

# FAREHAM

BOROUGH COUNCIL

## AGENDA

### PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL

**Date:** Tuesday, 22 July 2014

**Time:** 6.00 pm

**Venue:** Collingwood Room - Civic Offices, Fareham

**Members:**

Councillor Mrs K Mandry (Chairman)

Councillor J V Bryant (Vice-Chairman)

Councillors Mrs S M Bayford

Mrs M E Ellerton

G Fazackarley

Mrs S Pankhurst

D L Steadman

**Deputies:** R H Price, JP

N J Walker



**1. Apologies for Absence**

**2. Minutes (Pages 1 - 6)**

To confirm as a correct record the minutes of the meeting of the Panel held on 3 June 2014.

**3. Chairman's Announcements**

**4. Declarations of Interest and Disclosures of Advice or Directions**

To receive any declarations of interest from members in accordance with Standing Orders and the Council's Code of Conduct and disclosures of advice or directions received from Group Leaders or Political Groups, in accordance with the Council's Constitution.

**5. Deputations**

To receive any deputations of which notice has been lodged.

**6. Public Protection Policy Development and Review Panel Work Programme (Pages 7 - 14)**

To consider a report by the Director of Regulatory and Democratic Services, which reviews the Panel's Work Programme for 2014/15.

**7. Annual Report on Fareham Parking Enforcement Service (Pages 15 - 46)**

To consider a report by the Director of Environmental Services on the Fareham Parking Enforcement Service.

**8. Emergency Planning - Presentation**

To receive a presentation from the Director of Environmental Services on Emergency Planning.

P GRIMWOOD  
Chief Executive Officer

Civic Offices  
[www.fareham.gov.uk](http://www.fareham.gov.uk)  
14 July 2014

**For further information please contact:  
Democratic Services, Civic Offices, Fareham, PO16 7AZ  
Tel:01329 236100  
[democraticservices@fareham.gov.uk](mailto:democraticservices@fareham.gov.uk)**

# FAREHAM

BOROUGH COUNCIL

## Minutes of the Public Protection Policy Development and Review Panel

**(to be confirmed at the next meeting)**

**Date:** Tuesday, 3 June 2014

**Venue:** Collingwood Room - Civic Offices, Fareham

**PRESENT:**

Councillor Mrs K Mandry (Chairman)

Councillor J V Bryant (Vice-Chairman)

**Councillors:** Mrs S M Bayford, Mrs M E Ellerton, G Fazackarley,  
Mrs S Pankhurst and D L Steadman

**Also Present:** Councillor T M Cartwright, MBE, Executive Member for Public Protection (minute 6).



**1. APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**2. MINUTES**

It was AGREED that the minutes of the meeting of the Public Protection Policy Development and Review Panel held on 11 March 2014 be confirmed and signed as a correct record.

**3. CHAIRMAN'S ANNOUNCEMENTS**

There were no Chairman's announcements.

**4. DECLARATIONS OF INTEREST AND DISCLOSURES OF ADVICE OR DIRECTIONS**

There were no declarations of interest or disclosures of advice or directions made at this meeting.

**5. DEPUTATIONS**

There were no deputations made at this meeting.

**6. UPDATE ON POLICE REORGANISATION**

The Panel received a presentation from Inspector Kevin Cuffe of Hampshire Constabulary on the reorganisation of the Police, with particular reference to the Fareham area.

It was noted that Hampshire Constabulary had been required to make £55 million savings between 2010 and 2014 and, additionally, a further £25 million. The force's focus was to ring-fence front line services and support for them. To date, a total of 456 police officer and 520 support services posts had been lost. A further 535 posts (officers and support service) would be lost by April 2016.

Hampshire's focus was on neighbourhood policing, although this was not necessarily the case with other police forces in the country. There had been reductions in the number of neighbourhood officers. This was being offset by a reduction in the number of abstractions to other forces and a reduction in staff turnover by increasing the time officers spent in post.

Policing boundaries had been changed again and there would be a single officer in charge of each district. The Fareham district would coincide with the Borough boundaries and the district commander would be a Chief Inspector.

The Constabulary's estates section had been reviewing all the force's properties and Fareham and Gosport police stations would be closed in due course; Park Gate would, however remain.

The use of technology, in particular mobile data technology such as laptops and body worn video cameras was reducing the amount of time officers had to spend in an office.

Southampton police had addressed an increase in drug-related violence with Operation Fortress, which was now being rolled out across the County. This would involve restricting supply, reducing demand and rebuilding communities. It was fortunate that the Anti-Social Behaviour Panel was in existence, as this was made up of many of the partner agencies that could contribute to the operation, particularly to focusing on people that might be targeted.

The current commitment to Fareham neighbourhood policing was 3 sergeants, 17 constables and 16 PCSOs (Police Community Support Officers). This would be changing to 2 sergeants, 10 constables and 12 PCSOs. The district would be divided into two areas, with one team based at Fareham Police Station (until it closed) dealing with Fareham East (the Portchester and Fareham town areas) and the other, based at Park Gate, dealing with Fareham West (the area west of the Titchfield gyratory system). The estates team was currently looking into an alternative location for the Fareham East Team for when Fareham Police Station closed.

A new custody facility to cover the whole of South-East Hampshire would be built by April 2016. There would be a transitional phase where the use of the custody facilities at Fareham Police Station would be reduced, with prisoners only being accepted at weekends.

The new Chief Inspector for the Fareham district would be appointed by October 2014 and was likely to be a newly-promoted officer. All current officers would go through a posting preference exercise and would find out the results of this in September. It was anticipated that some redeployments would be needed.

It had been decided that the role of officers at Henry Cort, Cams Hill and Portchester schools was not sustainable and the officers concerned would return to their neighbourhood teams at the end of the current term. It was felt that the presentation packages they had been carrying out in schools would be better carried out by school teachers

Inspector Cuffe then answered members' questions on his presentation. It was further noted that: the preferred location for the Fareham East Neighbourhood Team following the closure of Fareham Police Station would be the Civic Offices at Fareham and that this option was currently being investigated; the response teams currently based in Gosport and Park Gate stations would move by March 2015 to one base, probably at Fareham Reach; the new custody facility due to be constructed by April 2016 would be located in the Northharbour area of Portsmouth; other police stations in the area would also be closing, including Fratton in Portsmouth; there would be further reductions in police station front office functions, with greater emphasis on communication via telephone; Park Gate and Waterlooville police stations were the only current district police stations that would be retained.

At the invitation of the Chairman, Councillor Cartwright addressed the Panel during the consideration of this item.

It was AGREED that Inspector Cuffe be thanked for his presentation.

## **7. SERVICES FALLING WITHIN THE PUBLIC PROTECTION REMIT**

The Panel received a presentation from the Director of Community, the Community Safety Manager and the Head of Parking and Enforcement on the services falling within the Public Protection remit.

The presentation made reference to the Role of the Panel and the areas of work undertaken within the Public Protection Portfolio, including: Environmental Health and the Fareham and Gosport Environmental Health Partnership, incorporating Food Safety, Air Quality, Contaminated Land, Pollution, Out of Hours Service, Dog Control and Pest Control; Community Safety, incorporating Fareham's Community Safety Partnership, Anti-Social Behaviour, Initiatives & Projects, Diversionary Activities and Fareham Supporting Families; and Emergency Planning, Enforcement Team, Parking and Traffic Management, Litter/Dog Fouling Complaints, Fly-Tipping, Abandoned Vehicles and CCTV, including the BRT route.

It was AGREED that:-

- (a) members be supplied with copies of the presentation slides;
- (b) it be noted that details of Access All Areas 2014 activities were on the Safer Fareham website and that details of dates and venues would be distributed to members;
- (c) it be noted that a presentation would be submitted to a future meeting on the Emergency Planning Exercise carried out in December 2013; and
- (d) that members wishing to visit the CCTV Control Room give their names to the Democratic Services Officer.

## **8. PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL WORK PROGRAMME**

The Panel considered a report by the Director of Community on the Panel's work programme for 2014/15.

It was AGREED that:-

- (a) the emergency planning item on the work programme for 22 July 2014 be changed from an annual report to a presentation on the Emergency Planning Exercise that took place in December 2013 (minute 7(c) above refers);
- (b) the programme items as set out in Appendix A to the report be confirmed; and

- (c) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted.

(The meeting started at 6.00 pm  
and ended at 7.37 pm).





