



Pembrokeshire County Council
Civil Parking Enforcement 3rd Annual Report

April 2013 to March 2014

Transportation, Housing and Environment Directorate

Civil Parking Enforcement – 3rd Annual Report 2013/14

1st November 2014

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1.0 Introduction

By Councillor Rob Lewis,

Cabinet Spokesperson for Highways, Planning, Transportation and Major Events

This is the Third annual report which we have published, in accordance with the requirements of the Traffic Management Act 2004. Its aim is to provide information about how Pembrokeshire County Council delivers its parking enforcement and associated services and to place the service in context with our other road network management duties and policies.

We continue to enforce parking restrictions both on and off street on all roads in the County and in all car parks owned by the Council. This report covers the period from 1st April 2013 to 31 March 2014.

One of our priorities is to ensure that the enforcement of parking restrictions is transparent, consistent and fair. Pembrokeshire County Council recognises that openness and accountability is critical to gaining public support and by publishing our Annual Parking Report we hope that our customers will be aware of our dedication to improving the parking regime for residents, businesses, and visitors.

The report contains links to the Council's website which offers advice on how to avoid parking inappropriately, avoid the likelihood of receiving a Penalty Charge Notice and what restrictions apply on the various streets in the County.

If you have any questions or comments about our Parking Annual Report please let us know by telephoning on 01437 764551, emailing us at parking@Pembrokeshire.gov.uk. Thank you for taking the time to read our 2013-14 Parking Annual Report.

2.0 STRATEGY & POLICY

2.1 Background

The Strategic Vision in the Council's Corporate & Improvement Plan emphasises the promotion of an attractive, clean and healthy environment and the Regional Transport Plan gives recognition that traffic management plays an important part in ensuring safe, effective and rational use of the highway.

2.2 Charging Policy

An amended Car Parking Charging Policy was approved by Cabinet on 6 October 2014. Charges for car parking take account of the following principles.

- The need to encourage retail trade;
- The need to manage traffic, including on-street parking and traffic flows;
- The need to manage demand effectively;
- The nature of parking location and its users, i.e. urban shopper/business, residential, rural town shopper, beach/visitor;
- Comparison with other providers in the locality;
- The need to encourage the use of more sustainable forms of transport, including public transport;
- Charges are not set purely in order to derive income;
- Have regard to the overall revenue budget provision (expenditure and income) for car parks;
- A presumption in favour of improvements being funded by increased tariff.

These principles are applied consistently, which results in different charges from place to place.

2.3 Demand Management:

Car parking charges have been considered on a town by town basis. Car parking charges in Pembrokeshire are set to encourage shoppers, and are likely to require short-stay spaces. Where car parking is subject to high demand and/or limited capacity, then parking periods and tariffs are carefully set to optimise turnover

3.0 Parking Provision in Pembrokeshire

3.1 Off Street

The Authority manages car parks to provide for both short stay and long stay users. Charges apply in accordance with Council Policy.

Disabled provision is in accordance with the guidance issued by DfT.

3.2 On Street

The Authority provides on street parking facilities on the adopted public highway where it is considered appropriate to do so without undue interference with moving traffic. It makes provision for limited waiting, disabled, loading, taxi, motor cycles and residents.

It has developed robust and fair practices to manage the kerb side to cater for the competing demands of the various users. No restrictions have been implemented that do not have a traffic regulation order to support them.

4.0 Our Services

4.1 Off Street Parking

The Council has both charging and non charging Carparks; Details are on the council website www.pembrokeshire.gov.uk. Pembrokeshire County Council has 97 car parks of which 32 are pay and display. 18 have charges applying all year round and 13 seasonal charges.

133 season tickets were sold in 2013, with 129 reserved and 211 Tenby Harbour permits issued. A minimum of 6% of spaces have been set aside for blue badge holders. The Council waived charges on certain days in December in the lead up to Christmas in all paying car parks through the County.

4.2 On Street

There are currently 840 limited waiting spaces, 127 disabled spaces, 33 Taxi spaces, 3 Bus bays, 26 bays for Loading / Goods unloading bays, 1 ambulance bay and 1 motorcycle bay. Within the overall spaces there remain 668 spaces for Resident / Business Permit Holders.

