

# **Contents**

This report is about the Civil Parking Enforcement schemes in Eastbourne and Hastings Boroughs and Lewes District. It covers the period from 1 April 2017 until 31 March 2018.

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# **Foreword**

## By Councillor Nick Bennett, Lead Member for Transport and Environment

The annual parking report gives an overview of the parking team's work over the last twelve months and highlights future projects.

We continue to work closely with our partners to effectively and fairly manage all three areas of the county that have Civil Parking Enforcement. The team strives to improve the motorist and customer experience whilst providing a balanced approach to parking restrictions and enforcement.

Looking to the future there are two projects in particular that will result in some big improvements to parking in the county. We are continuing our work with Rother District Council to begin the application process to make Rother District a CPE area. This process can take a couple of years to complete and includes public consultations and making an application to the Department of Transport.

In our existing CPE schemes, we are investing £1.5 million to replace the pay and display machines. All of the new machines will have the ability to accept contactless payments, adding more options for the motorist to pay by. Look out for more details in our next annual report.

I hope you find our report informative and helpful.

**Councillor Nick Bennett** 

Lead Member for Transport and Environment East Sussex County Council

# Glossary

The list below shows some common abbreviations or terms that may be used in this document.

#### **CEO**

Civil Enforcement Officer

#### Challenge

Informal stage where a motorist writes to the council to dispute a PCN

#### Contravention

Breaking a parking rule or restriction

#### **CPE**

**Civil Parking Enforcement** 

#### **CSM**

Customer Stakeholder Manager

#### EA

Enforcement Agent (formerly known as bailiffs)

#### **ESCC**

**East Sussex County Council** 

#### **LDC**

**Lewes District Council** 

#### **NSL**

Our enforcement contractor and permit provider

#### On Street parking

Parking on public highway

#### Off Street parking

Parking in a car park

#### PCN

Penalty Charge Notice

#### Reg 10 or Regulation 10

A PCN issued by post

#### TMA

Traffic Management Act 2004, the legislation that covers CPE

#### TPT

Traffic Penalty Tribunal, independent adjudication of PCN appeals.

# The parking team

In 2017/18 the parking team was made up of 67 team members. They are split into four main areas:

- Permits and enforcement (NSL), 44 members of staff
- PCN notice processing (ESCC), six team members
- Business and contract monitoring (ESCC), seven team members
- Parking reviews (ESCC), 10 team members

#### Get to know your NSL customer stakeholder managers

NSL, our enforcement contractor, have a Customer Stakeholder Manager (CSM) in each of our CPE areas in Eastbourne, Hastings and Lewes. Not only do the CSMs manage the enforcement staff in each of these areas, they are also key contacts for resident associations, event organisers and attend joint action group meetings with other partner organisations, such as the police, fire service and district and borough councils.

The three CSMs are keen to assist local communities with their parking needs. If you would like to contact your CSM to discuss how they can help you, please use the contact details below.





#### **Eastbourne**

Marion Marchant is the Eastbourne CSM. She became Lewes CSM in 2009 before being promoted to Senior CSM in 2017 and transferred to Eastbourne.

#### **Hastings**

Jeremy Wassell is the Hastings CSM. Jeremy joined NSL in 2014 as a CEO in Hastings, before being promoted in 2015 to a supervisor in Eastbourne. Jeremy returned to the Hastings team as their CSM in January 2018.

Lewes

Joel Gallon is the Lewes CSM. Joel joined the Eastbourne team in 2011 and worked as a supervisor in Eastbourne. In 2017 he was promoted to CSM in Lewes.

Call 01323 432323 or email marion.marchant2 @eastsussex.gov.uk Call 01424 724028 or email jeremy.wassell @eastsussex.gov.uk Call 01323 335505 or email joel.gallon @eastsussex.gov.uk



# Parking Services commissioning review

On 18 July, the Lead Member considered a report by an independent consultant about the new enforcement contract due to start in July 2018. The consultant was asked to review the existing parking operation and to recommend whether to outsource the enforcement contract or to bring the operation entirely in-house.

The report commented that the parking team are running a good service and that this was demonstrated by comparing it to other local authorities. The report recommended that the enforcement contract should be outsourced. The full report can be viewed under item 11 at:

#### http://bit.ly/agendaandminutes

#### **Enforcement contract**

The enforcement contract comes to an end on 30 June 2018. Following a procurement and tender process at the end of 2017 and the start of 2018, a new five year contract was awarded to NSL. As part of the new contract the parking shops and parking information centre will close and parking services will move into the libraries in Eastbourne, Hastings and Lewes.