# FAREHAM

## BOROUGH COUNCIL

### **Report to Public Protection Policy Development and Review Panel**

**Date**                    **22 July 2014**

**Report of:**            **Director of Community**

**Subject:**              **PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW  
PANEL WORK PROGRAMME 2014/15**

#### **SUMMARY**

The Work Programme for the year agreed by the Panel at its meeting on 11 March 2014, submitted to the Council on 24 April 2014 and subsequently reviewed by the Panel at its meeting on 3 June 2014, is attached as Appendix A.

Members are now invited to further review this Work Programme for the year 2014/2015.

#### **RECOMMENDATION**

- (a) that the programme items as set out in Appendix A be confirmed; and
- (b) that the progress on actions since the last meeting as set out in Appendix B be noted.

## **INTRODUCTION**

1. At the last meeting of the Panel, on 3 June 2014, members reviewed the Work Programme for 2014/15, which was submitted to the Council at its meeting on 24 April 2014. The Work Programme is attached as Appendix A to this report.
2. The Panel is requested to note that 'Annual Health and Safety Performance 2013/14' has been moved from 22 July 2014 to 9 September 2014.
3. The progress on actions since the last meeting of the Panel is attached at Appendix B, for information.
4. There are no significant risks associated with this report.

## **WORK PROGRAMME 2014/15**

5. The Panel is now invited to:-
  - (i) confirm the programme items as set out in Appendix A; and
  - (ii) note the progress on actions since the last meeting as set out in Appendix B.

### **Background Papers:**

None.

### **Reference Papers:**

None.

### **Enquiries:**

For further information on this report please contact Martyn George (Ext 4400).

**PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL – WORK PROGRAMME 2014/15**

<b>Date</b>	<b>Subject</b>	<b>Type of Item</b>	<b>Training Session/Workshop</b>
3 June 2014	Work Programme 2014/15	Information/Consultation	
	Services Falling Within the Public Protection Remit	Presentation	
	Update on Police Reorganisation		
22 July 2014	Work Programme 2014/15	Information/Consultation	
	Annual Report on Fareham Parking Enforcement Service		
	Presentation on Emergency Planning		
9 September 2014	Work Programme 2014/15	Information/Consultation	
	Annual Health and Safety Performance 2013/14		
	Air Quality Action Plan Update		
11 November 2014	Work Programme 2014/15	Information/Consultation	
	Traffic Management Programme		
13 January 2015	Preliminary review of work programme for 2014/15 and preliminary draft work programme for	Monitoring/Programming	

<b>Date</b>	<b>Subject</b>	<b>Type of Item</b>	<b>Training Session/Workshop</b>
	2015/16		
10 March 2015	Review of annual work programme for 2014/15 and final consideration of draft work programme for 2015/16	Monitoring/Programming	
	Food Standards Agency Food Safety Service Plan	Consultation	

To be assigned/possible items for 2015/16:

**Public Protection Policy Development and Review Panel – 22 July 2014  
Progress on Actions Since Last Meeting**

<b>Date of Meeting</b>	<b>3 June 2014</b>
Subject	Update on Police Reorganisation
Type of Item	Monitoring
Action by Panel	<p>The Panel received a presentation from Inspector Kevin Cuffe of Hampshire Constabulary on the reorganisation of the Police, with particular reference to the Fareham area.</p> <p>It was noted that Hampshire Constabulary had been required to make £55 million savings between 2010 and 2014 and, additionally, a further £25 million. The force’s focus was to ring-fence front line services and support for them. To date, a total of 456 police officer and 520 support services posts had been lost. A further 535 posts (officers and support service) would be lost by April 2016.</p> <p>Hampshire’s focus was on neighbourhood policing, although this was not necessarily the case with other police forces in the country. There had been reductions in the number of neighbourhood officers. This was being offset by a reduction in the number of abstractions to other forces and a reduction in staff turnover by increasing the time officers spent in post.</p> <p>Policing boundaries had been changed again and there would be a single officer in charge of each district. The Fareham district would coincide with the Borough boundaries and the district commander would be a Chief Inspector.</p> <p>The Constabulary’s estates section had been reviewing all the force’s properties and Fareham and Gosport police stations would be closed in due course; Park Gate would, however remain.</p> <p>The use of technology, in particular mobile data technology such as laptops and body worn video cameras was reducing the amount of time officers had to spend in an office.</p> <p>Southampton police had addressed an increase in drug-related violence with Operation Fortress, which was now being rolled out across the County. This would involve restricting supply, reducing demand and rebuilding communities. It was fortunate that the Anti-Social Behaviour Panel was in existence, as this was made up of many of the partner agencies that could contribute to the operation, particularly to focusing on people that might be targeted.</p> <p>The current commitment to Fareham neighbourhood policing was 3 sergeants, 17 constables and 16 PCSOs (Police</p>

Community Support Officers). This would be changing to 2 sergeants, 10 constables and 12 PCSOs. The district would be divided into two areas, with one team based at Fareham Police Station (until it closed) dealing with Fareham East (the Portchester and Fareham town areas) and the other, based at Park Gate, dealing with Fareham West (the area west of the Titchfield gyratory system). The estates team was currently looking into an alternative location for the Fareham East Team for when Fareham Police Station closed.

A new custody facility to cover the whole of South-East Hampshire would be built by April 2016. There would be a transitional phase where the use of the custody facilities at Fareham Police Station would be reduced, with prisoners only being accepted at weekends.

The new Chief Inspector for the Fareham district would be appointed by October 2014 and was likely to be a newly-promoted officer. All current officers would go through a posting preference exercise and would find out the results of this in September. It was anticipated that some redeployments would be needed.

It had been decided that the role of officers at Henry Cort, Cams Hill and Portchester schools was not sustainable and the officers concerned would return to their neighbourhood teams at the end of the current term. It was felt that the presentation packages they had been carrying out in schools would be better carried out by school teachers

Inspector Cuffe then answered members' questions on his presentation. It was further noted that: the preferred location for the Fareham East Neighbourhood Team following the closure of Fareham Police Station would be the Civic Offices at Fareham and that this option was currently being investigated; the response teams currently based in Gosport and Park Gate stations would move by March 2015 to one base, probably at Fareham Reach; the new custody facility due to be constructed by April 2016 would be located in the Northarbour area of Portsmouth; other police stations in the area would also be closing, including Fratton in Portsmouth; there would be further reductions in police station front office functions, with greater emphasis on communication via telephone; Park Gate and Waterlooville police stations were the only current district police stations that would be retained.

At the invitation of the Chairman, Councillor Cartwright addressed the Panel during the consideration of this item.

It was AGREED that Inspector Cuffe be thanked for his presentation.

Outcome	Await further information.
Link Officer	Narinder Bains
Subject	Services Falling Within the Public Protection Remit
Type of Item	Presentation
Action by Panel	<p>The Panel received a presentation from the Director of Community, the Community Safety Manager and the Head of Parking and Enforcement on the services falling within the Public Protection remit.</p> <p>The presentation made reference to the Role of the Panel and the areas of work undertaken within the Public Protection Portfolio, including: Environmental Health and the Fareham and Gosport Environmental Health Partnership, incorporating Food Safety, Air Quality, Contaminated Land, Pollution, Out of Hours Service, Dog Control and Pest Control; Community Safety, incorporating Fareham's Community Safety Partnership, Anti-Social Behaviour, Initiatives &amp; Projects, Diversionary Activities and Fareham Supporting Families; and Emergency Planning, Enforcement Team, Parking and Traffic Management, Litter/Dog Fouling Complaints, Fly-Tipping, Abandoned Vehicles and CCTV, including the BRT route.</p> <p>It was AGREED that:-</p> <ul style="list-style-type: none"> <li>(a) members be supplied with copies of the presentation slides;</li> <li>(b) it be noted that details of Access All Areas 2014 activities were on the Safer Fareham website and that details of dates and venues would be distributed to members;</li> <li>(c) it be noted that a presentation would be submitted to a future meeting on the Emergency Planning Exercise carried out in December 2013; and</li> <li>(d) that members wishing to visit the CCTV Control Room give their names to the Democratic Services Officer.</li> </ul>
Outcome	Complete.
Link Officer	Martyn George
Subject	Public Protection Policy Development and Review Panel Work Programme
Type of Item	Programming.
Action by	The Panel considered a report by the Director of Community on the Panel's work programme for 2014/15.