4.3 Resident Parking

Resident Parking Schemes have been introduced, where practicable, on a number of streets/locations across the County. There are currently 53 schemes in operation, full list on Appendix 1 All schemes on the public highway are operated under the same regulations, one permit to a property to a specific vehicle. Permits are valid for a period of up to 12 months. A cost of a permit is £40.00. Visitor permits are available for periods of up to 7 days at a cost of £14.00, again one to a property to a specific vehicle. Proof of occupancy, valid insurance and MOT certificate must be provided.

A non-highway scheme is operated in Tenby Harbour where one permit is issued to each property but is not vehicle specific. Cost of a permit is £100 and has not risen since 2003.

There were 888 annual permits issued between 1st April 2013 to 31st March 2014 and 207 visitor permits

4.4 Parking Dispensations

The Council does allow, in certain circumstances, by the issue of a dispensation, a vehicle to park lawfully in contravention of a Traffic Regulation order. It may also suspend parking places for the purposes of reserving those places for particular vehicles and/or applicants.

Dispensations will be issued by way of a temporary permit containing the details of the event, the vehicle registration, date and time of use. The permit must be clearly displayed on the front windscreen of the approved vehicle.

120 dispensations were issued 1st April 2013 - 31st March 2014.

5.0 Civil Parking Enforcement

5.1 Parking and Streetcare Teams

Combining the management and enforcement of both on and off street parking provides considerable operational and community benefits. In April 2013 the Parking service team and streetcare team were combined under one operational manager. Both sections still have their own remit, however, the benefits of this combined service includes:

- Co-ordinated enforcement and control of on and off street parking
- Co-ordinated enforcement of all highway related issues
- Co-ordination of activities on the highway network
- Management and co-ordination of event affecting on street and off street activities
- Co-ordination of third party works on the highway
- Managing all licensed activities on and off street
- More effective implementation of policies

5.2 Running CPE

Pembrokeshire currently employs 12 Civil Enforcement Officers, 2 Technical Clerks and 3 Parking Services Officers; they are all supported by the Streetcare and Parking Manager. They do not receive any performance related bonuses or incentives.

Penalty charge notices are issued to vehicles that are parking in contravention of restrictions. If a motorist wishes to dispute a PCN they must follow the appeal process which is detailed on the rear of the PCN.

Having operated CPE since February 2011 the Parking Services staff has built up a comprehensive understanding of where and when indiscriminate parking occurs. However, when members of the public are experiencing particular parking problems they can report them to the office.

The parking services team are also responsible for the management of all car parks, Pay and Display machines, financial matters, Resident Permits, Car Park Season and Reserved Tickets, Parking Dispensations and Car Park Licenses. .

5.3 The Back Office - Wales Penalty Processing Partnership (Wales PPP)

The Wales PPP back office continues to be used to process the issued PCN's. There are quarterly meetings, an officers working group, with representatives from each Partner Authority to discuss operational consistency, shares best practice and strives for continual efficiency savings.

5.4 Enforcement Agents

The Council currently uses the services of three bailiff companies to recover debts, Excel, Proserve and A J Enforcement. We have recently engaged with SWIFT as an additional company on a trial basis. All have considerable experience in this work and provide similar services to other Wales PPP councils as well as our SWITCH partners Carmarthenshire County Council, City & County of Swansea and Neath Port Talbot County Borough Council.

6.0 Performance Delivery & Statistics

6.1 Statistical Performance

The tables below show statistics relating to PCN's issued during the period **1st April 2013 to 31st March 2014**.

6.2 PCN's - Progression of Cases

	PCN's Issued	%
Total Number of PCN's issued	11866	100%
Number of PCN's issued on street	6138	52%
Number of PCN's issued off street	5728	48%
<i>Number of PCN's paid at discount rate</i>	8233	69%
<i>Number of PCN's paid after 14 days</i>	1321	11%
<i>Number of PCN's not paid</i>	676	6%
<i>Number of PCN's cancelled (see table 6.5)</i>	1623	14%