The new contract starts on 1 July 2018.

#### Regulation 10 PCNs

Parking outside schools at drop off and pick up times is always very busy and drivers are often tempted to stop in places that they would not usually. One of the main concerns is vehicles stopping on the school 'Keep Clear' markings; it is crucial that these are kept clear of vehicles to improve safety for pedestrians. Many ways of tackling this issue have been discussed and at a Lead Member for Transport and Environment meeting the use of regulation 10 PCNs was agreed. Details of the report can be viewed on the East Sussex County Council website, item number 31, at:

#### http://bit.ly/regulation10

In September we started issuing regulation 10 PCNs to vehicles that stop on the 'Keep Clear' markings. This means that instead of placing the PCN on the vehicle or handing it to the driver, it is sent to the owner or keeper of the vehicle by post. This allows civil enforcement officers to carry out enforcement of these restrictions more efficiently. Additionally, receiving a PCN for parking in such a way should deter the person from doing so again. Any driver that stops on the marking may incur a £70 PCN that will be sent to the owner of the vehicle.

# Requests for parking restrictions can now be made online

To make it easier for anyone that would like to ask for new parking restrictions or for existing ones to be changed, we have created an online request form and a detailed guide to our parking reviews. We receive many requests for consideration in the reviews and by using the online form we can gather all of the necessary information to consider the request. Anyone can fill in the form and this information will then be fed in to the next available review for consideration. You can read our guide to parking reviews and make a request for parking restrictions on our website at

http://bit.ly/Parkingreviews

# Parking reviews in Eastbourne, Hastings and Lewes

During this year, reviews in all areas have been progressing. All our consultations are available online via the consultation hub. We encourage all interested parties to contribute to consultations and try to make this process as easy as possible.

#### **Eastbourne**

Consultation on a number of requests for changes concluded in December. A report was presented to the planning committee in March 2018 which considered all consultation responses. Full details of the proposals and the outcome of the planning committee meeting can be seen on our website at:

#### http://bit.ly/agendaandminutes

Some of the approved changes include:

- Introducing yellow lines in various roads to improve safety, visibility, and access
- Introducing and making changes to disabled bays to improve parking for disabled residents in Beechy Avenue, Calverley Road, Command Road, Longland Road, Salehurst Road, Seaside, and Upperton Gardens
- Introducing a footway and verge parking ban in Callao Quay
- Introducing a ban on vehicles exceeding five tonnes to make more parking space available for visitors to Eastbourne crematorium in Hide Hollow
- Introducing a new loading bay to improve loading facilities for local businesses in Seaside

#### **Devonshire Park development**

A separate consultation took place for the development of the Devonshire Park area

of Eastbourne. Informal consultation took place in January 2018 which led to formal proposals being developed. The changes will increase available parking for visitors as well as providing additional parking for local residents. Other changes will provide loading bays, drop-off areas for coaches, and parking and drop-off areas for blue badge holders. Full details of the proposals and the outcome of the planning committee meeting can be seen on our website at:

#### http://bit.ly/agendaandminutes

#### **Hastings**

Our last review for Hastings, which was summarised in our 2016/17 annual report was completed in December and came into effect in January 2018. Full details of the proposals and outcome of the planning committee meeting can be seen on our website at:

#### http://bit.ly/agendaandminutes

The current review in Hastings borough began in October 2017. The list of requests we received leading up to the start of the review was prioritised and those requests which ranked high enough to be taken forward were identified.

Informal consultation took place in March for all the requests which ranked high enough. Several of the requests were for daytime parking restrictions to be introduced in Chanctonbury Drive, Grange Road, Hillside Road and nearby roads to prevent all day parking by staff and visitors to the Conquest hospital. When the informal consultation took place in March, very little support was shown by local residents for this proposal so it was withdrawn.

The formal consultation and report to planning committee will be carried out in Autumn 2018 with the results reported in our next annual report.