Panel	It was AGREED that:-  (a) the emergency planning item on the work programme for 22 July 2014 be changed from an annual report to a presentation on the Emergency Planning Exercise that took place in December 2013 (minute 7(c) above refers);  (b) the programme items as set out in Appendix A to the report be confirmed; and  (c) the progress on actions since the last meeting, as set out in Appendix B to the report, be noted.
Outcome	Work programme amended.
Link Officer	Martyn George



# FAREHAM

BOROUGH COUNCIL

## Report to Public Protection Policy Development and Review Panel

**Date**                    **22 July 2014**

**Report of:**            **Director of Environmental Services**

**Subject:**              **ANNUAL REPORT ON FAREHAM PARKING ENFORCEMENT  
SERVICE**

### **SUMMARY**

This report provides members with an update of the last twelve months' operation of the Fareham Parking Enforcement Service.

### **RECOMMENDATION**

Members are asked to note the contents of the report.

## **INTRODUCTION**

1. The Fareham Parking Enforcement Service covers the management and enforcement of both on and off-street parking throughout the Borough. The service aims to discourage indiscriminate parking that causes obstruction to other motorists, pedestrians, cyclists and people with disabilities. This will ensure that the Borough remains accessible to all, equally and safely. The service is delivered by Council staff and consists of two distinct areas: office staff who deal with the processing and management of the parking enforcement process; and a team of Civil Enforcement Officers (CEOs).
2. All the CEOs and back office staff have been trained to the appropriate City and Guilds level 2 standards by an external trainer. Regular on-site training and updates are carried out when any new legislation or equipment is introduced.
3. All Civil Enforcement Officers are properly and prominently identified as Fareham Borough Council employees and CEOs by badges and/or wording on their uniforms. In addition to their parking enforcement role, the CEOs report other enforcement related issues that might affect the street scene or adjoining areas, for example abandoned vehicles, fly-tipping, graffiti, vandalism and damage and any other environmental defacement and related issues whilst on patrol.
4. Responsibility for the delivery of the Fareham Parking Enforcement Service, which includes the day-to-day functions of maintaining the car parks and equipment; and also includes the responsibility for the procurement of CCTV, Pay on Foot and Pay and Display equipment, lies with the Department of Environmental Services and falls within the Public Protection Portfolio.
5. The service is also delivered in line with the Fareham Parking Enforcement Policy that was reported to and approved by the Executive at its meeting on 10th June 2013. The Enforcement policy is reviewed every 2 years or sooner if required by any major changes required to the policy. The Policy sets out the main principles for enforcement associated with the delivery of this service. The policy itself is publicised on the Council's web pages and is available to members of the public and sets out the approach of the Council in the enforcement of both on and off-street parking.
6. The performance of the service is closely monitored and officers have been requested to ensure that an annual report continues to be provided on the standard and cost of providing the service.

## **ANNUAL FAREHAM PARKING ENFORCEMENT REPORT**

7. A 5 year Fareham Parking Strategy which was developed by the Director of Planning and Development was presented and approved by the Executive in December 2012. This strategy considers the availability and management of the Council's off-street and on-street parking in Fareham town centre and includes a series of policies and actions. The strategy provides the overall strategic direction and approach to parking within the Borough and it is within this that the structure of car parking charging and the flexibility of season tickets are reviewed as well as the development and introduction of new parking schemes such as the Fareham town centre residents' parking scheme.
8. However, the day to day implementation and delivery of the actions coming out of the

strategy and policies is very much an operational matter much of which is delivered by the Parking Enforcement Service and this report provides an overview of the service.

9. The Annual report is attached as Appendix A to this report. The Panel's views and comments are sought on the performance of the service, areas where improvements can be made as well as the actual content of the report which will be published on the Council's web site.

### **PERFORMANCE MONITORING**

10. One area that members have requested is closely monitored is the cost of providing the Parking Enforcement Service, in particular, the element that relates to on-street enforcement.
11. When decriminalised parking enforcement was introduced in April 2007, the objective was that it should be self-financing.
12. The attached report provides details of the number of Penalty Charge Notices (PCNs) issued off-street and on-street over the last twelve months and this is also compared to the performance over previous years to monitor performance of the service as well as identifying any trends. The report also sets out the cost of providing the service and how this is offset by the income from the PCNs that have been issued.

### **ON-STREET ENFORCEMENT**

13. In order to monitor the provision of the parking enforcement service, officers have split the budget relating to both on and off-street enforcement so that it can be better monitored. Table 1 on page 25 of the report attached at Appendix A indicates the on-street enforcement budget for 2013/14 and the base budget for 2014/15.
14. £198,342 has been generated from the issue of PCNs and other charges such as dispensations and it is this income that helps offset the cost of providing the on-street enforcement service.
15. When decriminalised parking was first introduced in Fareham the Council subsidised the introduction and operation of the on-street enforcement service by approximately £158,000 during its first year. The cost of on-street parking to FBC in 2012/13 was £34,646 and in 2013/14 was £24,979.
16. It is important to note that the deficit does not take account of the unpaid PCN's which total £46,182 for 2013/14, the recovery of which is being progressed through the recovery process
17. As can be seen from the above, officers have made progress to date in reducing the cost of the service, and are looking at ways of further reducing costs, whilst at the same time ensuring the correct level of enforcement is being achieved. However, what also needs to be acknowledged is that as a result of effective on-street enforcement more drivers use the Council's off-street car parks and there is more compliance with the requirements of the Traffic Regulation Orders (TRO's) throughout the borough.
18. The cost of the Parking Enforcement Service, in particular on-street enforcement

needs to be closely monitored so that it does not become an unreasonable cost to the council tax payer. The Executive Portfolio Holder for Public Protection receives regular updates on the performance of the service from the Director of Environmental Services.

### **OFF-STREET ENFORCEMENT**

19. Table 2 on page 25 of the report attached as Appendix A indicates the off-street enforcement budget for 2013/14 and the base budget for 2014/15. The enforcement in off-street car parks has generated income from the PCNs issued of £120,445.
20. The income from the issue of PCNs within the off-street car parks will not cover the employee costs of patrolling these car parks. Officers are required to work within the off-street car parks not only to make sure that the parking regulations are being followed and where this is not the case PCNs will be issued, but also to check and maintain the pay and display and pay on foot equipment as well as assisting the car park users. There is also a control room within the Osborn Road Multi-Storey Car Park that needs to be staffed and from where the pay on foot equipment is operated and controlled.
21. Total income from parking charges for 2013/14 was £2,146,424. This represented a reduction against the previous year by £126,834 but a £156,576 shortfall against a budget of £2,303,000. However, the effect of on-street enforcement does result in more drivers using the off-street car parks and this together with the extension of the residents' parking scheme ensures use of the off street car parks which otherwise would not be the case if there was no on street regulation enforcement.
22. The actual income from PCNs set against the budgeted income from both on and off-street enforcement for the last three years is shown in graph 10 on page 25 of the attached report.
23. Whilst good progress has been made in managing the cost of providing the service the costs and projected income for the current year need to be closely monitored so that any deficit is kept to a minimum.

### **CONTRAVENTIONS**

24. A breakdown of the type of contraventions for which PCNs have been issued for both on and off-street is detailed in the attached report and highlights the main contraventions for off-street are, no ticket displayed, parked after expiry of ticket, and no disabled badge shown. The three main contraventions for on-street are parked on yellow lines, parking in residents' space and parked for longer than permitted. These contraventions do not seem to change year on year.

## **CONCLUSION**

25. Officers are constantly reviewing existing working arrangements and practices to ensure best use is made of the resource to deliver a high quality service as well as enforcing the regulations. This needs to be closely monitored to ensure the cost of providing the service, in particular on-street enforcement, is maintained at a level that represents value for money.

### **Background Papers:**

None.

### **Reference Papers:**

None.

### **Enquiries:**

For further information on this report please contact Kevin Wright (Ext 4359).