6.3 On Street Parking Contraventions

Code	Description	PCN's Issued	%
01	Parked in a restricted street during prescribed hours	1850	15%
02	Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force.	86	0.7%
12	Parked in a residents or shared use parking place without clearly displaying a permit issued for that place	1432	12%
16	Parked in a permit space without displaying a valid permit	171	1.4%
18	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited.	0	0%
20	Parked in a loading gap marked by a yellow line	0	0%
21	Parked in a suspended bay or part of a bay	41	0.3%
23	Parked in a parking place not designated for that class of vehicle	248	2%
25	Parked in a loading place during restricted hours without loading	52	0.4%
26	Vehicle parked more than 50cms from edge of carriageway and not within designated parking place	3	0.02%
27	Parked adjacent to a dropped footway	183	1.5%
40	Parked in a designated disabled person parking place without clearly displaying a valid disabled persons badge	417	3.5%
45	Parked in a taxi rank	79	0.6%
46	Stopping where prohibited	1	0.01%
47	Stopped in a restricted bus stop	69	0.58%
48	Stopped in a restricted area outside a school	1	0.01%
49	Parked wholly or partly on a cycle track	1	0.01%
56	Parked in contravention of a commercial vehicle waiting restriction	1	0.01%
62	Parked with one or more wheels on part of the road other than between two carriageways	18	0.9%
99	Stopped on a pedestrian crossing or area marked by zigzags.	18	0.9%

05	Parked after expiry of paid for time	3	0.02%
06	Parked without displaying a valid pay and display ticket	8	0.06%
11	Parked without payment of the parking charge	0	0%
19	Parked in a resident or shared use place displaying an invalid permit	1	0.01%
22	Re-parked in the same parking place within one hour of leaving	1	0.01%
24	Not parked correctly within the markings of a bay/space	8	0.06%
30	Parked for longer than permitted	1443	12%
35	Parked in a disc parking place without displaying a valid disc	3	0.02%

6.4 Off Street Parking Contraventions

Code	Description	PCN's Issued	%
70	Parked in a loading area during restricted hours	0	0%
73	Parked without payment of the parking charge	0	0%
74	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale goods when prohibited.	6	0.05%
80	Parked for longer than the maximum period permitted	34	0.28%
81	Parked in a restricted area in a car park	8	0.06%
82	Parked after the expiry of paid for time	1373	11.5%
83	Parked in a car park without clearly displaying a valid pay and display ticket or voucher	2988	25%
85	Parked in a permit bay without displaying a valid permit	413	3.5%
86	Parked beyond the bay markings	337	2.8%
87	Parked in a disabled persons parking space without clearly displaying a valid disabled persons badge.	495	4.2%
89	Vehicle parked exceeds max weight / height / length of area	1	0.01%
91	Parked in a car park not designated for that class of vehicle	38	0.3%
92	Parked causing an obstruction	1	0.01%
94	Multiple tickets	2	0.01%
95	Parked in a parking place for a purpose other than the designated purpose of the parking place.	32	0.26%

6.5 PCN's Cancelled

	PCN's Issued	%
Number of PCN's cancelled as a result of representations		
Foreign Vehicle 15	1439	12%
Challenge Accepted 1419		
Adjudication 5		
Number of PCN's cancelled for other reasons (e.g. owner untraceable, CEO error, DVLA unable to provide)	186	2%
	1623	14%

6.6 Comparison

	2012/13	2013/14
Number of PCN issued	11422	11866
Number of PCN's on Street	7204	6138
Number of PCN's off Street	4218	5728
Number of PCN's cancelled as %	17%	14%

6.7 Adjudications (Parking Tribunal)

Total Number	25	
Appeal Dismissed	20	80%
Appeal Accepted	5	20%

7.0 Financial Information

7.1 Financial Account

Income and expenditure financial data governed by Section 55 of the Road Traffic Regulations Act 1984 is presented below.

FINANCIAL SUMMARY

	2012/13	2013/14
<u>Income</u>		
Resident Parking Permits	30,895	31,375
Parking Dispensations	7,970	6,228
Penalty Charges	337,995	365,564
Total Income	<u>£376,860.00</u>	<u>£403,167.00</u>
<u>Expenditure</u>		
Employee Costs	229,205	226,990
Premises	48,469	45,699
Goods & Services	121,061	65,432
Support & Management	88,010	95,492
Other Payments	0	0
Capital Charges	5,942	6,964
Total Expenditure	<u>£492,686</u>	<u>£440,557</u>
(Surplus) / Deficit	£115,826.00	£37,410.00

Although there is a deficit shown in the figures above, the financial information provided for this report does not include the off-street activity not governed by the Road Traffic Regulations Act 1984.