#### Lewes

Our last review for Lewes District, which was summarised in our 2016/17 annual report was completed in October and came into effect in November 2017. Full details of the proposals and outcome of the planning committee meeting can be seen on our website at:

#### http://bit.ly/agendaandminutes

The following review for Lewes District started in July 2017. The list of requests we received leading up to the start of the review was prioritised and those requests which ranked high enough to be taken forward were identified.

Informal consultation took place in March for all the priority requests. In December 2017, a consultation was carried out following requests for a resident permit scheme to be introduced in Brooklyn Road, Chichester Road, Salisbury Road other nearby roads in Seaford. There was not enough support from local residents for a scheme so the proposal was withdrawn.

The formal consultation took place in May and will be reported to planning committee in the Autumn of 2018, with the results available in our next annual report. All responses were considered and formal consultation on the proposals concluded in May 2018.

#### Blue Badge fraud and misuse

Operation Bluebird has continued to have positive results. Our fraud investigation officer and CEOs have seized 145 blue badges in East Sussex for incorrect use. You can see the outcome of these in the following table.

Seized Badges	145
Community Resolutions	76
Prosecutions	15
Cautions	2
Verbal warnings	14
Written warnings	38
Still under investigation	64

#### Maintenance of signs and lines

The maintenance of parking restriction signs and the installation of new lines is carried out by a street-works contractor. Included here are before and after pictures of a





typical maintenance task.

Any existing lines that need to be refreshed are carried out by the highways team. You can report faded lines to them through the highways contact centre.

#### **Events**

The main big annual events of Airbourne in Eastbourne in August and Lewes Bonfire in November needed lots of advance planning and preparation by NSL. Additional safety measures were put in place by the Police and other authorities to make sure the events continued to be safe and successful.

A number of other regular events take place in the county, especially along the seafronts. In Eastbourne these include Magnificent Motors, cycle events and international tennis. In Hastings two large carnivals take place; Jack in the Green and Hastings Old Town Carnival.



# Our parking schemes

We carry out regular reviews of our parking schemes. Anyone that would like to request that parking restrictions are changed or that new ones are introduced can do this on our website at:

www.eastsussex.gov.uk/roadsandtransport/parking/controls/request-new-parking-controls/

A guide to our parking reviews can be found at the same link.

The tables below summarise the bays available for permit holders and visitors where there are parking restrictions within our CPE areas.

#### Number of parking bays within the CPE areas

Scale of operation, whole district and borough	Eastbourne	Hastings	Lewes
Length of yellow lines (approximate miles)	76	67	83
Number of controlled parking spaces:			
On-street time-limited bays	256	497	909
On-street permit holder or time-limited bays	368	1,416	n/a
Charged for on-street bays (including permit)	1,959	1,633	2,086
County Hall car park	n/a	n/a	393
LDC car parks, free	n/a	n/a	823
LDC car parks, pay and display	n/a	n/a	1,090
LDC car parks, permit only	n/a	n/a	118

#### Number of parking bays within the permit areas

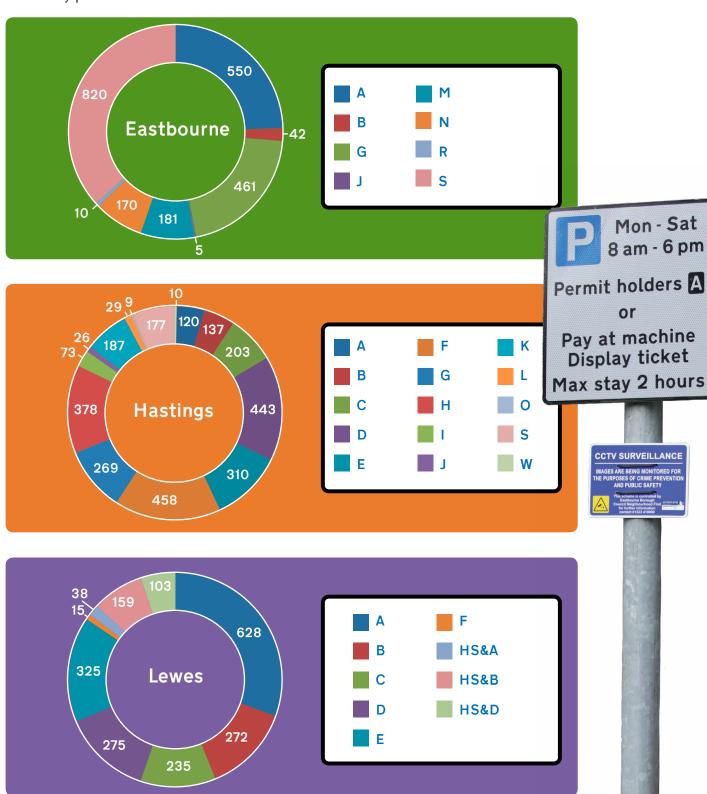
On-street parking spaces:	Eastbourne	Hastings	Lewes
Time limited (free)	109	57	118
Pay and display	162	423	43
Permit only	396	1,043	994
Permit holder or pay and display	1,354	49	1,050
Permit holder or time limited	446	1,416	0
Formal disabled bays	136	149	57