Appendix A – [Parking Report 2013/14](#)



# FAREHAM BOROUGH COUNCIL

## Annual Parking Enforcement Report 2013-2014



Fareham Shopping Centre Multi Storey car park

## **Contents**

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## Abbreviations that may be shown or mentioned within this report

<b>TMA</b>	Traffic Management Act 2004
<b>CEO</b>	"Civil Enforcement Officer" (used to be parking warden/attendant)
<b>PCN</b>	"Penalty Charge Notice" (used to be known as parking ticket)
<b>TRO</b>	"Traffic Regulation Order" The legal order that puts in place, the restrictions and therefore permits enforcement.
<b>NTO</b>	"Notice to Owner" a form which is served on the registered keeper of the vehicle no sooner than 28 days after the issue of the PCN, if it has not been paid.
<b>TPT</b>	"Traffic Penalty Tribunal" is the independent body where impartial lawyers consider appeals by motorists and vehicle owners whose vehicles have been served a Penalty Charge Notice.
<b>TEC</b>	Traffic Enforcement Centre, where unpaid charges are registered
<b>HCC</b>	Hampshire County Council
<b>CPE</b>	Civil Parking Enforcement

## Contacts and Web Links

Fareham Borough Council  
Parking Services  
Civic Offices, Civic Way  
Fareham, PO16 7AZ  
Telephone 01329 236100

If you have any questions or comments about our Annual Parking report, please let us know by telephoning our Customer Service Centre on 01329 236100, or e-mail our parking services team at: [parkingservices@fareham.gov.uk](mailto:parkingservices@fareham.gov.uk)

<http://www.fareham.gov.uk/> Fareham Borough Council web site

[parkingservices@fareham.gov.uk](mailto:parkingservices@fareham.gov.uk) e-mail for parking services and for challenges

<https://www.gov.uk/blue-badge-scheme-information-council> for enquiries relating to disability/less abled, blue badge parking

[blue.badge@hants.gov.uk](mailto:blue.badge@hants.gov.uk) e-mail address for disability blue badge applications in Hampshire

<http://www.patrol-uk.info/site/index.php> for independent advice relating to parking and challenges/appeals

<http://www.trafficpenaltytribunal.gov.uk/site/index.php> Independent Tribunal for all appeals

[http://www.fareham.gov.uk/parking\\_and\\_traffic/traffic\\_management/intro.aspx](http://www.fareham.gov.uk/parking_and_traffic/traffic_management/intro.aspx) for Traffic Regulation Orders for Fareham Borough Council

This report is also available upon request, in large print, Audio and Braille. If there is a requirement this report can also be translated.

## Overview and Background to Enforcement

Fareham Borough Council is a busy south coast town situated midway between the cities of Portsmouth and Southampton, covering areas in between, from Sarisbury Green to Stubbington, Funtley to Portchester and has been enforcing car park regulations in off street car parks under the powers granted in the Road Traffic Act 1984.

The population is around 111,000 and has a major motorway M27 nearby.

Fareham is a popular market town and over the years has had a proud and important role servicing the many nearby service establishments.

The Road Traffic Act 1991 introduced powers for local authorities to also take over enforcement of on street contraventions, (non-endorsable) from the Police and Traffic Wardens. This became known as Decriminalised Parking Enforcement (DPE) which was later changed to Civil Parking Enforcement (CPE) under a new act; The Traffic Management Act 2004, (TMA) which came into operation on 31<sup>st</sup> March 2008. This also changed the name of Traffic /Parking Wardens, to "Civil Enforcement Officers, (CEO's)".

Fareham Borough Council took over the enforcement of this from the Police on 2<sup>nd</sup> April 2007 as a result of a successful application made to the Secretary of State for Transport. The Council is therefore known as the Enforcement Authority for all off street contraventions and act as "agents" for Hampshire County Council, who remain the Enforcement Authority, for all on street contraventions.

The Fareham Parking Enforcement Service covers the management and enforcement of both off and on street parking throughout the Borough. The service aims to discourage, indiscriminate parking that causes obstruction to other motorists, pedestrians, cyclists and people with disabilities. This ensures that the Borough is accessible to all, equally and safely. The service is delivered by Council officers and consists of two distinct areas: office staff that deal with processing and management of the challenge process and associated administrative functions of the parking service such as season tickets and residents parking permits, and a team of Civil Enforcement Officers (CEO'S).

The introduction of Fareham Parking Enforcement has achieved a standardised and consistent approach to enforcement now that the Council is responsible for on and off street enforcement.

Responsibility for the delivery of the Fareham Parking Enforcement Service, which includes the day to day functions of maintaining the car parks and equipment; including the provision of CCTV in certain car parks, pay on foot and pay and display equipment, lies with the Department of Environmental Services and falls within the Public Protection Portfolio.

The TMA attempts to standardise, customs and practices throughout all contributing Authorities involved in parking enforcement, to increase the standards for which it operates and attempts to make parking issues understandable to members of the public. This is done by working to published guidelines and policies, and by presenting an annual parking report that is available to all, it provides openness and transparency in the way the service is delivered.

The service is delivered in line with the parking enforcement policy (link below)

[http://www.fareham.gov.uk/PDF/parking/enforcement\\_policy2013.pdf](http://www.fareham.gov.uk/PDF/parking/enforcement_policy2013.pdf)

This is reviewed at least biennially and was last reported to and approved by the Executive on *10<sup>th</sup> June 2013*. The policy sets out the main principles for enforcement associated with the delivery of the service. The policy itself is publicised on the Council web pages and sets out in an open and transparent way the approach of the Council in the enforcement of both on and off street parking.

The provision of off street parking is viewed as a facility for residents, businesses and visitors and the Council's car parks are maintained and managed to a high standard which includes upgrades to all Pay and Display and Pay on Foot machines which many now accept credit/debit card methods of payment as well as cash.

The provision of on street enforcement should not be viewed as a 'revenue raiser' but as a service that should in delivering the objectives of the service be self-funding.

Fareham Borough Council does not have targets for the serving of Penalty Charge Notices for its Civil Enforcement Officers. The priority is to keep the free flow of traffic moving throughout the Borough and to ensure the safety of its pedestrians and motorists.

The aim of this report is to make "parking" understandable to all service users and to provide data showing how Fareham has performed over the last financial year.

## **What we do and what happened in 2013-2014**

### **Staffing**

There is one team of in house Civil Enforcement Officers (CEO'S), who enforce the parking regulations and Traffic Regulation Orders (TRO's) both on and off street. They also enforce verge parking, residents parking areas and traffic management issues such as around schools. Income from PCN's is used to cover the cost of the enforcement service. The Government guidelines include the objective that no cost should fall onto the Council Tax payers in the delivery of the service

In addition, the CEO's report other enforcement related issues that may affect the street scene or other adjoining areas, for example, abandoned vehicles, fly tipping, graffiti, vandalism and other environmental defacement and related issues whilst on patrol. This compliments the work being undertaken by the Council in developing a "zero tolerance" approach to these issues. This is facilitated by the Parking Enforcement Service working closely with the Council's enforcement team in dealing with such issues. The officers from these services are all in the same team under the Head of Parking and Enforcement.

All CEO's and back office staff have been trained to appropriate City and Guilds level 2 standard by an external trainer and had up to date training with the introduction and new provisions of the Traffic Management Act in 2008. Regular on-site training and updates are carried out when any new legislation or procedures are implemented.

### **Patrolling**

CEO's are properly and prominently identified as Fareham Borough Council employees and CEO's by badges and wording on their uniforms.

At any one time Monday to Saturday (excluding Tuesdays), there are two teams of officers plus one or two team leaders on duty. On Sundays there is a team of officers, also with a team leader, on duty. This enabled Sunday charges to be introduced at no additional cost to the Council in terms of patrolling. On Sundays the emphasis is on the Town centre, but "hot spot" areas are also visited if required.

Monday to Saturday one team works within the Town Centre area to operate pay on foot, CCTV within car parks and immediate on street areas which now include the "resident parking only" areas. The officers also provide operational cover for the Osborn road multi storey car park lifts, should a problem arise. The other team are mobile and patrol the areas away from the Town Centre across the Borough. The Borough has been divided into 15 zones and officers aim to patrol each zone at least twice a week where possible, with more frequent visits made to schools and other known "hot spots" to ensure the safe passage of the highway. The CEO's also carry out evening patrols at various times of the year to discourage parking contraventions outside the normal hours.

The CEO's liaise with the police and police community support officers (PCSO's) and carry out joint working/patrolling, especially outside schools during busy periods. These joint patrols have proved very effective in deterring parents who wait on restricted areas of the roads including the zig zag markings. This is ongoing and has formed part of normal operations. Complaints received from residents, the schools themselves or

Members are brought to the attention of Parking Services and these are included in the patrols.

### **Combination of Enforcement Teams**

As part of introducing decriminalised parking enforcement, the opportunity was also taken to review some of the other enforcement functions, management and services provided by the then Department of Regulatory Services that could give further added value and efficiencies. To this effect the Parking Enforcement Service and the Enforcement Team were brought together under one Head of Service. The benefit of this has been a more unified Enforcement Team that has one manager. This has also delivered efficiency savings and a more co-ordinated approach to enforcement where officers could be further developed to take on additional enforcement responsibilities as appropriate and when the opportunity arises.

