

ANNUAL PARKING AND ENFORCEMENT REPORT 2012/2013

1. INTRODUCTION

- 1.1 New Forest District Council is required to produce an annual report under Part 6 of the Traffic Management Act 2004. The regulations made under the Act set out the information which is required to be published in the report. The report updates the information given in previous reports and comments on any significant changes which the published figures highlight.

2. BACKGROUND

- 2.1 The District Council operates 50 car parks comprising of some 6000 spaces. These are managed under the regulations set out in The District of New Forest (Off Street Parking Places) Order 2005 (as amended). A copy of the Order, car park locations and charges can be found on the Council's web site (www.newforest.gov.uk/parking).
- 2.2 Hampshire County Council have appointed New Forest District Council as its agent for the enforcement of on street Traffic Regulation Orders (yellow lines). The District covers an area of approximately 290 sq miles with a population of 173,000.

3. POLICY BEHIND SERVICE PROVISION

- 3.1 The overarching transportation policies can be found in The District Council's Traffic Management Strategy which is available on the Council's web site (<http://www.newforest.gov.uk/trafficmanagement>). The Council manages its off street car parks and undertakes on street enforcement in line with the Hampshire County Council's Local Transport Plan-New Forest Area Strategy. In essence the strategy recognises the need to preserve the special nature of the area, as well as recognising the importance of tourism and the part which the car plays in personal mobility.

3.2 Off Street Car Parks

The Council has no statutory obligation to provide off street parking but does so in order to:

- Maintain the economic viability of our Town/Village Centres.
- Enhance accessibility to residents and visitors alike, particularly important in an area with relatively poor public transport links.
- Improve the safety and environment for pedestrians and motorists alike by providing parking off the highway.
- Reduce the environmental impact of parked vehicles by providing an alternative location other than the highway.

3.3 On Street Enforcement

The Council acts as agent for Hampshire County Council for on street enforcement in order to:

- Make best use of resources by combining the District Council's off street enforcement with the Highway Authority's requirement to enforce on street regulations.
- Minimise traffic congestion by reducing the number of vehicles parked in contravention of Traffic Regulation Orders.

- Improve road safety by reducing the number of vehicles parked in contravention of Traffic Regulation Orders.
- Assist residents by enforcing residents parking schemes.
- Increase the number of parking opportunities by enforcing limited waiting areas.

4. ACTIVITY

- 4.1 Between 1 October and 31 May each year a six day roster is worked. Between 1 June and 30 September a 7 day roster is worked
- 4.2 Enforcement of on and off street parking regulations is achieved by Civil Enforcement Officers (CEO's) patrolling dedicated beats.

	2009/2010	2010/2011	2011/12	12/13
Full Time CEOs Employed	9	9	7	7
Seasonal CEOs Employed*	3	3	3	3
Penalty Charges Issued	8265	7585	6936	8411
Warning Notices Issued	312	197	451	1033
On Street Patrols Undertaken	22959	19145	14709	12720
Off street Patrols Undertaken	17066	15614	14721	16762

*Calculated as full time equivalents.

- 4.3 Penalty Charge Notice-Information concerning issue/cancellation.

The Council's operational guidelines for the issue and cancellation of Penalty Charge Notices are set out on its web site www.newforest.gov.uk/parking.

Penalty Charge/Warning Notice issue for financial year period 2009/10 and 2010/11 (correct at time of writing report).

	2009/10	2010/11	2011/12	2012/13
Number PCNs issued at higher level	2007	1857	1541	1625
Number PCNs issued at lower level	6258	5728	5322	6786
Number PCNs paid	6049	5743	5267	6462
Number PCNs paid at discounted rate	5392	5115	4730	5580
Number PCNs against which informal challenge received	1479	2131	2095	2590
Number cancelled as result of informal challenge	1313	1335	1197	851
Number against which a formal representation has been received	223	180	209	209
Number cancelled as result formal representation	129	70	100	74
Number cancelled for other reasons (e.g. driver untraceable)	331	128 *	183	277
Number Warning Notices issued	291	197	451	1033

* More clearly defined category now only includes Untraceable, Foreign Vehicle, Bankruptcy

4.4 Comment on activity figures.

Enforcement officers are not given a “target” for issuing penalty charge notices. They issue a notice when a contravention of regulations has been observed. The increase in the number of warning notices issues in 2012/13 has occurred for a combination of reasons including the introduction of a number of new regulations (it is standard practice to issue warning notices when new regulations first come into force) and for minor infringements involving displayed clocks, in the past no action concerning this had been taken. The number of PCNs issued has remained relatively stable with a slight increase in 2012/13 reflecting the fact that all posts remained filled throughout the year.