#### **Permits**

There are permit zones within each of our CPE areas. Permit zones are usually introduced at the request of residents in areas where they have consistently had difficulty parking close to their homes. To introduce a permit scheme there usually needs to be support for it from at least 40% of the households in the area.

We issued 7,118 residents permits in 2017/18. The three charts below show the numbers issued by permit zone in each of the three CPE areas.



Although our permit zones are primarily to help residents to park closer to their homes, they also accommodate the needs of others, for example, tradespeople, businesses and carers. We aim to strike a balance between the often conflicting needs of different road users and having different types of permits helps us to do this. The tables below show the numbers of other permit types issued in each of the CPE areas.

	Eastbourne						
Type of permit / month issued	Resident Visitor	Trade	Hotel	Primary Care Trust (PCT)	Business user	Doctor	
Apr-17	4070	521	2740	290	28	7	2
May-17	6110	656	3770	1000	28	2	13
Jun-17	4710	717	3940	770	20	7	7
Jul-17	4660	833	3958	810	17	0	4
Aug-17	5970	1026	4588	520	35	0	1
Sep-17	4170	881	3510	1060	20	0	9
Oct-17	4550	1124	6260	960	24	5	26
Nov-17	7110	1324	6340	710	45	4	43
Dec-17	5040	727	4660	1399	13	4	6
Jan-18	6820	1197	4520	1710	36	0	12
Feb-18	5690	1247	4916	1380	24	0	3
Mar-18	6580	959	7400	630	31	6	11
Total	65,480	11,212	56,602	11,239	321	35	137

Hastings						
Type of permit / month issued	Resident Visitor	Business scratch cards	Business	Doctor	Primary Care Worker (PCW)	
Apr-17	2617	95	0	1	36	
May-17	2343	39	0	0	26	
Jun-17	1907	78	0	0	40	
Jul-17	2502	170	0	0	36	
Aug-17	2913	108	0	0	35	
Sep-17	1863	47	0	0	43	
Oct-17	1751	52	2	0	30	
Nov-17	1688	19	1	0	24	
Dec-17	1749	68	1	0	16	
Jan-18	1804	166	1	0	30	
Feb-18	1762	104	7	0	31	
Mar-18	2124	75	0	0	30	
Total	25,023	1,021	12	1	377	



