

## **GROWTH & PROSPERITY OVERVIEW & SCRUTINY PANEL**

### **TASK & FINISH :EVENT MANAGEMENT AND ROAD CLOSURE CHARGING POLICY**

Briefing paper : I Ellis 24<sup>th</sup> Aug 2010

#### **1. INTRODUCTION**

##### **What are Traffic Regulation Orders?**

A Traffic Regulation Order (TRO) is a legal document that creates a local traffic rule which requires road users to obey certain conditions e.g. waiting restrictions, one-way systems, speed limits and weight limits.

Temporary Traffic Regulation Orders (TTROs) can be made by the Council when it is necessary to prohibit or control traffic because of planned works or events. Examples of TTROs include: road closures prohibitions of waiting, temporary speed limits.

##### **Examples of Events Requiring Road Closures**

The following table provides examples of events from recent years requiring TTRO's for road closures. The Transport & Highways service undertakes approximately 15 to 20 road closures for events each year.

<b>EVENT</b>	<b>LOCATION</b>
Lord Mayors Day Parade	City Centre
Air Show	Hoe Area
Sports Relief	Hoe Area
Cancer Research Uk Race For Life	Hoe Area
Plymouth Half Marathon	Various Roads
Transatlantic Race (Transat)	The Parade, The Barbican
Plympton Community May Fair	Dark Street Lane / Ridgeway
Mod - Music Of The Night	Hoe Road And Area
University Of Plymouth Student Arrivals	Gibbon Lane/Tavistock Place
British Fireworks Championships	Various Roads
Christmas Lights Switch-On	Cornwall Street (Drake Circus)
Armada Athletics Forum -10 Mile Race	Hoe Road
29 Cmdo Homecoming Parade*	Royal Parade
42 Cmdo Homecoming Parade*	Royal Parade
Bank Holiday 'Celebrations'	The Barbican

#### **2. COSTS FOR THE PREPARATION OF TTRO's**

There are two elements of costs associated with the preparation of TTRO's, these are:

- Administration
- Advertising

## Administration

The following information gives an indication of the staff costs associated with the administration and preparation of TTRO's. The information compares typical costs for a small and large event.

Assumptions:

- Staff costs are a maximum of £30.00 per hour.
- It takes ½-1hr at the most to erect and remove notices on site for smaller events - Smaller events will generally have 2 notices.
- Time taken to erect and remove notices on site for a larger event can take up to 1½ hrs as they may have numerous notices for numerous road closures.
- It takes a maximum of 2 hours to prepare all the necessary paperwork for smaller events. This includes raising an invoice and purchase order, producing notices and an Order, and sending the notices to the advertising agency.
- Larger events may require a little extra administration time as the notices, order and advertisement may contain more details with more roads closed.
- The administration costs for smaller events may require up to 4hrs officer consultation and coordination time.
- The administration costs for larger events may require up to 6hrs officer consultation and coordination time; it includes the traffic management plan evaluation and guidance required for an event that will have a significant affect on the network.

	Time (hrs)	Smaller Event Cost	Time (hrs)	Larger Event Cost
Time to prepare necessary paperwork	2	£60.00	3	£90.00
Maximum Co-ordination/Consultation Time*	4	£120.00	6	£180.00
Put notice of intent up on site	½	£30.00	1½	£60.00
Put notice of order having been made up on site	½	£30.00	1½	£60.00
Remove notice of order having been made from site	½	£30.00	1½	£60.00
<b>TOTAL</b>		<b>£270.00</b>		<b>£450.00</b>

\*It should be noted that consultation time may significantly exceed these assumptions where an event organiser has little experience in providing the necessary information for preparing the TTRO.

