agency agreement with Cambridgeshire County Council over the coming months (by February 2022) in advance of commissioning the TRO review works. At this stage it is not envisaged that this approach will impact on the overall project timeline, however the risk of any delay to the other Districts will be monitored.

## **10. Recommendations**

1. That the decisions agreed in respect of Civil Parking Enforcement at Cambridgeshire County Council Highway and Transport Committee on 7<sup>th</sup> September 2021 are noted.
2. That the progress for the implementation of Civil Parking Enforcement as outlined in this report is noted.