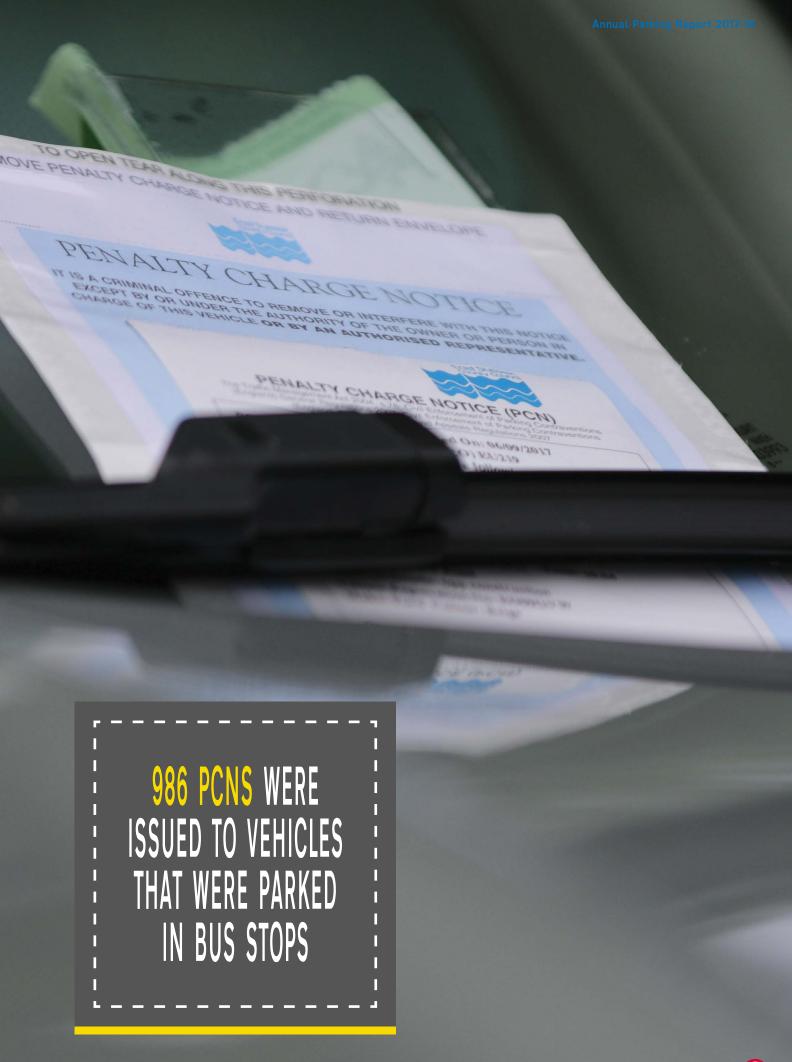
Lewes						
Type of permit / month issued	Resident Visitor	Trade	Hotel	Primary Care Trust (PCT)	Business	
Apr-17	3338	145	130	100	1	
May-17	3671	330	0	370	1	
Jun-17	3339	218	30	700	1	
Jul-17	3522	331	90	256	1	
Aug-17	4142	117	80	330	1	
Sep-17	3733	213	140	30	0	
Oct-17	2775	405	130	200	1	
Nov-17	3002	536	0	150	0	
Dec-17	2784	129	70	460	0	
Jan-18	3342	301	30	330	0	
Feb-18	2512	577	20	290	1	
Mar-18	2910	194	230	680	1	
Total	39,070	3,496	950	3,896	8	

## **PCNs** issued

Our CEOs are instructed to issue a PCN to any vehicle that they see parked in contravention. This is to make sure that our enforcement is fair and consistent. The numbers of PCNs issued is shown in the tables below; the first one shows the PCNs issued by month in each of the CPE schemes and the second table shows the numbers of PCNs issued by type of parking contravention.

## PCN issued by month

Month	Eastbourne	Hastings	Lewes		Hastings Lewes	Lewes District
			On Street	County Hall	car parks	
Apr-17	1,208	1,485	518	58	332	
May-17	1,409	1,431	659	68	292	
Jun-17	1,385	1,298	640	51	332	
Jul-17	1,370	1,393	611	68	323	
Aug-17	1,742	1,380	590	62	334	
Sep-17	1,530	1,397	734	83	349	
Oct-17	1,493	1,512	606	88	310	
Nov-17	1,566	1,439	616	64	297	
Dec-17	1,583	1,186	680	70	276	
Jan-18	1,279	1,202	668	84	304	
Feb-18	1,101	1,183	658	59	279	
Mar-18	1,380	1,341	835	65	360	
Total	17,046	16,247	7,815	820	3,788	



# PCNs issue by contravention

The shading in the code column shows if the contravention is a higher or lower rate contravention. More information about <u>higher and lower rate contraventions</u> is on our website.

Code	Contravention	Eastbourne	Hastings	Lewes
1	Parked in a restricted street during prescribed hours	4,019	4,004	2,347
2	Parked or loading or unloading in a restricted street where waiting and loading/unloading restrictions are in force	1,502	758	259
5	Parked after the expiry of paid-for time	915	1,747	594
6	No valid ticket	696	2,441	512
12	Parked without clearly displaying a valid pay-and-display ticket or permit	1,926	2,645	702
16	Parked in a permit space without displaying a valid permit	1,230	24	1,219
19	Displaying an invalid permit	813	190	148
21	Parked in a suspended bay/space or part of bay/space	382	60	123
22	Re-parked in the same parking place within the no return period	0	5	2
23	Parked in a parking place or area not designated for that class of vehicle	1,319	421	31
24	Not parked correctly within the markings of the bay or space	104	4	185
25	Parked in a loading place during restricted hours without loading	874	675	300
26	Parked 50cm or more from the kerb	220	29	24
27	Dropped footway (new contravention)	498	122	47
28	Parked on a raised verge	17	0	16
30	Parked longer than permitted	665	851	620
40	Parked in a designated disabled person's parking place without clearly displaying a valid disabled persons badge	649	959	243
42	Parked in a Police space	7	17	0
45	Parked on a taxi rank	453	227	208
47	Stopped on a restricted bus stop/stand	434	404	148
48	Parked on a school keep clear	102	94	39
56	Parked in contravention of commercial waiting	14	0	0