The Head of Service provides an overall co-ordinating role to ensure the service is delivered at minimal cost to the Council in an efficient, effective and co-ordinated way and is responsible for providing regular performance reports. There are clear similarities in the work that these two teams provide that will build upon the uniformed presence within the Borough and the joint approach to enforcement that is required.

The opportunity was also taken to bring Traffic Management together with parking and Enforcement so that they all now fall under the responsibility of the Head of Parking and Enforcement. This provides further integration and builds upon the close relationships and information sharing between these related services that are now all co-ordinated under one Head of Service.

### **PARKING ENFORCEMENT POLICY**

The "Parking Enforcement Policy" is reviewed every two years and a report is presented to the, Public Protection Policy, Development and Review Panel who after considering the policy make any recommendations to the Executive for final approval. It sets out the main principles and approach of this authority for enforcement associated with the delivery of the service and advises of any changes in legislation or practices.

In accordance with the requirements of the Traffic Management Act 2004 the CEO's must and do wear a uniform which shows that the wearer is specifically identified as being on parking duties; the name of this authority and the CEO's own unique identifying number and identity badge.

## Resident Parking



In 2009 Fareham Borough Council undertook a review of the on-street parking arrangements for residents who live in the Town Centre area. This followed on from requests and concerns expressed by residents about the problems with all-day parking by non residents. The initial review consisted of several studies including two periods of public consultations and public meetings, held over June/July 2009 and October/November 2009. Additional comments, objections and requests were welcomed up to the 30th April 2010. All suggestions received were carefully considered and changes were made in pursuit of achieving priority for residential parking.

Currently 679 live residents permits in circulation to qualifying residents in 34 roads, split into 8 areas within the Town Centre. Residents are also permitted to purchase visitor permits. At present the permit costs the resident £40.00 for 1 year or £75.00 for 2 years. Visitor permits are £1 for a 24hr stay or 50p for a 4hr stay. Every resident who purchases a permit for 1 year is given one book of 10 visitor permits free of charge and 2 books (20 visitor permits) free of charge when a 2 year permit is purchased. This scheme was implemented from September 2010.

We have provided answers to a list of Frequently Asked Questions on the residents' permit scheme; these are available on the council's website:

[http://www.fareham.gov.uk/parking\\_and\\_traffic/parking\\_permits/intro.aspx#FAQs](http://www.fareham.gov.uk/parking_and_traffic/parking_permits/intro.aspx#FAQs)

Following implementation of the residents parking scheme a six month review was carried out taking into account any written observations of the parking situation and any problems that came to light during this period. This review resulted in the implementation and changes of a small number of changes to the scheme and the introduction of more resident parking only areas; these were introduced in Sept/Oct 2011. The scheme on a whole has been welcomed by the residents.



## Body Worn CCTV Cameras



Fareham Borough Council takes the welfare and safety of its employees very seriously and will take any action necessary as a result of evidence gathered in this method. This is reflected in the Parking Enforcement Policy

After several Civil Enforcement Officers had suffered assaults and serious verbal abuse from members of the public during their duties, it was decided in 2010 to introduce body worn video cameras for the officers to wear on a daily basis whilst on patrol. Since the introduction of the BWVC's instances of abuse and assaults have reduced dramatically.

## Pay and Display



There are two types of pay and display car parks in Fareham, inner and outer, they are all within easy walking distance of the shopping centre. All pay and display machines were adapted in 2013 to accept credit/debit cards via chip & pin, they also still accept payment by coin.

The current opening/charging hours are 7 days a week Monday to Saturday 8am to 6pm and Sunday and Bank Holidays 10:30am to 4pm in the inner car parks. In Outer car parks there is no charge for parking on a Sundays or Bank Holidays.

Below is a link to the Fareham Council web site for car park information and tariffs.

[http://www.fareham.gov.uk/parking\\_and\\_traffic/parking\\_in\\_fareham\\_town\\_centre/intro.aspx#fees](http://www.fareham.gov.uk/parking_and_traffic/parking_in_fareham_town_centre/intro.aspx#fees)

## Pay on Foot

Fareham Borough Council operates a pay on foot system in 3 Town Centre, inner car parks. These car parks are barrier controlled car parks, which allows shoppers to park and then pay the correct fee prior to departure from the car park, thus they only pay for the time that they have used the car park. These car parks are Market Quay, Osborn Road multi storey and Fareham Shopping Centre multi storey. Within these car parks there are a total of 14 pay machines and 12 entry/exit terminals, together with the associated barriers, which need to be maintained at all times.

To coincide with the building and opening of Fareham Shopping Centre multi storey car park in 2011, the opportunity was also taken to replace all the ageing machines, barriers and ANPR in Market Quay car park and upgrade all the equipment and machines in Osborn Road multi storey car park, some of the Pay on Foot machines now accept credit/debit card payments.

### Osborn Road Multi Storey Car Park



### Market Quay Car Park



To ensure that any breakdowns in equipment and IT systems are kept to a minimum, a robust maintenance contract is in place.



## **Fareham Shopping Centre Multi Storey car park**



This pay on foot, multi storey car park replaced the previous Civic Way MSCP and was provided as part of a new development in the Shopping Centre. The car park opened on 15<sup>th</sup> August 2011, providing three floors of additional spaces (209) for short stay parking with direct access to the shopping centre.

### **CCTV**

All of the car parks above are covered extensively by closed circuit television cameras, (CCTV). These are monitored frequently by the CEO's from monitors within Osborn Road multi storey car park, during all operational hours and have proved a valuable tool in any public order or public nuisance occurring from within. Some of the other Pay and Display car parks within the borough are also covered by CCTV. These cameras are monitored separately by the CCTV control room.

### **Cash Collections**

For a number of years the cash collection from all pay and display and pay on foot machines had been carried out in house by the CEO's. In order to remove the health and safety and the legal risk associated with this activity, this service was outsourced to a private contractor. This has also freed up the CEO's time which has allowed them to undertake more enforcement duties, both on and off street.

### **Parking for Blue Badge Holders**

Fareham Borough Council make every effort to be accommodating, and will do all we can to give less able drivers/passengers, better access to the amenities offered in the area.

Many car parks have marked bays specifically for the use of badge holders but you may use any other available bay that is not reserved for any other use.

Civil Enforcement Officers regularly carry out spot checks on vehicles with blue badges to ensure that the use of the blue badge permit is not being abused.

Badge holders are exempt from restricted parking times in all limited waiting bays on street (unless signs state otherwise) and from all pay and display car parks for as long as is required, providing a valid blue badge, (belonging to the driver or a passenger of that vehicle), is on display showing the serial number and expiry date. This is not limited to UK or euro holders as all badge holders will be welcome. Residents of Fareham who are in receipt of a blue badge are also exempt from charges within the Pay on Foot car

parks, residents are issued with a swipe card on application, which allows them entry into these car parks free of charge.

For further information on parking for blue badge holders please refer to the guideline booklet sent to you with your badge or alternatively please visit the government web site at by e-mail at [Blue.badge@dft.gsi.gov.uk](mailto:Blue.badge@dft.gsi.gov.uk) or alternatively the web site: <https://www.gov.uk/government/publications/the-blue-badge-scheme-local-authority-guidance-england> or if you require an audio tape or CD you can order them by calling them on 0870 1226 236.

### **Penalty Charge Notices (PCN's) Served**

The Penalty Charge in the Borough of Fareham was originally set at £60 but, as a result of the changes introduced by the TMA, has been set at a higher tariff of £70 for the more serious contraventions and £50 for the less serious contraventions. The Charge Level is discounted by 50% if payment is made within 14 days of the contravention, and will be incremented by 50% on issue of a Charge Certificate. Following rejection of an initial informal challenge or under certain circumstances, such as a formal representation, the Borough Council will offer a further 14 days for the payment of a Penalty Charge Notice at the discounted rate.

The PCNs are served by the CEOs using computerised hand-held ticket issuing devices and the PCN is affixed to the vehicle or handed to the driver. These units store the complete list of roads and off-street car parks, together with the list of contravention codes and offences.

Where the CEO is prevented from serving a PCN to a vehicle or the person, as a result of physical force or the driver driving away, it is now possible to serve the PCN by post. This is known as a Regulation 10 Penalty Charge Notice and 58 of these notices were served in the last financial year.

When serving a PCN the vehicle type, colour, location and contravention description are entered by a selection from a drop down menu, and these details are printed on a paper notice by a printer unit linked by blue tooth technology.