8.0 Update on 2013 / 2014 Initiatives

Initiative	Progress
Continue to develop joint working with Pembrokeshire Coast National Park Authority	<ul style="list-style-type: none"> • Paper work drafted for PCNPA parking order: • Joint working with PCNPA progressing, e.g reviewing shared parking passport • Ongoing, further work required to establish common grounds
Implement works at Tenby MSCP	Proposals for transport interchange and MSCP enhancements are being progressed.
Review and provide recommendations for carer arrangements on street	We have reviewed the letter issued to carer organisations; however, there appears to be more clarification required. We will undertake further engagement
Review and action recommendations from the internal audit dated December 2012	All recommendations have now been undertaken
Pembroke Dock Transport Interchange	Planning approval received. Scheme is awaiting identification of funding to progress
Car park charging review and provide recommendations to executive for consideration	First stage car park charges review has been undertaken and recommendations implemented via Variation Order and Notice of Variation. Further recommendations to be implemented in 2015
Review of parking dispensations arrangements	Dispensation rates have been increased and all dispensation applications now vetted by parking manager

9.0 Future Development & Initiatives

In 2014/15 a number of initiatives will be considered, either following on from last year's activity and issues arising or new initiatives, as follows:

- Finalise works at Tenby MSCP
- Review CCTV for Haverfordwest MSCP
- Engage with carer organisations to ensure parking provisions are clearly communicated to carers
- Implement revised car park charges, as agreed by cabinet on the 6th October 2014
- Create car park asset management plan
- Progress idea of Parking Permit Passport
- Review of Pembrokeshire County Council Web site for CPE and car parks
- Continue joint working with Pembrokeshire Coast National Park Authority.

Appendix 1: Resident and Shared Parking Schemes

Broad Haven
Marine Road -west side
Dale
U6006 Dale Fort Road - east side
Fishguard
Wallis Street –east side Coronation Avenue
Haverfordwest
Bush Row -east side Albany Terrace - parking area
Cambrian Place - east Side
Cartlett -north side
Castle Town Area North Street - west side North Street -east side Holloway -north side Queens Square - central area
Crowhill -east side
Merlins Hill –north side
North Crescent - west side
8Winch Crescent - south side
Milford Haven
Robert Street - north and south side
Neyland
Neyland Hill -south side
Pembroke
Woodbine Terrace - south side
Pembroke Dock
Apley Terrace - south side
Bush Street - north and south side
Church Street – west and east side
Gordon Street - west side
Gwyther Street -west and east side
Laws Street - west and east side
Lewis Street – west and east side
Pembroke Street - west and east side
Upper Laws Street - west and east side
Upper Meyrick Street - west and east side

Tenby

Augustus Place (serving Nos. 1-10) & (serving Nos. 11-18)

Clareston Road - west and south side

Culver Park –west and east side

Greenhill Avenue –west and east side

Weston Terrace -west side

Harding Street –north and south side

Harries Street -west side

Heywood Court -west side

Heywood Court - Nos. 74-85 north side Nos.48-64 south side

Lower Frog Street -east side

Park Place -north and south side

Edward Street -south east side

Park Terrace - south east side

Penally Road - east side

Picton Road - west and east side

Picton Terrace - west side

Queens Parade -west side

South Cliff Street -north side

St Florence Parade - east side

St Johns Hill -north side

St Julian's Street -north west side

Sutton Street - east side

The Croft - east side

The Norton -east side

The Paragon - south side

Trafalgar Road - north west and south east side

Victoria Street - west and east side

Warren Street - south side

Shared Use Bay (Limited Waiting 1 hour, no return within 1 hour, Mon-Sat 8am-6pm / Permit holders)

Pembroke Dock

Meyrick Street -west side

Shared Use Bay (Limited Waiting 1 hour, no return within 1 hour 8am – 6pm / Permit holders)

Haverfordwest

Holloway - north side

North Street -east side

Queens Square -central area

St Davids

New Street –east side