

Public Document Pack

Date of meeting Monday, 14th January, 2013
Time 6.00 pm
Venue Civic Offices, Merrial Street, Newcastle-under-Lyme, Staffs ST5 2AG
Contact Peter Whalan

Joint Parking Committee

AGENDA

PART 1- OPEN AGENDA

- 1 Apologies**
- 2 DECLARATIONS OF INTEREST**
To receive declarations of interest from Members on items included on the agenda.
- 3 MINUTES OF THE PREVIOUS MEETING (Pages 1 - 4)**
To consider the minutes of the meeting held on 22 October 2012.
- 4 TRAFFIC REGULATION REQUESTS - A VERBAL UPDATE**
To consider a verbal update on Traffic Regulation Requests by Staffordshire County Council and the ongoing Residents' Parking Scheme.
- 5 LIST OF TRO PRIORITIES (Pages 5 - 8)**
To review the list of schemes for 2013/14.
- 6 STAFFORDSHIRE PARKING BOARD (Pages 9 - 42)**
To receive the Annual Parking Report and 6 month update report prepared by Newcastle Borough Council.

Members: Councillors Cairns, Sweeney, Taylor.M (Chair) and Wilkes

'Members of the Council: If you identify any personal training / development requirements from the items included in this agenda or through issues raised during the meeting, please bring them to the attention of the Committee Clerk at the close of the meeting'

Officers will be in attendance prior to the meeting for informal discussions on agenda items.

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JOINT PARKING COMMITTEE

Monday 22 October 2012

Present:- Councillor M Taylor – in the Chair

Councillors Cairns, Sweeney and Wilkes

County Councillors Cooper, Mrs Cornes, Locke and Tagg.

Also in attendance Councillors Kearon and Studd for item 6
Mr D Morton representing Parkstone Avenue residents.

1. APOLOGIES

There were none.

2. DECLARATIONS OF INTEREST

There were none.

3. MINUTES OF THE PREVIOUS MEETING

Resolved:- That the minutes of the meeting of this Committee held on 23 July 2012 be approved as a correct record.

4. TRAFFIC REGULATION REQUESTS - A VERBAL UPDATE

Resolved:- That in the absence of a verbal report on this matter, Members of the Committee be provided with a written report by Staffordshire County Council.

5. REPORTING OF PARKING SURVEY FOR PARKSTONE AVENUE, NEWCASTLE

Consideration was given to a report prepared by Staffordshire County Council detailing the outcome of a parking survey undertaken along Parkstone Avenue following receipt of a petition from residents requesting that parking restrictions be introduced.

Residents contended that parking by non-residents had increased since the imposition of restrictions along The Avenue and adjoining streets and that the situation was likely to worsen when hospital staff were displaced from the car park at the former central outpatients site.

The Chairman allowed Mr David Morton to address the committee on behalf of residents of Parkstone Avenue. He outlined the problems caused by cars being parked on both sides of the road and expressed concern that no consultation had taken place as part of the recent survey that, in the opinion of residents, did not truly reflect the situation.

Although sympathetic to the concerns expressed by residents, it was indicated as the scheme for implementation in the current financial year had already been agreed, no action could be taken until 2013/14. However, it was agreed that the officers, in consultation with the residents, should further investigate the most appropriate and

effective way of resolving the parking difficulties and thereafter bring forward a scheme for inclusion in the List of Priority Scheme for implementation during 2013/14.

The Chairman indicated his intention to include this scheme as one of his two proposals for consideration for 2013/14.

Resolved:- (a) That the report be received.

(b) That the action proposed by the Chairman to personally take this scheme forward for consideration for inclusion in 2013/14 be noted.

6. **CIVIL PARKING ENFORCEMENT - RESIDENTS PARKING ZONE - THE VILLAGE, KEELE**

Consideration was given to a report prepared by Staffordshire County Council providing an update on the outcome of a preliminary investigation into the possibility of implementing a permit only parking scheme in Keele Village to address concerns expressed by residents of a number of properties in Keele Road not having off-street parking provisions.

The Chairman welcomed Councillors Kearon and Studd to the meeting inviting them to address the committee on this matter.

Councillor Kearon expressed disappointment at the recommendations made by the County Council indicating that parking in Keele Village by students had worsened since the introduction of pay and display arrangements on the university campus. He went on to say that residents of 7 properties in Keele Road depended on on-street parking and that possible alternative parking arrangements for them were not practicable (i.e. parking permits enabling affected residents to park at The Hawthornes). Suggestions that residents could use the car park at Keele Village Hall were also considered not to be viable as such arrangements would detrimentally affect its use as a community facility.

Councillor Studd supported the above comments explaining that the management of traffic was an ongoing problem and stated that the magnitude of the affect of the current problems on residents in Keele Road should not be underestimated. He was encouraged by the attitude expressed by the University to work with the Council to find a solution and to make a financial contribution to the implementation of a suitable scheme and wished to see discussions continue with the University.

In supporting the views of Councillors Kearon and Studd, Councillor Tagg urged the officers, possibly with the aid of consultants, to continue their discussions with the University regarding their offer to fund a scheme and to provide detailed costs of the scheme to enable any financial commitment from the University to be agreed. However, he considered that any simplified scheme should not be implemented to the detriment of other previously approved schemes.

Resolved:- (a) That the Committee agree to further investigations into a simplified parking scheme for those residents currently without off-street parking subject to funding being made available from Keele University and such scheme not being rolled out to the detriment of previously approved schemes, but considered parallel to those schemes.

(b) That the actual costs involved in the implementation of a scheme in Keele Village be provided by the County Council and discussed with Keele University.

7. IRONMARKET, NEWCASTLE - LOADING BAY

The Committee considered proposals to introduce a loading bay in Ironmarket as indicated on the plan circulated at the meeting.

Resolved:- That a loading bay be introduced in Ironmarket as detailed in the officer's report.

8. RESIDENTS' PARKING ZONES

Consideration was given to a report:-

- (i) attaching a policy document published by the County Council following decriminalisation of parking enforcement and subsequently approved by the Staffordshire Parking Board, and
- (ii) reminding Members of their earlier decisions to prioritise the implementation of Residents' Parking Zones (RPZ) in the Borough.

Members were advised that due to resource restrictions at the County Council, it had only been possible to progress one RPZ at a time but that once the setting up costs had been repaid (currently in 4 to 5 years), any surpluses could be used to fund traffic related schemes, Currently, there were no budgets available to accelerate the process.

Resolved:- (a) That the County Council be requested to undertake preliminary consultations with respect to the remaining proposed Residents Parking Zones in the town centre.

(b) That the officers investigate whether it would be possible to accelerate the current process to implement all of the identified areas requiring Residents Parking Zones in the short term and for Cabinet to consider this as a possibility given that resources will eventually be spent on these schemes and, as they will be implemented only once, it seems practical to carry out the process sooner rather than later if possible, even if the cost is paid back to the County Council annually.

9. DUKE STREET, NEWCASTLE

Councillor Sweeney referred to difficulties being experienced by a resident of a dwelling in Duke Street, Newcastle when attempting to access that street from the rear of his property.

The problem was caused by vehicles parking in the road opposite to his access.

Resolved:- That the matter be referred to the County Council with a view to the installation of Access Protection Marking.

COUNCILLOR MATT TAYLOR
Chair

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TRAFFIC REGULATION ORDER PRIORITIES

Submitted by: Engineering Manager – Graham Williams

Portfolio: Environment and Recycling

Ward(s) affected: All

Purpose of the Report

To inform Members of the current priority Traffic Regulation requests.

Recommendation

That Members decide the traffic regulation order requests to be investigated and if necessary implemented.

1. **Background**

1.1 A list of traffic regulation requests regarding parking issues was prioritised by this committee a number of years ago for a 5 year period.

2. **Issues**

2.1 Since the original list was produced there have been new issues which were not evident at the time of its original production.

2.2 The list contained in the appendix shows the original prioritised schemes together with a number of more recent requests.

2.3 Members will be aware that due to resource constraints, the County Council is only able to undertake four schemes per year per district council.

3. **Proposals**

3.1 That Members review the list of schemes and agree four which will be investigated in detail by the county council and implement any suitable scheme, during 2013/14.

3.2 That the county council keep this committee updated on the progress of these four schemes.

4. **Outcomes Linked to Sustainable Community Strategy and Corporate Priorities**

- creating a cleaner, safer and sustainable Borough
- creating a Borough of opportunity

5. **Legal and Statutory Implications**

None to the Borough Council.

6. **Financial and Resource Implications**

Currently none to the Borough Council.

7. **List of Appendices**

Appendix A - List of TRO Priorities.