Every time a PCN is served and where possible, photographs are taken of the vehicle showing the Vehicle Registration Mark (VRM), and the nature of the contravention. The photograph(s) must also show the PCN actually stuck to the vehicle windscreen. Photographs are taken with a digital camera giving high quality images which may be enlarged to show the smallest detail. For example, the details from a vehicle excise licence. Although the taking of photographs is not a legal requirement, it is considered best practice and aids evidence to any challenges received.

At the end of the patrol the CEO plugs the hand-held unit into a download 'cradle' and the PCN issue information is automatically downloaded into the 'Chipside' parking enforcement system. The camera memory card is also downloaded in a similar fashion, and the photographs taken are automatically linked to the relevant PCN record.

The recovery process therefore commences automatically from the day after service of the PCN.

Payments taken at the Civic Offices or via MOTO (Mail Order Telephone Order) are also transferred on a daily basis and are automatically linked to the relevant PCN, providing the correct PCN number is entered by the payer. Payments which do not find their correct record are manually linked by one of the back office Parking Support Officers.

The work of administering the parking function in relation to PCN processing is undertaken by the Parking Office Team and managed by the Parking Office Supervisor. This team is located at the Civic Offices and is responsible for the receipt of payments, the processing of Notices and Charge Certificates, and for dealing with all correspondence and challenges in response to the issue of PCNs, as well as the issue of all parking permits.

The team also deals with subsequent stages of correspondence relating to PCNs, including handling representations, dealing with cases and preparation of files called for by the adjudicator, dealing with cases which the Authority wishes to pursue to the County Court, and any subsequent action, which includes issuing a warrant for the Bailiffs to take recovery action on behalf of Fareham Borough Council, and any subsequent civil court hearing. Previously the Council had to pursue the non-payment of Standard Charge Notices (SCNs) through the Magistrates' Court. However, because of decriminalised parking, the non-payment of a PCN is pursued as a civil debt at no cost to the Council.

Since the introduction of decriminalised parking the Council, and as a result of a County Court warrant being issued for non-payment of PCN's, has recovered £107,873.38 with the use of a bailiff service up to 31/03/2014 which may otherwise not have been achieved. This is always seen as a last resort and all effort to obtain payment prior to a warrant being issued is made by the serving of 4 forms of documentation being made prior to the registration at Court.

Challenges from those who have been served with PCNs can be received and dealt with in writing or via e-mail, responses to which are dealt with in corporate and legal guidelines which are set out in the TMA 2004.

Back office staff receive challenges in various formats in this current electronic age, e-mail is being used to send completed Traffic Penalty Tribunal files for adjudication and also cases that are sent to the Traffic Enforcement Centre.

The Council utilises an up to date ICT system (Chipside) to support the above service and uses appropriate interfaces to external organisations including the DVLA, the County Court and the Traffic Penalty Tribunal.

It is possible for members of the public to pay their PCNs in a variety of ways:

- by post to the Director of Finance and Resources;
- through an automated telephone system on a number identified on the PCN by way of credit or debit card payment;
- in person by cash, postal order, cheque, credit or debit card at the Cash Office at the Civic Offices , Fareham;
- through an existing automated telephone system on Fareham Borough Council's switchboard by way of credit or debit card;

- through the existing automated system on Fareham Borough Council's 'Pay It' website by way of credit or debit card;
- The parking office and Customer Service Advisors may also take payments by telephone directly onto M.O.T.O (Mail Order Telephone Order).

## Performance

The service has now been running for 7 years and the performance is being compared to the assumptions and profiles contained in a consultants' feasibility and financial model, the details of which were reported to and approved by the Executive as part of the implementation of the service.

However, these assumptions have proved to be optimistic and the figures of the past five years are continually being used to review current and future performance. **Graph 5 and 6** shows the number of PCNs issued off street and on street respectively over the last financial year and is based upon the performance over the previous two years.

**Graph 1** below, indicates the amount of correspondence, received and sent, that the back office team is dealing with in respect of delivering the service, addressing queries, challenges and representations received.

In terms of performance the service is delivered in line with the Parking Enforcement Policy and as such anyone has the opportunity to challenge a Penalty Charge Notice. A challenge is the initial letter of appeal; this is known as an informal challenge, which will be answered by the Council. Further consideration of an unresolved dispute includes a representation by the owner of the vehicle after a Notice to Owner has been served. A representation is part of the formal procedure, the next stage of which can be an appeal to an Independent Adjudicator, at the Traffic Penalty Tribunal on the web site.

<http://www.patrol-uk.info/site/index.php>

**Graph 2** Shows challenges and a sample of reasons accepted

**Graph 3** shows a pie chart which indicates the Council has recovered 75% of income from a total of 7619 PCNs issued in 2013/14. The high recovery rate reflects that PCNs are being correctly issued and supported by an efficient back office that makes use of technology including digital photos to address any representations and appeals received.

**Graph 4** shows appeals to the Traffic Penalty Tribunal and outcomes

**Graph 5 and 6** shows PCN's served by month

**Graph 7** shows regulation 10 PCN's

**Graphs 8 and 9** show the actual income, against the projected income for both on and off street enforcement.

**Graphs 10 and 11** shows permits issued and permit income

**Table 1** shows the performance summary by year

**Table 2 and 3** show the number of PCN's served off and on street and by the contravention code.

**Table 4** shows the highest issue statistics by ward for on/off street.

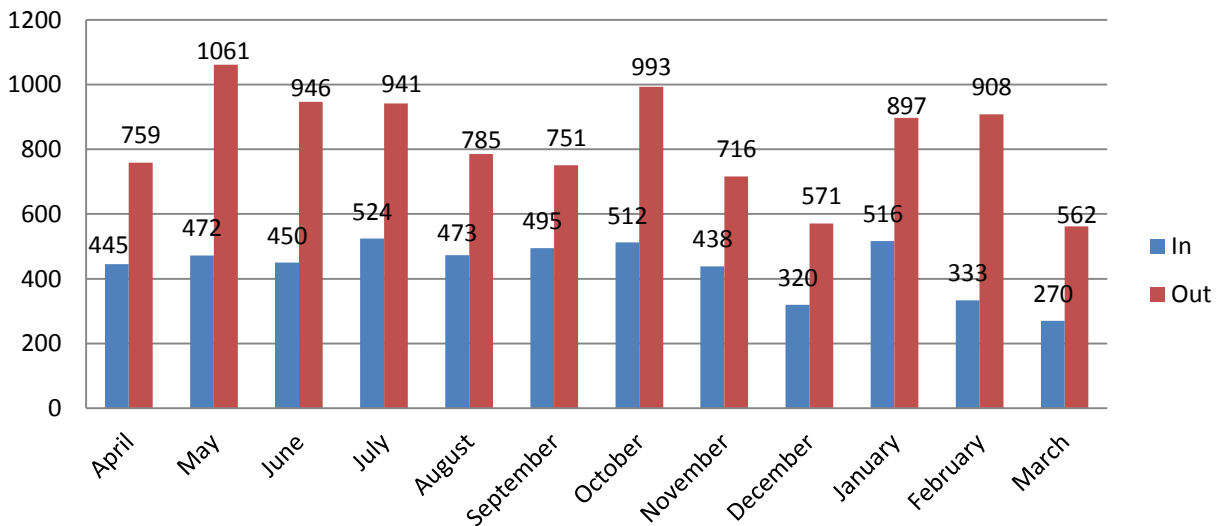
**Correspondence**

The back office deals with many challenges each year and as can be seen by the graph below, 2013-2014 has been no exception. Customers who have received a PCN may now challenge by post or e-mail directly to [parkingservices@fareham.gov.uk](mailto:parkingservices@fareham.gov.uk).

The correspondence out, also includes statutory documentation and permits.