Code	Contravention	Eastbourne	Hastings	Lewes
57	Coach ban	22	0	0
62	Parked on a footway / verge	36	475	7
80	Overstayed paid-for time (car park)	n/a	n/a	221
81	Parked in a restricted area (car park)	n/a	n/a	64
82	Expired pay-and-display ticket (car park)	n/a	n/a	924
83	No pay-and-display ticket (car park)	n/a	n/a	2,582
85	No permit (car park)	n/a	n/a	429
86	Out-of-bay (car park)	n/a	n/a	301
87	Parked in a disabled bay without clearly displaying a valid disabled persons badge (car park)	n/a	n/a	87
89	Vehicle exceeds maximum height, weight or length (car park)	n/a	n/a	10
91	Area not designated for class of vehicle (car park)	n/a	n/a	28
99	Parked on a pedestrian crossing	149	95	3
Total		17,046	16,247	12,423



## PCNs paid, cancelled and appealed

Out of the 45,716 PCNs issued

- 35,065 (77%) of the PCNs issued were paid.
- 2886 (6%) of the PCNs challenged were cancelled.
- 56 cases were appealed to the independent adjudication service, TPT.
- 5420 (12%) warrants were issued to EAs to recover PCN debts.

Paid	Eastbourne	Hastings	Lewes on-street	Lewes off-street
At Discounted Rate (£25)	2,091	3,053	1,411	2,793
At Discounted Rate (£35)	8,953	6,543	3,890	382
At Full Rate (£50)	402	729	267	500
At Full Rate (£70)	1,607	1,270	621	46
After Charge Certificate (£75)	34	75	17	50
After Charge Certificate (£105)	145	117	67	2
Cancelled				
PCNs cancelled	1,006	843	609	428
Appeals to TPT				
Number appealed	16	21	11	8
Of which:				
Dismissed (PCN upheld)	9	6	4	4
Not contested (PCN cancelled)	1	0	1	
Allowed (PCN cancelled)	4	13	5	2
Hearing pending (PCN pending)	2	2	1	2

## Other types of parking enquiries

Separate to PCN challenges the team receives a large number of enquiries related to all other aspects of the parking schemes. This can include information about parking reviews, requests for enforcement, freedom of information requests and, on occasion, complaints. The table below shows the number of enquiries the team has dealt with.

MP and Councillor	167
FOI Requests	43
Complaints	21
General enquiries	1138



Over the last year, the team have also approved and installed 122 APMs and 44 disabled bays, carried out six parking consultations and sent out 5678 consultation packs in relation to these.

### Common questions

Below are some examples of the common questions the team are asked.

#### How to report a vehicle parked in contravention

You can report a vehicle that is parked in contravention to the NSL customer service team, who will send a CEO to the location as quickly as possible. To request enforcement or report a vehicle parked in contravention call 01273 335500 or email parking.information@eastsussex.gov.uk

#### How to report an abandoned vehicle

We do not deal with abandoned vehicles. If you suspect that a vehicle has been abandoned you should report it to <a href="Operation Crackdown">Operation Crackdown</a> or call 01243 642 222, the operation tackles abandoned vehicles and anti-social driving.

#### How to apply for a permit

Applications for permits can be made online at NSL Apply

#### **Request a suspension**

To request a suspension of the parking restrictions, please contact the NSL Customer Service team on 01273 335500 or email <a href="mailto:parking.information@eastsussex.gov.uk">parking.information@eastsussex.gov.uk</a>. The team will discuss the request with you and send the application form.

#### Can a PCN be issued to a caravan

The TMA has strict processes that must be followed when enforcing parking restrictions. We can only issue a PCN to motorised vehicles that are parked in contravention. If a caravan is not hitched to a vehicle that is parked in contravention there is no enforcement we can take against the caravan. More information about the rules for caravans parking on the highway is available on the <u>East Sussex Highways</u> website.