Unique ID	Road name	Settlement	Traffic management problem	County Member	County Ward	Parish Council
2013/14						
-----	Eccleshall Road	Loggerheads	Residents would like to see the double yellow lines extended as promised to protect the junctions like Tower Road as their visibility is totally obstructed by parked vehicles at school times.	Frank Chapman	Newcastle Rural	
			Would like to see the double yellow lines extended down as far as the Co-op	Frank Chapman	Newcastle Rural	
-----	Brutus Road	Chesterton	Local residents feel there is a parking problem on Brutus Road created by workers of the local industrial estate. This occasionally blocks drives and creates problems at the junction with Loomer Road.	Derek Huckfield	Bradwell and Porthill	
			Local residents feel there is a parking problem on Brutus Road created by workers of the local industrial estate. This occasionally blocks drives and creates problems at the junction with Loomer Road.	Derek Huckfield	Bradwell and Porthill	
-----	Saunders Road	Milehouse	Requests received wishing to see the junction of Saunders Road and Milehouse Lane protected by double yellow lines	David Nixon	Cross Heath and Silverdale	
-----	Parkstone Avenue	Harpfields	Would like restrictions along this road	Steven Sweeney	Newcastle South	
PR04-01	St Michaels Road	Cross Heath	Junction protection with the A34. This junction is regularly congested because vehicles park too close to the junction, this happens on a daily basis.	David Nixon	Cross Heath and Silverdale	
PR04-02	Seabridge Lane	Seabridge	All junctions along this lane need to be protected. Residents park on the junctions on a regular basis - directly on the junctions with two wheels on the verge.	Steven Sweeney	Newcastle South	
PR04-03	Kimberley Road	Newcastle	Junction Protection with A34	David Nixon	Cross Heath and Silverdale	
PR04-04	Duke Street	Newcastle	Junction Protection with A34	Steven Sweeney	Newcastle South	
2014/15						
PR05-01	Chester Road	Audley	Resident(s) report that parking is such that this becomes a one way street. If you meet an oncoming vehicle it is very difficult to find a space to pull into allowing the oncoming traffic to pass by.	Dylis Cornes	Audley and Chesterton	
PR05-02	Langdale Road	Westlands	Would like more restrictions in front of the school	Simon Tagg	Keele and Westlands	
PR05-03	Granville Avenue/Gower Street	Newcastle	Initial request for Residents' Parking Zone investigated and not justified, therefore other measures to be considered.	John Cooper	Wolstanton	
	Granville Avenue	Newcastle	Would like a single yellow line (8am to 5pm) the full length of one side and all around the turning head	John Cooper	Wolstanton	
	Gower Street	Newcastle	Would like a single yellow line (8am to 5pm) the full length of one side up to Granville Avenue	John Cooper	Wolstanton	
PR05-04						

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STAFFORDSHIRE PARKING BOARD

Submitted by: **Engineering Manager – Graham Williams**

Portfolio: **Environment and Recycling**

Ward(s) affected: **All**

Purpose of the Report

To update members on the Newcastle CPE report to the Staffordshire Parking Board

Recommendation

That Members receive the report.

1. Background

- 1.1 The Staffordshire Parking Board SPB is the overarching committee consisting of elected member representatives from each of the district councils within Staffordshire and a county council member.
- 1.2 The SPB sets the policy for CPE throughout Staffordshire and approves the annual report. It currently meets twice a year.

2. Issues

- 2.1 The SPB last meeting was on 18 December.
- 2.2 The Annual Civil Parking Enforcement Report was presented at the meeting. The report gives a County wide view of the performance of the parking enforcement
- 2.3 A report was presented by Newcastle BC giving a progress of CPE service for the first six months of the year 2012/13. The report refers to the filling of a vacant post, it is anticipated that the new member of our Civil Enforcement team will be in post by the end of January.

3. Proposals

- 3.1 Members receive the Annual Civil Parking Enforcement Report and the NBC report presented to the SPB on 18 December 2012. Copies are contained within the appendices.

4. Outcomes Linked to Sustainable Community Strategy and Corporate Priorities

- creating a cleaner, safer and sustainable Borough
- creating a Borough of opportunity

5. Legal and Statutory Implications

None to the Borough Council.

6. Financial and Resource Implications

Currently none to the Borough Council.

7. **List of Appendices**

Appendix A - Staffordshire County Council – Annual CPE Report

Appendix B - NBC report to the Staffordshire Parking Board December 2012



Civil Parking Enforcement



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1. FOREWORD

As Chairman of the Staffordshire Parking Board I am pleased to present Staffordshire County Council's Annual Parking Report for the 2011/12 financial year.

Illegal parking is an issue which has plagued our citizens for many years and under the banner of "Clear Streets" the County Council, partnered with the District and Borough Councils, seeks to resolve these problems and make our roads more accessible and safer for all.

Not only do Motorists benefit with less dangerous parking obstructing traffic flows and visibility but also Staffordshire as a whole benefits economically, with managed off and on street parking places helping shoppers access town centres.

This report explains how Civil Parking Enforcement (CPE) is operated and managed throughout the county and how it exists for the benefit of everyone, including the motorist but particularly vulnerable highway users who are more at risk from dangerous parking.

This year was also the third year that CPE has been in operation for the whole of the county. In March 2009 the remaining four District and Borough Councils adopted CPE and began enforcement of parking restrictions shortly afterwards. This provides a united approach to parking enforcement leading to less confusion for the motorist no matter where they park.

It is also worth noting that Civil Parking Enforcement is not designed to make money for the council and where surplus income is accrued that money is reinvested into the public highway creating a better road network for the residents and visitors of Staffordshire.

Please take the time to read through this report and any feedback or comments can be directed to clear.streets@staffordshire.gov.uk

Chairman of the Staffordshire Parking Board



2. BACKGROUND

What is Civil Parking Enforcement?

Civil Parking Enforcement (CPE) has operating in parts of the County since 2007 and throughout the whole of Staffordshire since 2009. This transferred responsibility for the enforcement of parking restrictions, such as double yellow lines, from the police to Local Government.

Who is Responsible for CPE?

Local Government in Staffordshire is split into two tiers, with Staffordshire County Council as the upper-tier, responsible for the public highways, and the eight District and Borough Councils as the lower-tier responsible for their own off-street car parks. It was decided that the best way to operate CPE was to combine the off-street car park enforcement run by the district councils with the need to enforce on-street restrictions.

This means that whilst the County Council is the Highway Authority responsible for parking restrictions throughout Staffordshire, it is the District and Borough Council's that enforce those restrictions on the County's behalf. This is controlled by formal partnership agreements signed between the County Council and all the District and Borough Councils and a County Council Policy which sets out the rules and strategies through which the enforcement is carried out.

How does CPE work?

When a vehicle is found to be in breach of a parking restriction then a Civil Enforcement Officer (CEO) will issue a Penalty Charge Notice (PCN) against that vehicle. In Staffordshire CEOs are either employed directly by the district councils or are employed by a private company acting as a contracted service. Currently three Staffordshire councils directly employ CEOs whilst the other five council's contract their service out to either Legion or APCOA.

Once a PCN has been issued by a CEO then the administration and processing of that PCN is handled by Stoke on Trent Council. Having operated Parking Enforcement for many years, Stoke on Trent Council had a very experienced and capable team already set up, and so it was decided to enter into a partnership agreement with them to provide the back office functions of the Staffordshire CPE Service.

The County Council is responsible, as the highway authority, for making sure the lining and signing of parking restrictions remains current and correct. All parking restrictions are implemented through a Traffic Regulation Order (TRO) under the Road Traffic Regulations Act 1984 and its various amendments. The County Council has invested in the development of a GIS mapping facility for the display and tracking of the parking related TRO, totalling in the order of 450kms of restrictions. This is available on-line to participating CPE Districts and Stoke on Trent, greatly assisting with the operation of the parking service.



Finally should a member of the public wish to appeal a PCN they can; firstly to the local council but then later to the independent adjudication service (PATROL) who will make a final decision on wherever the PCN should be upheld or cancelled.



3. POLICY AND STRATEGY

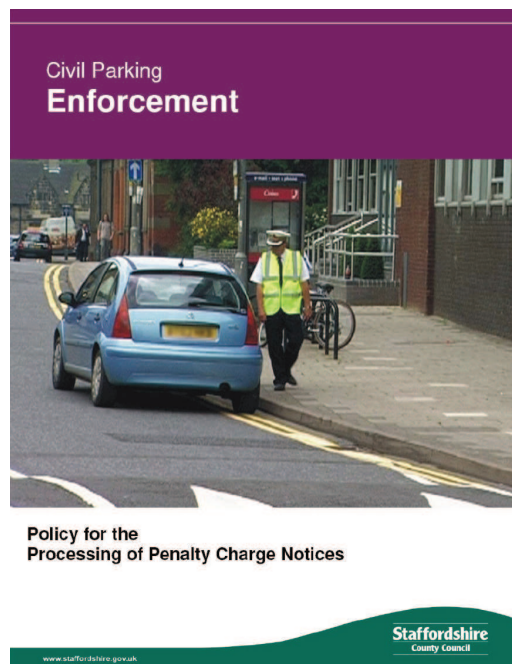
Prior to the introduction of CPE, the Councils were committed to producing policies to ensure consistency throughout the county. This approach has proven to be very worthwhile as the Traffic Management Act 2004 (TMA) now requires us to determine and publish the policies regarding enforcement.