**GRAPH 1**

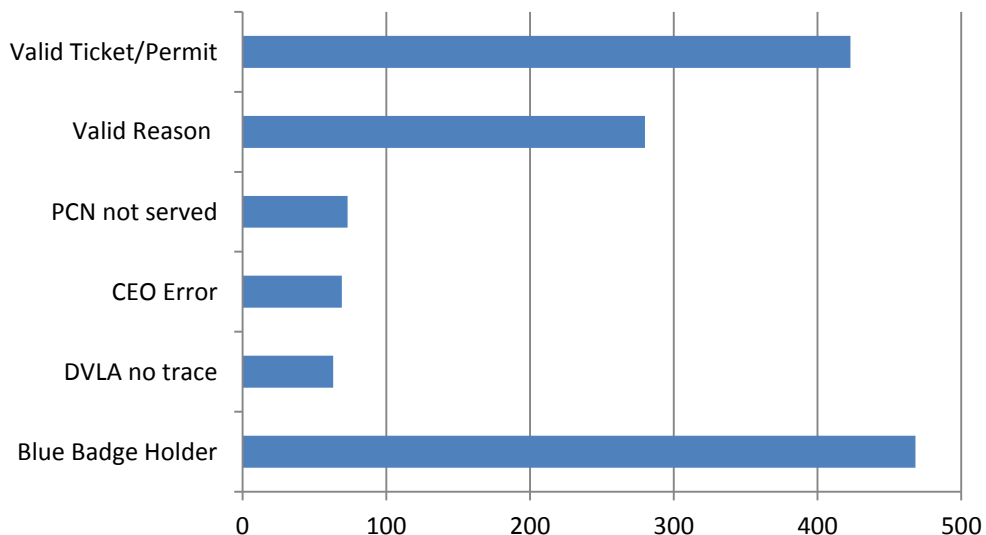
**Correspondence In/Out 2013-2014**



**GRAPH 2**

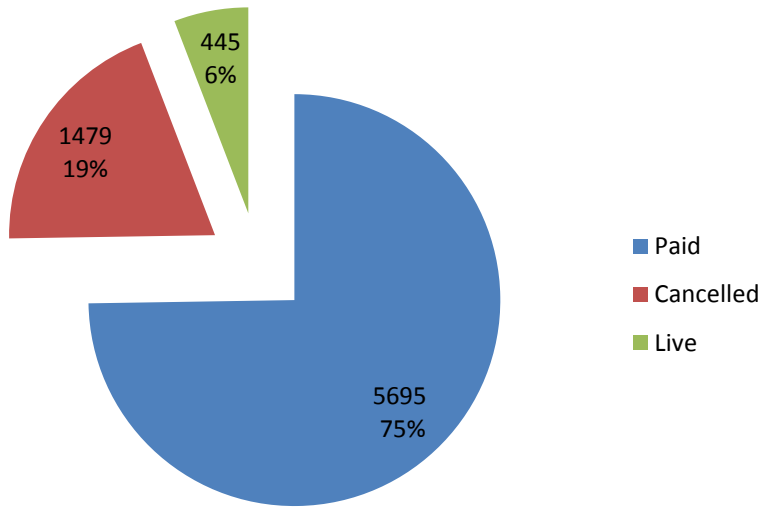
Indicates the various reasons for challenges to the service of a PCN being accepted

**Challenges and a sample of reasons accepted 2013-2014**



**GRAPH 3**

Below is a pie chart indicating the current stage of the 7619 PCNs served 2013-2014



**THE TRAFFIC PENALTY TRIBUNAL**

When a formal challenge has been rejected, the motorist may make an appeal to the Traffic Penalty Tribunal, an independent body based in Cheshire. If an appeal is made the appellant may elect to have a personal, postal or a telephone hearing.

This is heard by an experienced solicitor selected to hear these appeals.

Please visit <http://www.patrol-uk.info/site/index.php> for independent advice relating to parking and challenges/appeals.

**GRAPH 4**

**APPEALS TO THE TRAFFIC PENALTY TRIBUNAL 2013-2014**

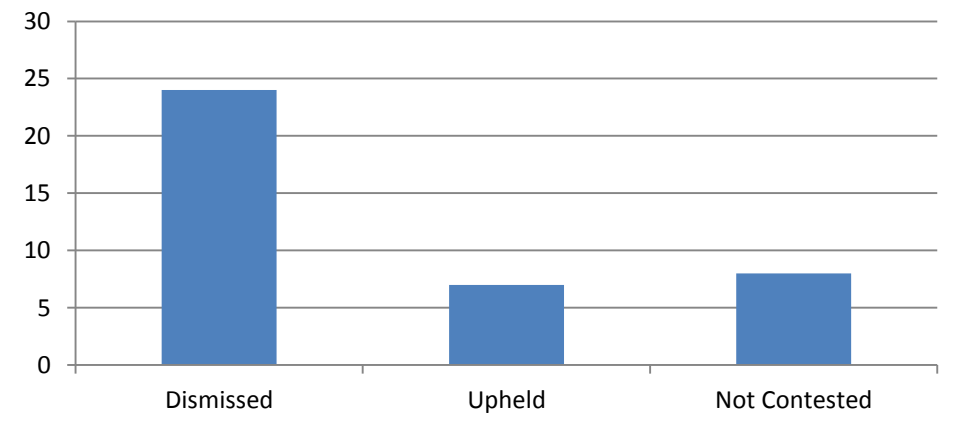


Table 1

**PERFORMANCE SUMMARY BY YEAR**

PCN'S PAID	ON ST	OFF ST	% OF PAID	PAID AT DISCOUNT RATE
2008-2009	4076	3004	78.64%	6031
2009-2010	4759	3679	78.49%	7181
2010-2011	4037	3879	75.66%	7254
2011-2012	5193	4219	73%	5977
2012-2013	4482	3567	79.23%	5339
2013-2014	3713	2009	75.10%	4983

CHALLENGES	RECEIVED	ACCEPTED	% ACCEPTED
2008-2009	3478	1621	46.60%
2009-2010	3814	1679	44.02%
2010-2011	3352	1658	49.46%
2011-2012	3573	1641	45.93%
2012-2013	3135	1565	49.92%
2013-2014	2723	1289	47.34%

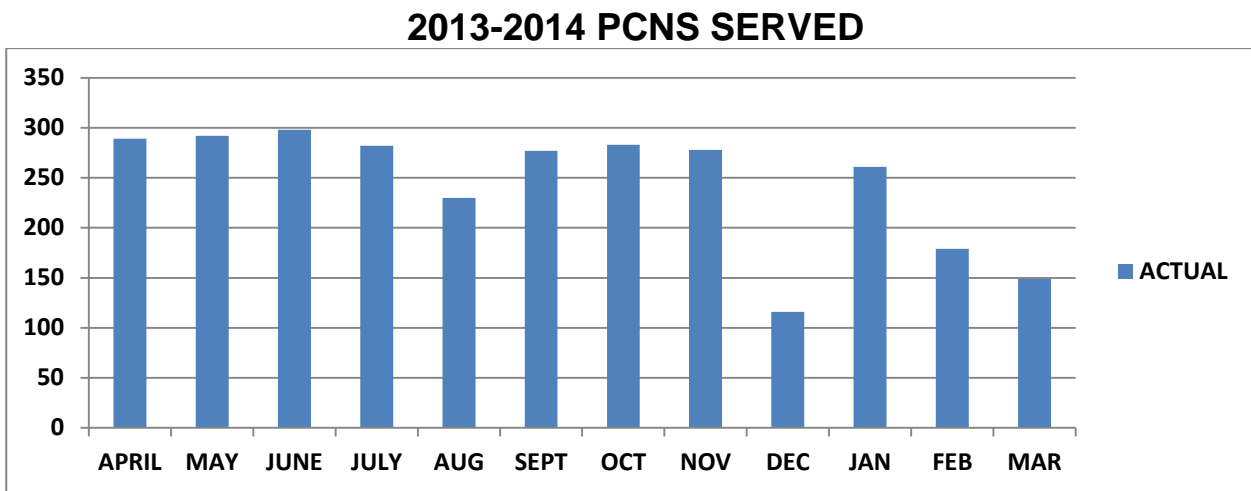
**APPEALS MADE TO TRAFFIC PENALTY TRIBUNAL**

	Dismissed(Won)	Upheld(Lost)	NOT CONTESTED	PENDING
2008-2009	2	10	8	0
2009-2010	14	11	9	0
2010-2011	4	4	8	0
2011-2012	6	1	4	0
2012-2013	13	3	10	0
2013-2014	12	10	9	1