4.5 The Traffic Penalty Tribunal (TPT)

The Traffic Penalty Tribunal provides an independent judicial process for the hearing of appeals against the issue of Penalty Charge Notices. In financial year 2012/13 3 appeals were lodged relating to PCNs issued by New Forest District Council. These resulted in;

- 1 appeal being allowed
- 0 appeals being rejected
- 2 not contested by the Council
- 0 appeal withdrawn by the appellant

Further information concerning TPT can be found on their web site

www.trafficpenaltytribunal.gov.uk.

4.6 Administration

Table giving details of correspondence activity.

	2009/10	2010/11	2011/12	2012/13
Pre Notice To Owner (NTO) correspondence answered with 14 days of receipt	87%	97%	98%	99%
Post NTO Correspondence answered with 14 days of receipt	61%	80%	57%	83%

Answering 99% of pre NTO correspondence within 14 days is an excellent achievement. The lower % of post NTO Correspondence being answered within 14 days reflects the fact that considerable research and evidence collection is required when cases reach this stage. The improved % of post NTO correspondence answered within 14 days is welcomed.

5. FINANCIAL INFORMATION

5.1 The Parking Account

As a local authority which operates Civil Parking Enforcement, the Council is required to keep an account of all of its income and expenditure in connection with its on street charging and its on and off street enforcement activities. These accounts are governed by Section 55 (as amended) of the Road Traffic Regulation Act 1984.

The legislation sets out provisions for dealing with any deficits or surpluses in the enforcement account, which excludes all income from off street car parks except income from Penalty Charge notices. Any deficit is to be made good out of the authority's general fund, whilst a surplus can either be carried forward in the account to the next financial year, or it can be used to carry out specific projects for one of the following purposes:

- 5.1.1 Repaying the general fund of any amount charged to it as a result of a deficit accrued in the enforcement account over the last 4 years.
- 5.1.2 Meeting all or any of the cost of the provision and maintenance by the local authority of new off-street parking provision.
- 5.1.3 If it appears to the local authority that the provision in their area of further off-street parking accommodation is unnecessary or undesirable, any surplus can be used for the following purposes -
 - (a) Meeting costs incurred, whether by the local authority or by some other person, in the provision or operation of, or of facilities for, public passenger transport services, and
 - (b) The purposes of a highway or road improvement project in the local authority's area.

5.2 New Forest District Council's Parking Enforcement Account

(Kept under Section 55 of the Road Traffic Act 1984 as amended by the Traffic Management Act 2005)

INCOME	2009/10	2010/11	2011/12	2012/13
Penalty Charges-Off street*	121,952	87,505	102,079	126,351
Penalty Charges-On street*	116,012	98,855	73,151	71,732
Residents Permits	3,462	4,171	6,779	6,432
Dispensations issued	1,379	2,302	1,820	2,728
Total income	242,806	192,833	183,829	207,244
EXPENDITURE				
Employee (business unit allocated costs)	440,174	428,225	392,968	355,452
Supplies & Services (business unit allocated costs)	18,995	18,319	15,650	18,301
Support Services (business unit allocated costs)	39,349	41,029	37,353	28,686
Capital financing	11,784	493	1,284	1,284
Total allocated expenditure	510,302	488,066	447,255	403,723
Deficit	267,496	295,232	263,426	196,479

*Total income received from PCN's in the stated financial year some of which may have been from Notices issued in previous years.

- 5.2.1 The reduction in the overall deficit on the parking account reflects a reduction in costs at the same time as a small increase in income.

5.3 New Forest District Council Parking Management Accounts

On Street Parking Account

DK300	On Street Parking Account			
INCOME	2009/10	2010/11	2011/12	2012/13
Penalty Charge Notices(on street)	116,012	98,855	73,151	71,732
Residents parking permits	3,462	4,171	6,779	6,432
Dispensations	1,379	2,302	1,820	2,728
Total income	120,853	105,328	81,750	80,892
EXPENDITURE				
Employee Costs	212,860	208,480	191,410	174,237
Supplies and Services	13,475	12,272	10,383	14,116
Support services	27,624	28,754	28,754	23,323
<i>Capital Financing</i>	11,784	493	1,284	0
Total Expenditure	265,743	250,000	231,831	211,676
(Surplus)/Deficit	144,889	144,671	150,081	130,784