In addition to the Enforcement Policy, the Councils, via the respective Joint Local Parking Committees and the Joint Staffordshire Parking Board have produced further policies for the introduction of Residents Only Parking Schemes and the introduction of On-Street Pay and Display Orders.

All of the Current parking policies are available on the County Website and linked via District Websites.

In accordance with our stated aims of the scheme we have concentrated our enforcement activity in some priority areas: details of the enforcement priorities are given in Appendix B.

As the full implications of the TMA are introduced over the coming years, such as the introduction of dropped kerb parking enforcement, further policies will be developed to cover Footway parking, Enforcement by CCTV, enforcement of Moving Traffic Conventions and Bus Lane Enforcement.



Available on SCC Website
www.staffordshire.gov.uk/transport/parking/detailarea/



4. PARKING ENFORCEMENT IN STAFFORDSHIRE

The parking operation, as far as this report comprises, covers the eight Districts' Civil Enforcement Areas (CEA's) and Staffordshire County Council (SCC) has an arrangement with the districts for them to manage the enforcement of all on-street areas in addition to the districts' own off-street surface and multi-storey car parks. Overall in the 8 CPE Districts there are over 13,000 parking spaces including those for specific classes of vehicle and approximately 450 kilometres of yellow lines in the County of Staffordshire. The number of on-street charged parking spaces and, off-street parking spaces has slightly increased compared to the previous year.

	2011/12	2010/11
Length of Yellow Lines	450 km	450 km
On street charged parking spaces	96	33
Off-street parking spaces		
ESBC Car park spaces	2448	2250
SMDC Car park spaces	1615	1615
SBC Car park spaces	2809	2797
NuLBC Car park spaces	1445	1230
SSDC Car park spaces	700	700
CCDC Car park spaces	1338	1338
LDC Car park spaces	2064	1996
TBC car park spaces	1442	1192
Resident Permit Schemes	2	1



5. LOCAL DISTRICT REPORTS

East Staffordshire Borough Council

East Staffordshire Borough Council continues to operate a strong Civil Enforcement team dedicated to providing a high quality service in East Staffordshire. Whereas PCN rates have declined in 2011/12, this is an encouraging sign as parking infringements are no longer taking place at such a high rate. Officers have also focused resources on inconsiderate parking outside of schools. This approach has yielded very little in terms of actual parking fines but has been supported by parents, residents and Councillors alike as streets become safer.

Cancellation rates remain low, and the on/off street split is still balanced favourable towards off street parking.

Tamworth Borough Council

Tamworth continues to operate CPE in partnership with Southern Staffordshire Authorities with our contractor APCOA. A revised deployment model has been in place for Tamworth this year. This continues to be monitored and managed with a view to resource the enforcement provision to suit the need.

In 2011/12 the on street deployment figure was 65% (4306 hours) of current deployed hours. Off street deployment was 35% (2343 hours). Our contractor has achieved 95% of the revised deployment model overall, exceeding the partnership KPI of 90%.

The financial model also provided for anticipated levels of PCN issuance to meet budget predications. This has been revised to reflect the 2010/11 actuals and provides a more accurate basis for on and off street split.

The split between off street and on street continues to be dominated by off street PCN's which represent 62% of those issued.

The total number of PCN's issued up to the 31st March 2012 was 6077 (3767 Off Street and 2310 On Street).

The PCN cancellation rate for 2011/12 is within expected KPIs with only 1% of cancellations due to CEO error. Overall 15% of PCNs issued are cancelled.

We are continuing with the Ziggy and Zaggy scheme in partnership with Staffordshire County Council, APCOA and the Police in order to raise awareness of dangerous parking around schools.



Lichfield District Council

The Civil Parking Enforcement Service has been in operation in Lichfield District since March 2009. The enforcement service continues to be operated as a shared Southern Staffordshire joint contract. The other partners are Cannock Chase, South Staffordshire and Tamworth Councils. The contractor is APCOA Parking Services Limited.

In 2011/12 6,311 Penalty Charge Notices were issued by 2.88 FTE staff. 35% of the notices were issued for on street contraventions. The split of deployed hours was 60% on street and 40% off street, which unlike the split of PCN's issued, was in line with the original CPE model. As a result the lower proportion of on street PCN's against the higher proportion of costs of deployment, the CPE account produced a year end deficit.

In order to address this situation of on-going deficits, a review of the service took place towards the end of the financial year in consultation with Staffordshire County Council, our District Partners and APCOA and from 1 April 2011, deployed hours were reduced by 41%

The Local Joint Parking Board continues to monitor performance of the CPE service and consider other parking matters such as Traffic Regulations Orders and CPE issues raised by Parish Councils and local Councillors.

We are continuing with the Ziggy and Zaggy scheme in partnership with Staffordshire County Council , APCOA and the Police in order to raise awareness of dangerous parking around schools.

Cannock Chase District Council

Civil Parking Enforcement within the Cannock Chase area is contracted out to APCOA and is part of a shared contract for Southern Staffordshire with Lichfield District Council, Tamworth Borough Council and South Staffordshire District Council.

There are 4 CEO's providing enforcement between the hours of 08.00 and 18.00 hrs Monday to Saturday. Enforcement is carried out on routine Daily Beats in the Town Centre Areas and at least once a week in other areas with a mobile beat. All CEO's hold the C&G level 2 qualification in parking enforcement and all cash collection staff are registered with the SIA (Security Industry Authority).

The Joint Parking Committee meets quarterly to monitor performance and discuss relevant issues. A number of TRO's have been reviewed and amended as required after being raised at this committee along with other more general parking issues.

Stafford Borough Council

A fully "contracted out" enforcement service is being provided Monday to Saturday between the core hours of 7am to 7pm, however enforcement is carried out on a regular basis outside of normal operating hours and as necessary on Sunday



There were 9 CEO's deployed throughout the Borough on a daily basis; split 5 on and 4 off street, patrolling identified beats either on foot or pedal cycle, patrols to more rural locations are by motor scooter or van, this includes regular School visits and response to public complaints.

The local Parking Committee meets on a regular basis where requests for the implementation of new TRO's are discussed and prioritised due to the high demand and limited resources.

The Castletown Residents Parking Scheme was implemented on the 1 September 2011; this is the first such scheme of its kind in the Borough.

All CEO's are trained to NVQ level 2, Controlling Parking Areas. An industry recognised certification for people working within the parking sector. The NVQ develops skills and confidence and gives valuable recognition for meeting high standards in the workplace. This award is based on recognised occupational standards and is certified by City & Guilds.

CEO's were on hand to assist during the recent Olympic Torch event through the Borough. Carrying out high visibility patrols on foot, motor scooters and pedal cycles to assist keeping the torch route clear and helping members of the public with parking or travel queries.

Newcastle under Lyme Borough Council

Six in house Civil Enforcement Officers (CEO's) provide the enforcement of traffic regulation orders both on and off street. Their core hours are 8am to 6pm Monday to Saturday, this is supplemented with additional patrolling as necessary. In addition to house training, the CEO's hold City & Guild level 2 certificates in parking enforcement and conflict management.

The Joint Parking Committee (JPC) meets at least quarterly to review the civil parking enforcement operations and to consider requests concerning parking issues. In addition the JPC prioritises these requests as Staffordshire County Council has limited resources to undertake all of the requests.

Whilst there has been only a slight reduction in the total number of penalty charge notices (PCN's), the percentage of on-street to off-street PCNs has reduced from 64% to 57%.

To improve the response time to attend to a faulty ticket machine, our call centre sends text messages to all our CEO's immediately on receipt of the fault.



South Staffordshire District Council

Local District Report not available at date of approval.

Staffordshire Moorlands District Council

Local District Report not available at date of approval.



6. ENFORCEMENT STATISTICS

Key Statistics

The levels of resource applied on street are continually monitored in the Districts to ensure it is commensurate with the parking problems being addressed.