## Advertising

Government guidance suggests that TTROs for road closures should be advertised in the local press. The costs of the advertisements can vary widely and are based upon the size of the advertisement. Clearly, events requiring a significant number of road closures, e.g. the Half Marathon, will have a larger advertisement than an

event requiring only a single closure. Attached is a sample of previous advertisements and associated costs, which show a range from £430 to £2450

### 3. BENCHMARKING

As part of a benchmarking exercise, other South West authorities were asked to describe their events road closure policy and if they offered any concessions to charity or community events. The feedback is summarised in the following table:

Authority	Charity Event Concession Charges
Bath & N E Somerset	£141.00 (inc VAT) for a Registered Charity
Bournemouth	No fee for some charity or community events.
Bristol	No charge
Cornwall	No charge
Devon	£50 – where 1000-5000 people attend/participate No charge <1000 people attending/participating
Dorset	Only non profit Charity events have fees waived.
Gloucestershire	Events organisers are given the option to arrange for advertising the closure themselves. If agreed – charged £70.00.
Poole	£260/£850 - Same charges as Statutory Undertakers
South Gloucester	No charge for charity or non profit events/organisations
South Somerset	<u>Road Closure</u> No charge to charities. <u>Advertising</u> For charity events or events primarily charitable (e.g containing market pitches) The cost of advertising the Order will not be payable by the organisers – this is at the discretion of the Head of Environmental Health and Community Protection.
Swindon	Charitable events with no sponsorship /advertising are not charged.
Torbay	No charge - charity (any charity link)/community event.

The majority of highway authorities currently do not charge or have a system of concessionary fees for charity events. Most authorities appear to charge community events but are subject to great political pressure. Community Organisations hold events ranging from small events, such as book sales, to larger-scale efforts such as festivals. These events usually involve local participants working together to improve community cohesion and raise money for more local improvements and entertainments. Community events are often popular and fully supported by residents and Members. If an event is receiving other sources of funding such as sponsorship or has commercial interest then some authorities do not provide concessions. The size of an event should be taken into consideration when reviewing charges, as larger events can potentially increase administration time and cost.

Advertising costs remain the highest cost in a road closure and authorities deal with this issue differently. Some pass the responsibility to the organiser, some charge this separately as an actual cost, some absorb the cost and others try to group adverts to reduce costs.

There is no consistent approach to event road closure charges across the South West. Several authorities have advised they are currently reviewing their charges.

Many have seen Devon County Council's process and table of charges as the way forward, as budget constraints limit the number of charity events councils are able to subsidise.

#### 4. OPTIONS FOR CHARGING

There are three charging options for events:

1. Continue to charge a fixed fee for all road closures (currently £1000) – unless subsidised by PCC
2. A sliding scale of fixed charges based on the size, e.g. small, minor, significant and major, and the complexity of the event
3. Charging actual costs for all events

The following table indicates the advantages and disadvantages for each of the three charging options.

Any of these options could be considered for full or partial subsidy based on whether the event is considered commercial, charitable or community based. This might include subsidising both the costs of the TTRO (administration, advertising etc.) and absorbing lost revenue from on-street parking bays when applicable. **There is currently no confirmed policy for this and is left to officer discretion.**

Option	Advantages	Disadvantages
1	<ul style="list-style-type: none"> <li>▪ Easy to administer</li> <li>▪ Easy for event organisers to understand costs</li> <li>▪ Keeps costs down for organisers of charity and community events</li> </ul>	<ul style="list-style-type: none"> <li>▪ Service absorbs costs of TTRO's and staff time totaling over £1000</li> <li>▪ Not most equitable as smaller events may subsidise larger events</li> <li>▪ Highest expense to the service</li> </ul>
2	<ul style="list-style-type: none"> <li>▪ Easy to administer</li> <li>▪ Easy for event organisers to understand costs</li> <li>▪ Keeps costs down for organisers of charity and community events</li> <li>▪ Allows PCC to recover a greater proportion of cost</li> </ul>	<ul style="list-style-type: none"> <li>▪ PCC absorbs costs of TTRO's and staff time over and above fixed rate</li> <li>▪ Difficult to fix rate due to the varying complexity of events' requirements</li> </ul>
3	<ul style="list-style-type: none"> <li>▪ Reduces pressure on the highways maintenance/Parking budget</li> <li>▪ Most equitable method of charging</li> <li>▪ Allows greater understanding of costs of events</li> </ul>	<ul style="list-style-type: none"> <li>▪ Not easy for event organisers to understand final costs</li> <li>▪ May be unpopular as charity and community events may not go ahead as a result of charges</li> </ul>