#### Can yellow lines be installed to protect access to a driveway or garage

We do not install yellow lines to protect private access unless it is part of a wider parking review in an area. This is because there are other ways to protect access:

- we can carry out enforcement if a vehicle is parked across a dropped kerb blocking access. You can request this by contacting the NSL Customer Service Team.
- You can apply for an APM, an advisory white line to act as a visual deterrent.

#### Why are more resident permits issued than there are permit bays

It is normal for the number of permits issued to exceed the number of bays available as not all permit holders will be parked at the same time. We monitor this and if the number of resident permits issued reaches our maximum of 1.5 permits for each bay in a zone no more permits are issued and a waiting list is introduced.

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# **Finance**

## The East Sussex CPE parking schemes made a surplus of £865,575 in 2017/18. This surplus has been used to fund

- Parking reviews for each of the CPE areas
- Projects approved by parking board
- Real time bus information running costs
- Repayment of parking scheme set up costs
- Improvements to Terminus Road

A more detailed breakdown of the income and expenditure of the parking scheme is shown in the following table.

Income (£)		Bexhill		Eastbourne		Hastings		Lewes		Total
	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18	2016/17	2017/18
On street charge			1,176,855	1,172,665	886,608	863,139	458,023	456,610	2,521,486	2,492,414
Off street charge							89,706	97,410	89,706	97,410
Permit income	4,710	3,411	202,442	252,576	200,523	191,745	226,402	214,224	634,077	661,956
Penalty Charge Notices			528,258	598,424	534,474	564,802	353,421	391,741	1,416,153	1,554,967
Payments from Other Local Authorities							239,656	255,130	239,656	255,130
Other income			3,737	5,407	3,768	1,844	3,891	4,272	11,396	11,523
Total	4,710	3,411	1,911,292	2,029,072	1,625,373	1,621,530	1,371,099	1,419,387	4,912,474	5.073,400
Expenditure (£)		Bexhill		Eastbourne		Hastings		Lewes		Total
Enforcement contract	1,200	1,300	674, 913	720,122	804,309	791,803	638,338	657,775	2,118,760	2,171,000
Payments to Other Local Authorities							88,074	97,273	88,074	97,273
ESCC Staff costs			217,199	232,426	186,594	207,691	215,767	222,242	619,560	662,359
Other operational	800	767	596,678	595,620	379,479	359,769	284,859	321,037	1,261,816	1,277,193
Total	2,000	2,000	1,036,034	1,488,790	1,221,481	1,370,382	1,066,004	1,227,038	3,325,519	4,088,210
Operational Surplus / (Deficit)	2,710	1,344	422,502	480,904	254,991	262,267	144.061	121.060	824,264	865,575
Payments/Investments supported by CPE surplus (£)		Bexhill		Eastbourne		Hastings		Lewes		Total
Parking Review			24,256	34,999	17,685	12,461	11,666	11,619	53,607	59,079
Approved by parking board					37,382	88,135			37,382	88,135
Real Time bus information running costs			32,989	81,246	20,052	44,469	11,643	25,084	64,684	150,799
Repayment of set up costs			107,000				268,500		375,500	0
Total	0	0	164,245	116,245	75,119	145,065	291,809	36,703	531,173	298,013
Net Surplus /( Deficit )	2,710	1,344	258,257	364,659	179,872	117,202	-147,748	84,357	293,091	567,562

# Contact us

Thank you for taking the time to read our annual parking report.



If you would like any further information about the permits available or parking on street in East Sussex please visit our website www.eastsussex.gov.uk/parking

Alternatively you can contact our customer service team. Monday to Friday between 8am and 5pm, by email to parking.information@eastsussex.gov.uk or telephone on 01273 335500



## To challenge a PCN



If your vehicle has been issued a PCN you can pay or challenge it online, please visit https://esccocm.itsvc.co.uk

## Applying for a permit

You can apply for permits online using NSL Apply





## Request new parking restrictions

To request new parking restrictions or for existing ones to be changed please complete the form on our website at <a href="https://www.eastsussex.gov.uk/roadsandtransport/parking/controls/">www.eastsussex.gov.uk/roadsandtransport/parking/controls/</a>