Enforcement Officers by District (1st April 2011 to 31st March 2012) (full time equivalent)

District	On-street CEO's	Off-street CEO's	Total
East Staffordshire	3	4	7
Staffordshire Moorlands	*	*	*
Stafford	5	4	9
Newcastle under Lyme	2	4	6
South Staffordshire	*	*	2
Cannock	3	1	4
Lichfield	1.73	1.15	2.88
Tamworth	2.23	1.22	3.45

**Information not available at date of approval*

Parking Contravention Notices (PCNs) Issued by District (1st April 2011 to 31st March 2012)

District	On-street PCNs	Off-street PCNs	Total
East Staffordshire	3399	5604	9003
Staffordshire Moorlands	1985	2878	4863
Stafford	6723	7124	13847
Newcastle-under-Lyme	3956	2963	6919



South Staffordshire	1213	664	1877
Cannock	4116	3018	7134
Lichfield	2208	4103	6311
Tamworth	3767	2310	6077

PCNs by Contravention type (on-street)

District	% of PCN s issued for 'yellow line' contraventions	% of PCN s issued for 'overstay' contraventions	% of PCNs issued for 'Disabled bay' Contraventions	% of PCNs issued for 'other' Contraventions
East Staffordshire	51%	29%	2%	18%
Staffordshire Moorlands	48%	42%	2%	8%
Stafford	36%	37%	15%	11%
Newcastle under Lyme	45%	22%	14%	19%
South Staffordshire	46%	48%	1%	5%
Cannock	39%	39%	10%	12%
Lichfield	36%	36%	24%	4%
Tamworth	58%	18%	11%	13%

PCNs by Contravention type (off-street)

District	% of PCN s issued for 'non payment' contraventions	% of PCN s issued for 'overstay' contraventions	% of PCNs issued for 'Disabled bay' Contraventions	% of PCNs issued for 'other' Contraventions
East Staffordshire	41%	47%	2%	10%
Staffordshire Moorlands	38%	34%	7%	21%
Stafford	53%	39%	4%	4%



Newcastle under Lyme	46%	52%	1%	1%
South Staffordshire	17%	7%	34%	42%
Cannock	40%	29%	8%	23%
Lichfield	58%	37%	3%	2%
Tamworth	48%	36%	5%	11%



7. FINANCIAL RESULTS

The standard penalty charges for the period covered by this report are £70 or £50 but this is reduced to £35 or £25 if paid within 14 days of issue. If a PCN is challenged within the 14 days, the “clock is stopped” and, if it is subsequently upheld, it may still be paid at the reduced rate within 14 days.

If a penalty charge notice is not paid, the sum owing increases to by a further 50% to £105 or £75 as appropriate. If it is still not paid, a warrant is issued by the court which is executed by the Councils bailiff whose fees are added to the sum recovered.

During the period covered by this report, the great majority, 59%, of those PCNs that were not cancelled were paid at the reduced rate of £25 or £35. 14% were paid at the standard rate of £50 or £70 and 2% had progressed to the higher level or more. Some 25% remain unresolved.

Civil Parking Enforcement schemes should aim to at least break even and not be a burden to the local tax payer. Any surplus income is required to be spent on local transport improvements. However, it inevitably takes some time for a new scheme to settle down into a stable pattern as people adapt to new circumstances. It takes even longer for the financial position to stabilise because different elements of the income stream and of the associated costs “kick in” at different times and rates. Whilst some councils have already begun to generate surplus revenue that can be re-invested into the Highway other councils have begun to move towards a more stable financial position that will enable them to do so in the future.

Total PCN Payment Statistics (1st April 2011 to 31st March 2012)

District	Total PCN's Issued	%PCN's Paid	% PCNs Cancelled	% of PCNs In progress
East Staffordshire	9003	77%	13%	10%
Staffordshire Moorlands	4863	78%	12%	10%
Stafford	13847	77%	14%	9%
Newcastle under Lyme	6919	76%	13%	11%
South Staffordshire	1877	82%	10%	8%
Cannock	7134	72%	17%	11%
Lichfield	6311	68%	25%	7%



Tamworth	6077	74%	15%	11%
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CPE Income Statistics

District	CPE PCN Income	On Street Pay & Display Income	'Other' Income	Total
East Staffordshire	£108,983	£73,337	£295	£182,615
Staffordshire Moorlands	£87,012	£0	£12	£87,024
Stafford	£218,400	£0	£0	£218,400
Newcastle under Lyme	£112,000	£61,700	£0	£173,000
South Staffordshire	£46,807	£0	£0	£46,807
Cannock	£100,950	£0	£0	£100,950
Lichfield	£66,482	£0	£500	£66,982
Tamworth	£163,133	£0	£0	£166,133

Expenditure Statistics

<u>District</u>	<u>Total Cost</u>	<u>+Surplus/-Deficit</u>
East Staffordshire	£218,764	- £36,149
Staffordshire Moorlands	£146,954	- £59,930
Stafford	£235,900	- £17,500
Newcastle under Lyme	£157,500	+ £15,500
South Staffordshire	£80,619	- £33,812
Cannock	£170,736	- £69,786
Lichfield	£85,999	- £19,517
Tamworth	£174,572	- £11,439



8. ADJUDICATIONS

Referrals to National Parking Adjudication Service now Parking and Traffic Regulations outside London (PATROL) Traffic Penalty Tribunal (TPT)

During the period covered by this report, 34 appeals were made to the National Parking Adjudication Service (NPAS). In total 16 appeals were allowed, including 5 that were not contested by the district or borough councils. In 18 cases the appeal was rejected by the adjudicator and the PCN upheld. 0 appeals were still awaiting judgement at the end of the financial year.

Adjudications by District

District	Appeals allowed	Appeals rejected	Appeals not contested by the council	Total appeals to NPAS
East Staffordshire	2	2	0	4
Staffordshire Moorlands	0	1	0	1
Stafford	4	3	2	9
Newcastle under Lyme	3	4	0	7
South Staffordshire	1	0	0	1
Cannock	1	3	1	5
Lichfield	0	2	0	2
Tamworth	0	3	2	5



9. Key Performance Indicators

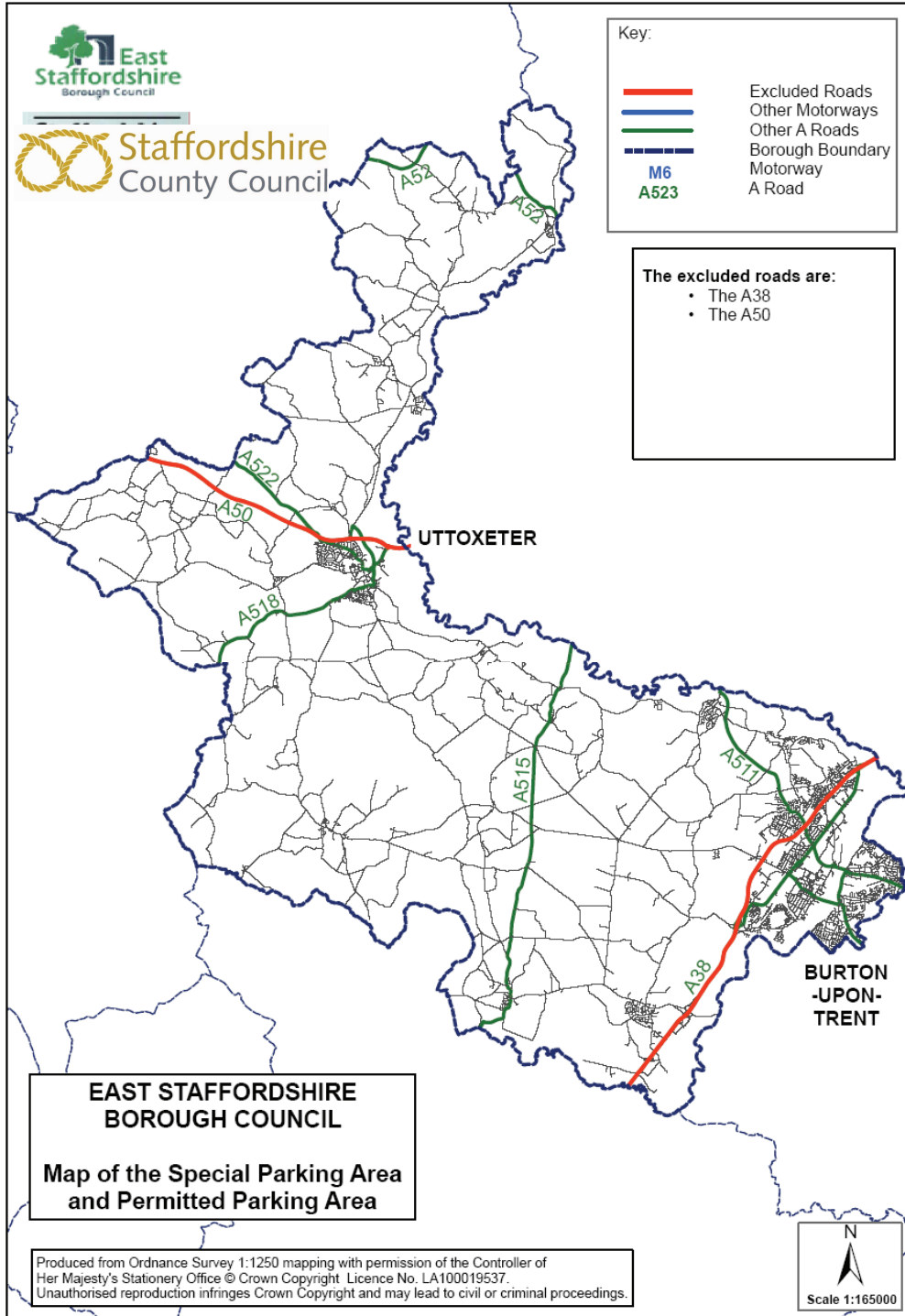
District	No of Justified complaints per CEO	% PCN cancellation rate due to operational reasons	% PCN cancellation rate due to CEO error.	% coin or ticket jam repairs to on street ticket machines within 1 hour	% coin or ticket jam repairs to on street ticket machines within 3 hours	% of payments for correctly issued and paid PCN's, at the 50% discount rate
East Staffordshire	3	1%	2%	100%	100%	60%
Staffordshire Moorlands	*	1%	2%	-	-	60%
Stafford	2	1%	1%	-	-	61%
Newcastle under Lyme	0	1%	1%	99%	100%	58%
South Staffordshire	0	1%	1%	-	-	66%
Cannock	0	1%	1%	-	-	58%
Lichfield	0	2%	1%	-	-	54%
Tamworth	0	1%	1%	-	-	57%