DK100/200

Off Street Parking Account

INCOME	2009/10	2010/11	2011/12	2012/13
Meter Income (town and amenity)	1,441,819	1,421,159	1,402,820	1,472,782
Clock Income (long and short stay)	584,799	633,918	665,465	896,249
Hythe Market	41,090	37,650	34,780	28,715
Amenity Permits	65,159	13,828	58,343	0
Other (licence fees/boat storage etc)	20,399	34,346	37,926	77,367
Penalty Charge Notices(off street)	121,952	87,505	102,079	126,351
Total income	2,275,218	2,228,407	2,301,413	2,601,464
EXPENDITURE				
Employee Costs	467,715	457,386	427,893	392,765
Premises (1)	370,454	394,542	640,459	669,571
Supplies and Services	249,287	278,929	255,108	265,552
Support services	58,627	61,375	50,584	52,428
<i>Capital Financing</i>	3,457	5,714	6,122	2,390
Total Expenditure	1,149,443	1,197,946	1,380,166	1,382,706
(Surplus)/Deficit	(1,125,775)	(1,030,461)	(921,248)	(1,218,759)

Overall Parking Account

INCOME	2009/10	2010/11	2011/12	2012/13
Meter Income (town and amenity)	1,441,819	1,421,159	1,402,820	1,472,782
Clock Income (long and short stay)	584,799	633,918	665,465	896,249
Hythe Market	41,090	37,650	34,780	28,715
Amenity Permits	65,159	13,828	58,343	0
Other (licence fees/boat storage etc)	20,399	34,346	37,926	77,367
Penalty Charge Notices(overall)	237,965	186,360	175,230	198,083
Residents parking permits	3,462	4,171	6,779	6,432
Dispensations	1,379	2,302	1,820	2,728
Total income	2,396,072	2,333,735	2,383,163	2,682,357
EXPENDITURE				
Employee Costs	680,575	665,866	619,303	567,002
Premises (1)	370,357	394,542	640,459	669,571
Supplies and Services	262,762	291,201	265,491	279,668
Support services	86,250	90,129	79,338	75,751
<i>Capital Financing</i>	15,241	6,207	7,406	2,390
Total Expenditure	1,415,186	1,447,945	1,611,997	1,594,382
(Surplus)/Deficit	(980,886)	(885,790)	(771,167)	(1,087,975)

Amendments to previously published tables: Expenditure has been revised to now reflect maintenance costs of car parks which had initially been financed through the capital programme but which is revenue expenditure in nature. The amounts included for the various years are: 2012/13 = £73,493; 2011/12 = £108,271; 2010/11 = £28,666; 2009/10 = £96.

5.4 Comments on Parking Accounts

Because the Council has such a wide area to cover and does not charge for on street parking or have large scale residents parking schemes, the on street parking account is always likely to be in deficit. The Council believes that on street enforcement is a Traffic Management activity rather than a revenue raising one. However, overall, the Council's parking service made surplus of £1,087, 975 in financial year 2012/13 compared with £771,167 the previous year. The Council spends some £451,00 per annum supporting transport related services including providing footway lighting, minor highway improvements and traffic management.

5.5 Parking Clock Scheme.

Since 2004 the Council has operated an off street parking clock scheme. In 2012, 40,165 short stay, 1,477 annual long stay and 6,188 three monthly clocks were sold. For the period 1 January 2012 to 31 December 2012 short stay clocks cost £20 and long stay £100. Three monthly clocks cost £25. Full details of the clock scheme can be found on the Council's web site www.newforest.gov.uk/parking. Clocks can be obtained via telephone, the Council's web site, Council Recreation Centres, local offices, Visitor Information Centres and at Brockenhurst and Burley Post offices.

6. SERVICE DEVELOPMENTS

6.1 The Customer Services action plan for 2010/14 sets out the key service development targets for the Parking Service. The following progress has been made toward meeting the key targets.

6.2 Management

6.2.1 Implementing Changes as a result of Lymington Parking Study

A number of spaces in Cannon Street Car Park were changed from long to short stay to increase turnover and additional long stay public spaces have been made available at the Town Hall. Any opportunities to use additional space, particularly during peak times, for additional parking in Lymington will be utilised whenever possible.

6.2.2 On-Going Review Parking Charges-Member Task and Finish Group

Implementing Group's agreed recommendations concerning charging in non charged car parks.

7. CONCLUSION

7.1 The Parking Service is one of the most high profile services operated by the Council. The provision of parking is of critical importance to the economic viability of our Towns and Villages. Clocks continue to provide parking at a comparatively low cost, a long stay clock holder can park every day of the year for a cost of £2 a week and short stay clock holder park for 3 hours every day of the year for under 40p a week. Parking enforcement activity has remained relatively stable with a small increase in Penalty Charge Notices issued at the same time as the deficit on the enforcement account has been reduced.