* Information not available

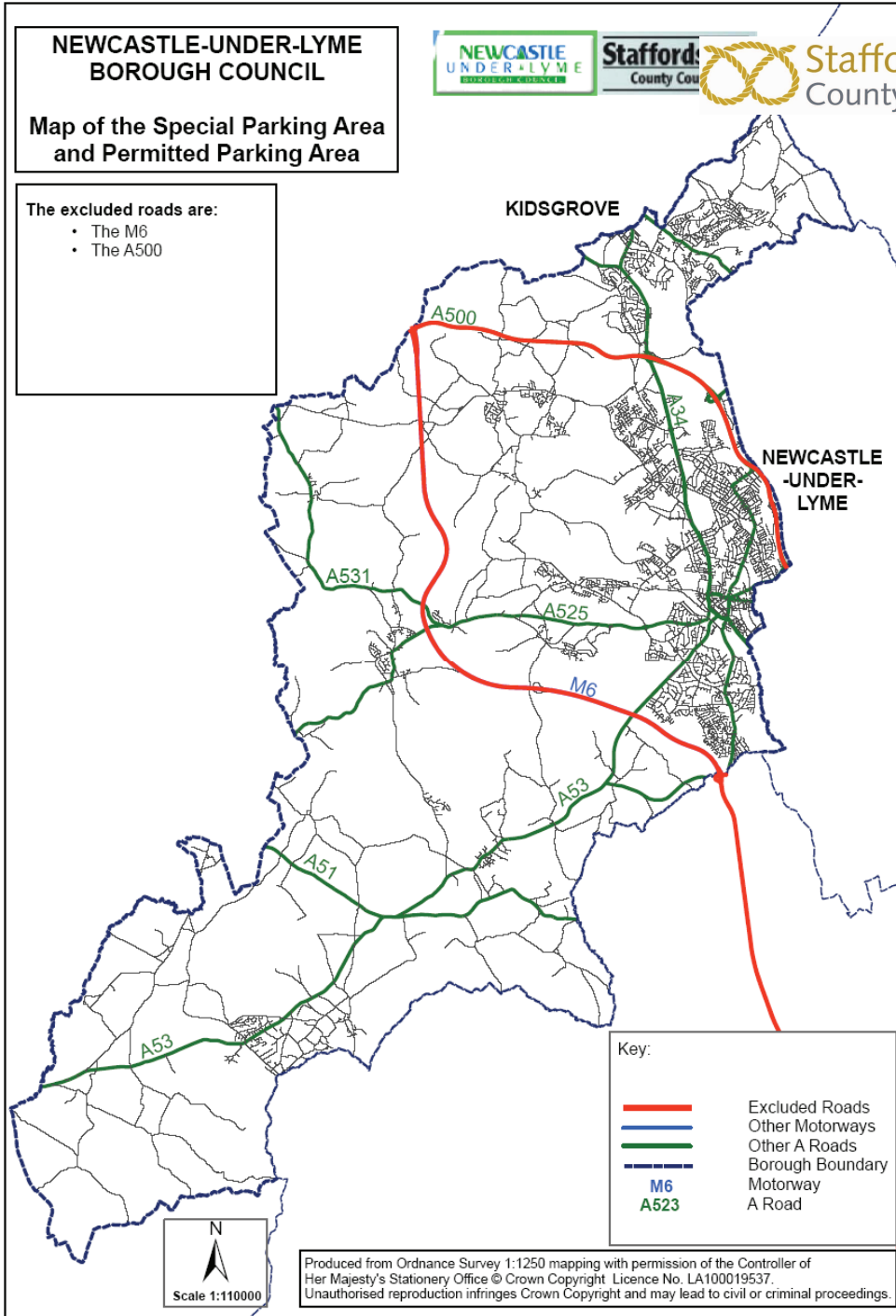


APPENDIX A – MAPS OF THE ENFORCEMENT AREAS

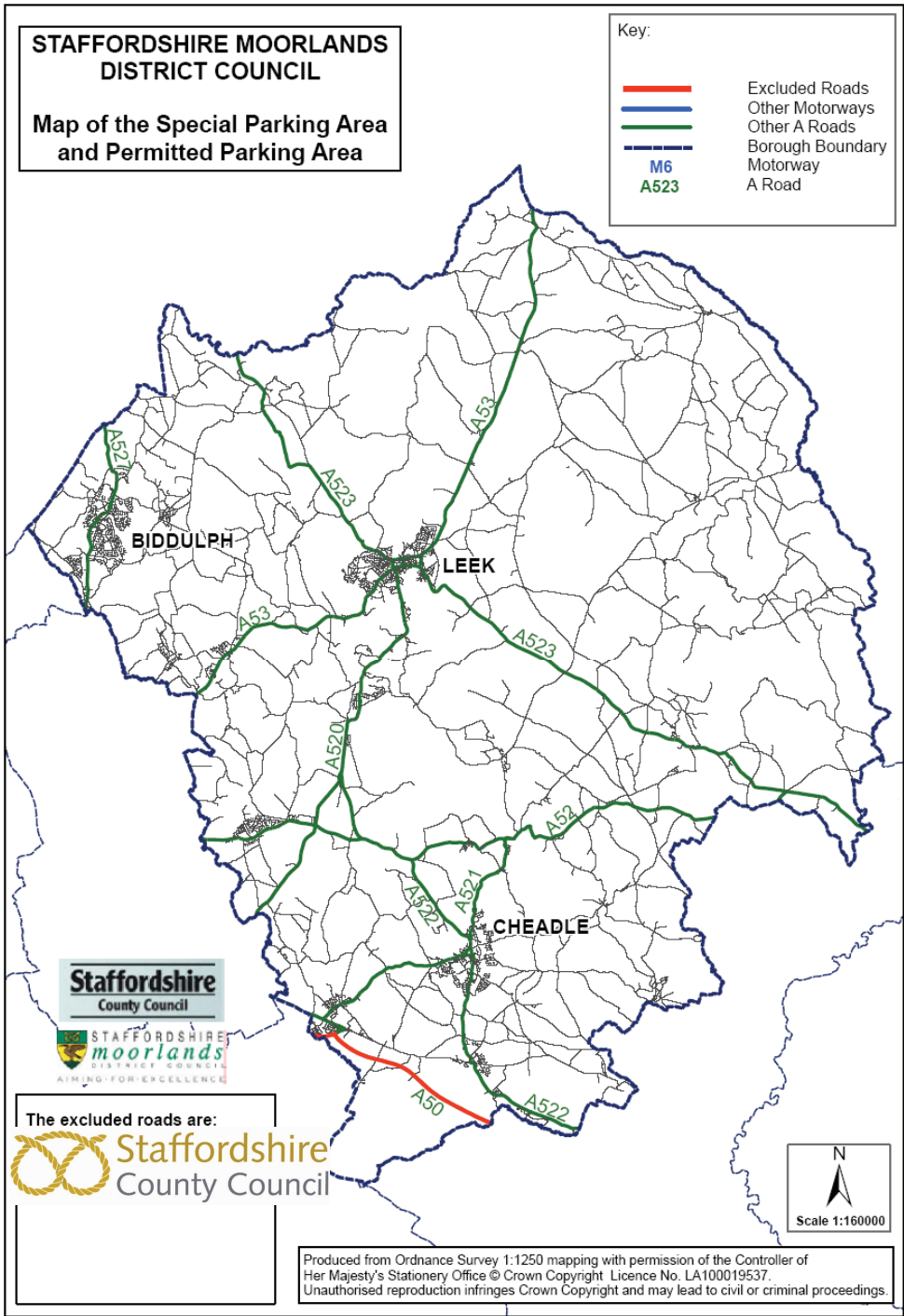
East Staffordshire Borough



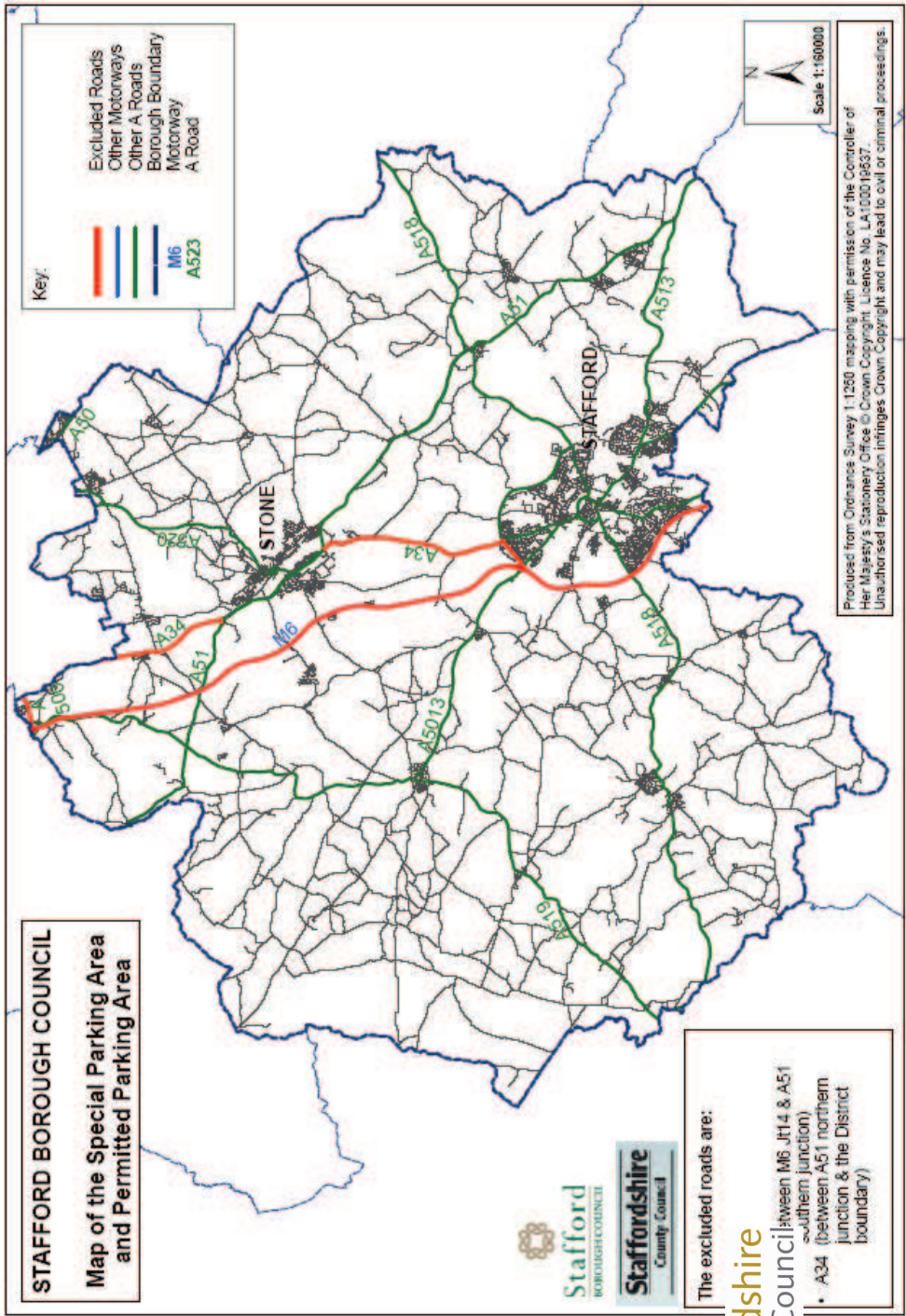
Newcastle under Lyme District



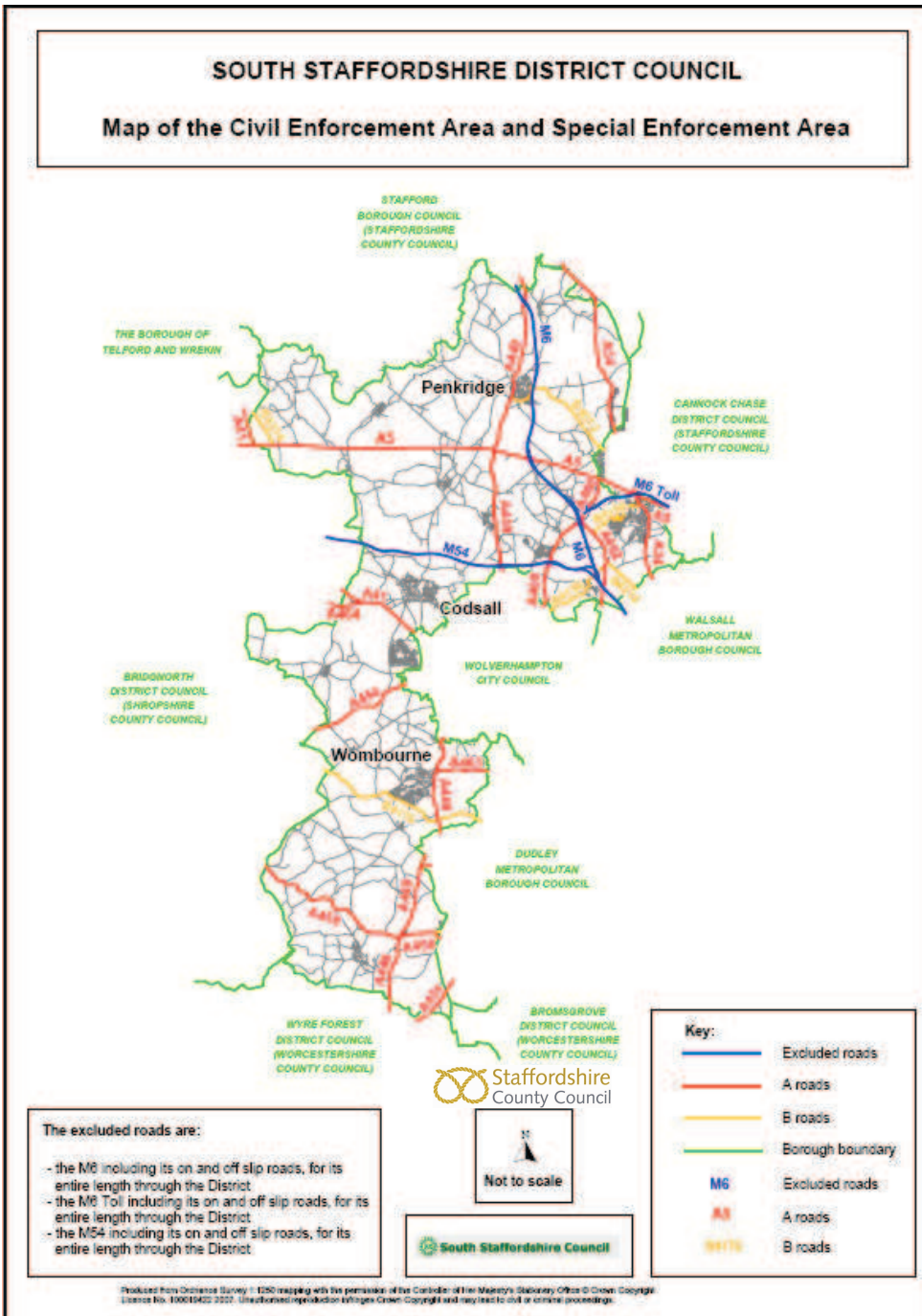
Staffordshire Moorlands District



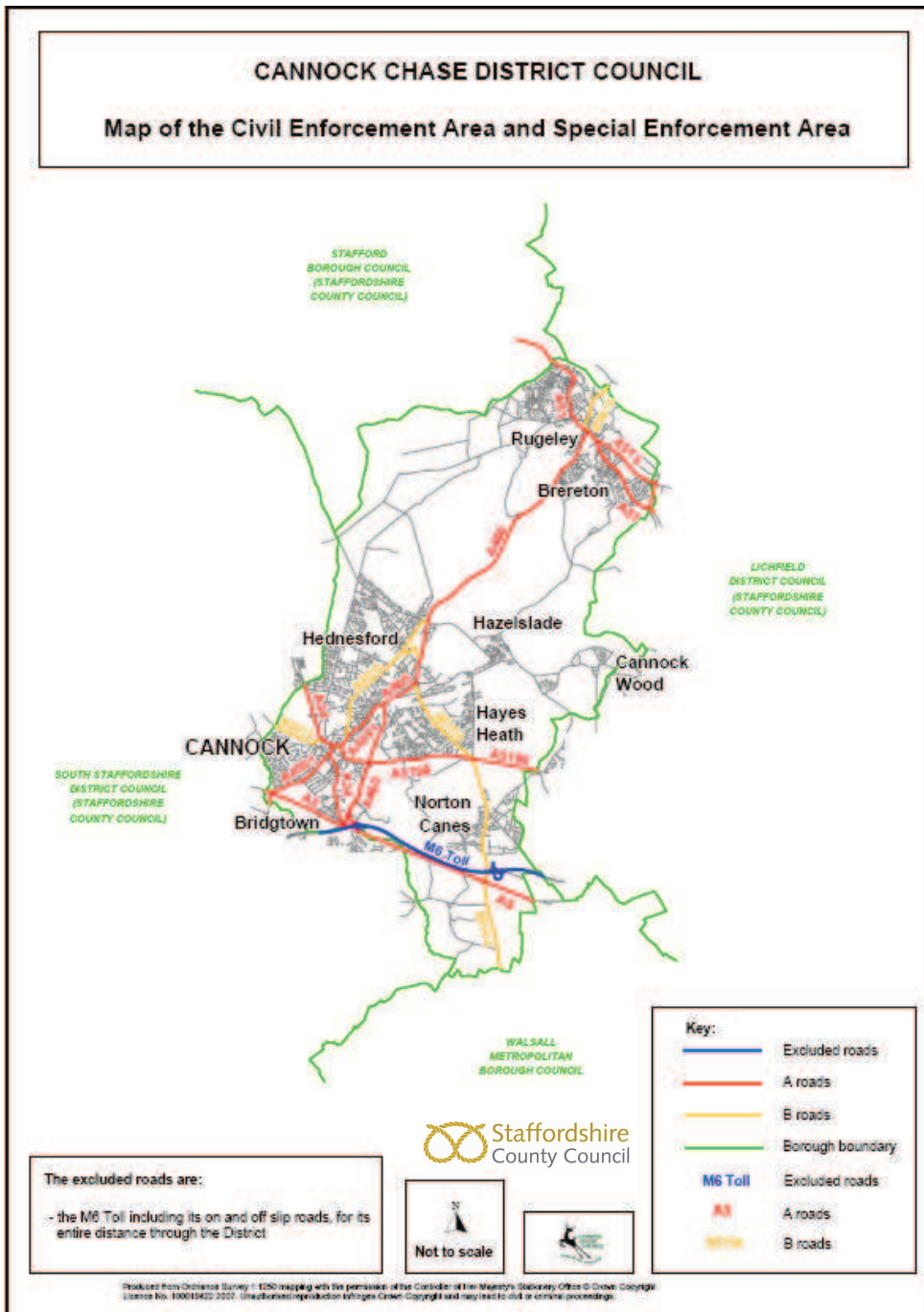
Stafford Borough



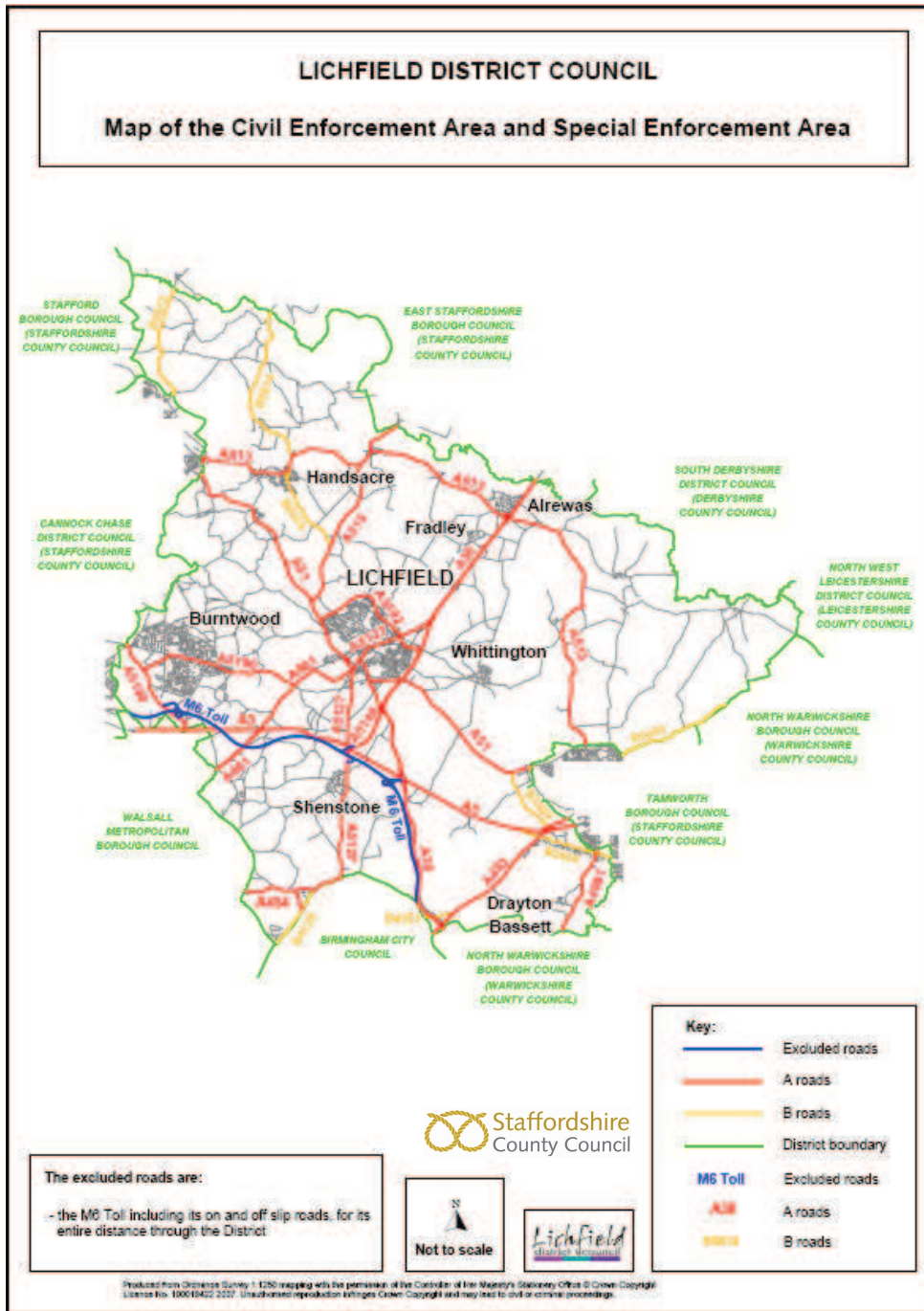
South Staffordshire



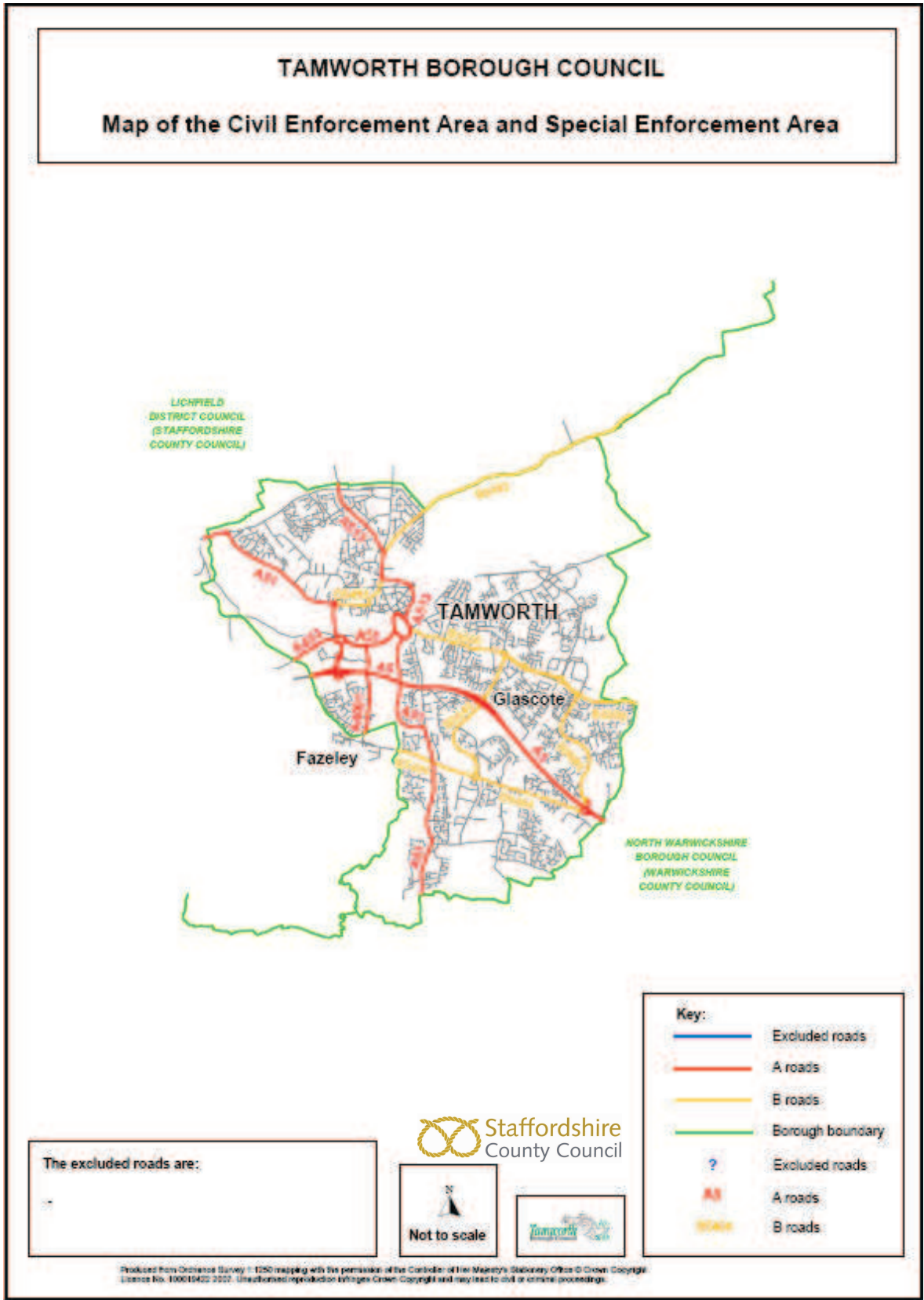
Cannock Chase



Lichfield District



Tamworth Borough



APPENDIX B – HIERARCHY OF PARKING ENFORCEMENT PRIORITIES

Highway Safety			
Preventing dangers due to parking:	Near Accident locations such as junctions.	PRIORITY HIGH	Mainly enforcement of single and double yellow line restrictions and loading restrictions at or close to junctions and bends particularly where visibility is poor to minimise dangers to moving traffic, pedestrians and other road users.
	Near Pedestrian Crossings	PRIORITY HIGH	Mainly preventing danger to pedestrians at crossing places. (This does not include the offence of stopping on white zigzag markings, which remains a police enforcement function.)
	Dangerous or double parking	PRIORITY HIGH	Mainly where drivers are parked on the carriageway but in a manner that is likely to cause a hazard to other drivers and road users.
	On Pedestrian Footways	PRIORITY MEDIUM	Mainly enforcement of single and double yellow line restrictions and loading restrictions where drivers are using the footway causing obstruction and hazard to pedestrians, wheelchair and pushchair users. This also applies where there are no yellow line restrictions in the Traffic Regulation Orders.
Aid to Movement			
Preventing obstruction and congestion on:	Main access roads into Staffordshire (Principal Roads).	PRIORITY HIGH	Mainly enforcement of single and double yellow line restrictions and loading restrictions to enable traffic to flow freely and not be hindered by parked vehicles.
	Town Centre shopping streets	PRIORITY HIGH	Mainly enforcement of double yellow line restrictions and loading restrictions to enable essential traffic to access the town centre and not be hindered by illegally parked vehicles.
	Public Transport routes	PRIORITY MEDIUM	Mainly enforcement of single and double yellow line restrictions and loading restrictions to enable bus traffic to flow freely and not be hindered by illegally parked vehicles.
	Main traffic routes within Staffordshire (Non-principal Roads)	PRIORITY MEDIUM	Mainly enforcement of single and double yellow line restrictions and loading restrictions to enable traffic to flow freely and not be hindered by illegally parked vehicles.



	Other busy streets (Access Roads to Residential Areas/Local Shopping Parades)	PRIORITY LOW	Mainly enforcement of single and double yellow line restrictions to enable traffic to flow freely and not be hindered by illegally parked vehicles.
Obstruction & Nuisance			
Preventing hindrance to road users at:	Bus stops	PRIORITY HIGH	Enforcement of No Stopping Except Buses restriction in marked Bus Stop locations (where there is a wide yellow line marking) to prevent obstruction of bus stops.
	Vehicle accesses	PRIORITY HIGH	Mainly prevention of obstruction to private driveways that have yellow line restrictions. This is particularly important where residents are in the process of trying to enter or exit their premises. Dealing with obstruction of driveways without yellow line restrictions will be still be a police function.*
	Pedestrian access routes	PRIORITY MEDIUM	Mainly enforcement of single and double yellow line restrictions where numbers of pedestrians are walking, such as shopping areas and pedestrian prioritised streets.
	Taxi Ranks	PRIORITY MEDIUM	Mainly enforcement of single and double yellow line restrictions at Taxi Ranks to prevent obstruction.
	Grass verges	PRIORITY LOW	Mainly enforcement of single and double yellow line restrictions where drivers are using the grass verge and causing damage. This does not apply where there are no yellow lines.
	Special entertainment events	PRIORITY LOW	This is primarily where large events such as football or firework displays cause short term visitors to park vehicles in side/residential streets contravention of waiting restrictions, excluding temporary No Waiting cones placed at such events, which is still a police function.
Deliveries & Servicing			
Control and enable the conveyance of goods at:	Servicing yards	PRIORITY MEDIUM	Enforcement of single and double yellow line restrictions to enable effective use and access to service yards.
	Permitted loading areas	PRIORITY MEDIUM	Enforcement of single and double yellow line restrictions to enable effective use and access to loading bays.



Parking Bays			
Control effective use of permitted parking areas in:	Borough / District Council Car parks	PRIORITY MEDIUM	Issue PCN for infringement of car park Orders
	On-street Pay & Display	PRIORITY MEDIUM	Issue PCN for infringement of on street parking Orders
	Disabled Badge Holder Bays	PRIORITY MEDIUM	Enforce infringement of on street disabled only parking places where there is time a restriction and where vehicle is not displaying a blue Disabled Driver Badge
	Residents parking	PRIORITY MEDIUM	Enforce infringement of on street residents parking places where a vehicle is not displaying a current residents parking or visitor badge for the appropriate Zone.
	Limited waiting	PRIORITY LOW	Enforce infringement of on street parking Orders where there is no fee but parking is time restricted.





Clear Streets
tackling illegal parking

For more information please contact:

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Parking Officer
Staffordshire County Council
Staffordshire Place One

c/o Wedgewood Building
Tipping Street, Stafford, ST16 2DH

Tel: 01785 276674
Email: stephen.pritchett@staffordshire.gov.uk

If you would like this document in another language or format (e.g. large text), please contact us on 01785 276674 or email clear.streets@staffordshire.gov.uk



NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

Report to Staffordshire Parking Board 18th December 2012

1. Purpose of the Report
 - 1.1 To update the Staffordshire Parking Board on the progress and performance of the Civil Parking Enforcement (CPE) operation in Newcastle for the first 6 months of the year 2012/2013.
2. Recommendation
 - 2.1 That the contents of the report be received
3. Relationship to Corporate Priorities
 - 3.1 The CPE service contributes to the Cleaner, Safer and Sustainable Borough corporate priorities.
4. Background
 - 4.1 This report represents the CPE performance for the 6 month period from 01st April 2012 to 30th September 2012.

PCN Summary	Number			Percentage		
	On street	Off Street	Total	On street	Off Street	Total/ Avg
No of PCNs issued	1327	1404	2731	49	51	100
Paid at Discounted rate	843	862	1705	64	62	63
Paid at Full rate	122	100	222	9	7	8
Paid at 150% Rate	25	25	50	2	2	2
Cancelled	199	298	497	15	21	18
In progress	138	119	257	10	8	9

- 4.2 A total of 2731 PCNs were issued by a team of 5 CEO's during the 6 month period. The number of CEOs is regularly reviewed and consideration would be given to increasing the number of CEOs should the need arise. The vacant post is currently being filled, it is anticipated that the new CEO will be in post by the end of January 2013.
- 4.3 The ratio of on street to off street PCNs issued has again reduced to 49:51 from 57:43 for 2011/2012 (compared with 78:22 during the first year of CPE operations). The reduction can be attributed to the increased compliance by the public and the introduction of on street charging.
- 4.4 The percentage of cancelled PCNs remains reasonably constant. The primary reason for the cancellation of PCNs continues to be due to incorrectly displayed blue badges and valid parking tickets.
- 4.5 Approximately 0.5% of all PCNs issued were cancelled as a result of PA error

4.6 The main area where complaints are received continues to be in the area around schools.

5 Financial considerations

5.1 The main financial aspects are:

Income (1/4/12 to 30/9/12)	On Street	Off Street	Total
PCN Income	£36,930	£28,882	£65,812
On Street charging	£29,555	n/a	£29,555

5.2 The income is less than the budget for the year, the majority of this decrease is due to a vacant post (which is due to be filled shortly) and the continuing increase in PCNs being issued off street.

6 Risk Management Issues

6.1 Whilst the end of year balance indicates a nominal surplus, regular monitoring is required to ensure that this continues to be achieved.

7. Legal considerations

7.1 There are no significant legal issues associated with this Report.