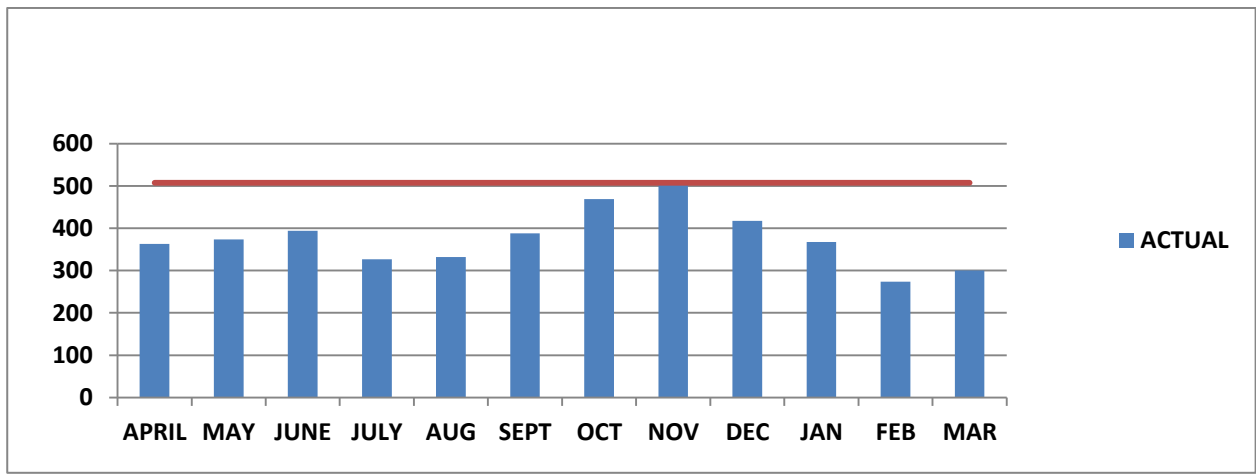
**REGISTERED AT COUNTY COURT**

	REGISTERED	WARRANTS ISSUED	WARRANTS PAID
2008-2009	494	303	150
2009-2010	683	410	145
2010-2011	653	543	86
2011-2012	652	444	160
2012-2013	570	368	108
2013-2014	539	533	207

**Graph 5**



**Graph 6**



In addition to serving PCN's when Civil Enforcement Officers and Enforcement Officers patrol areas of the Borough and they observe a vehicle which has an out of date tax disc they issue the vehicle with a CLE form, these are forms provided by the DVLA, a carbon copy of this form is then forwarded to the DVLA to inform them of the vehicle not having an up to date tax disc.

From the information provided the DVLA action each and every report that they receive. If an offender does not settle the matter by way of out of court settlement they will proceed to prosecution, Fareham Borough Council submitted 244 CLE forms to the DVLA for 2013/14.



Below is a breakdown of PCN's served with a list and description of the National Standard PCN Contravention codes currently enforced by Fareham Borough Council and whether the charge is a HIGHER or LOWER, (H) (L), level penalty charge.

The Higher charge is £70 reduced to £35 if paid within 14 days of service. The lower charge is £50 reduced to £25 if paid within 14 days of service.

### OFF STREET ISSUES

**Table 2**

<b>Code</b>	<b>Higher/Lower Charge</b>	<b>Contravention Description</b>	<b>Issued</b>
70	H	Parked in a loading area	3
74	H	Parked for sale of goods	0
81	H	Parked in a restricted area	8
85	H	Parked in a permit bay	22
87	H	Disabled person's parking	739
89	H	Wrong size of vehicle	5
91	H	Wrong class of vehicle	210
80	L	Parked for longer than permitted	150
82	L	Parked after payment expired	617
83	L	Parked without clear display	1044
86	L	Parked beyond the bay markings	301
93	L	Parked in closed car park	0
94	L	Parked without clear display 2	0
		<b>TOTAL</b>	<b>3099</b>

**Table 3****ON STREET ISSUES**

Code	Higher/Lower Charge	Contravention Description	Issued
1	H	Parked in a restricted street	1370
2	H	Loading in a restricted street	230
12	H	Parked in a resident's place	855
16	H	Parked in a permit space	0
23	H	Wrong class of vehicle	312
25	H	Parked in a loading space	16
26	H	Double parking in a SEA	3
27	H	Dropped footway in a SEA	95
40	H	Disabled person's parking	117
41	H	Diplomatic vehicles	0
45	H	Taxi rank	77
47	H	Restricted bus stop or stand	44
48	H	Restricted school area	16
62	H	Footpath parking	205
61	H	Commercial Footpath Parking	1
99	H	Pedestrian crossing	32
5	L	Parked after payment expired	2
19	L	Parked in a resident's place	0
30	L	Parked longer than permitted	1065
63	L	Parked with engine running	1
24	L	Not parked correctly	1
22	L	Re parked in the same place	78
		<b>Total</b>	<b>4520</b>

**Table 4**

WARD	PCN'S ISSUED	CAR PARK	PCN'S ISSUED	ON STREET	PCN'S ISSUED
Fareham East	4592	Trinity Street	316	High Street West	49
Fareham North	938	Leisure Centre	55	West street	245
Fareham N/West	117	Highlands Road	1	Stow Crescent	55
Fareham South	365	N/A	N/A	Speedfields	178
Fareham West	18	N/A	N/A	Blackbrook	1
Hill Head	51	Salterns Road	0	Solent Road	3
Locks Heath	9	N/A	N/A	Hardy Close	2
Park Gate	162	Middle Road	26	Middle Road	13
Portchester East	404	Castle Large	44	East Street	1
Portchester West	65	N/A	N/A	Richmond rise	16
Sarisbury	69	holly Hill	19	Bridge Road	1
Stubbington	297	Community Centre	37	Stubbington Green	109
Titchfield	90	Community Centre	3	The Square	7
Warsash	234	Passage Lane	74	Warsash Road	16

## REGULATION 10 PENALTY CHARGE NOTICES

The Traffic Management Act 2004 (TMA) permits circumstances where a Penalty Charge Notice may be served by post and not have to be affixed to the windscreen or handed to a driver or person who appeared to be in charge.

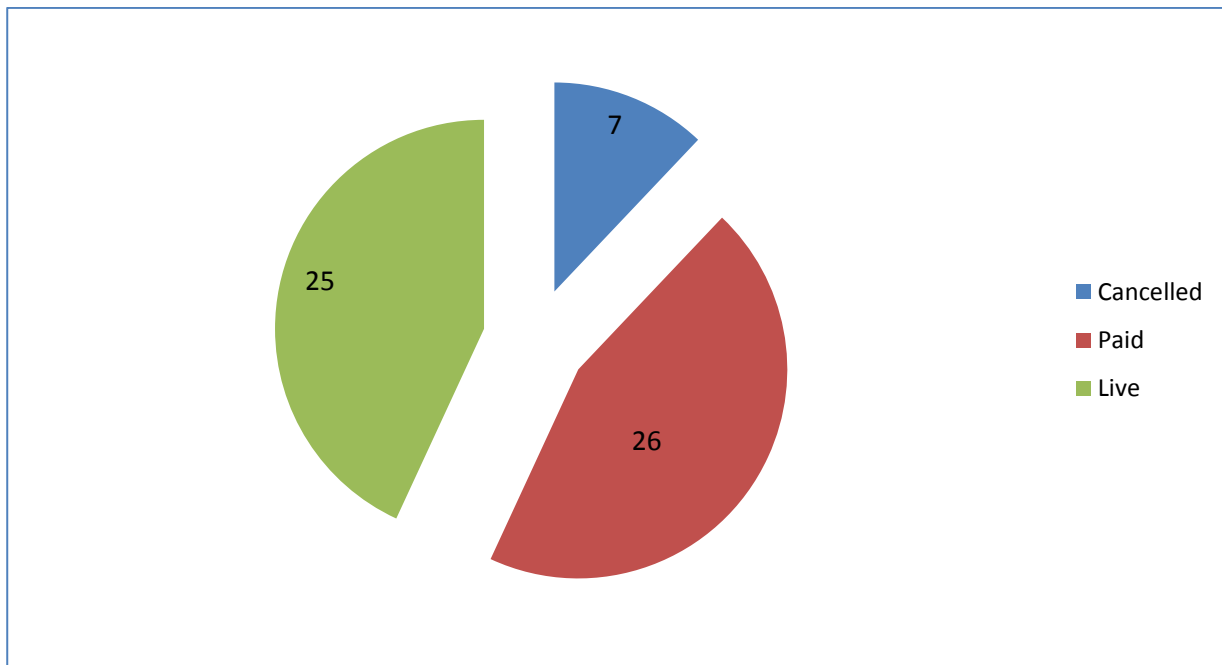
There are three circumstances in which this may be served.

- 1 Where the contravention has been detected on the basis of evidence from an approved device, for example a CCTV camera. (Fareham Council do not enforce by this method).
- 2 If the CEO has been prevented, for example by force, threats of force, obstruction or violence, from serving the PCN either by affixing it to the vehicle or by giving it to the person who appears to be in charge of the vehicle.
- 3 If the CEO had started to issue the PCN but did not have enough time to finish or serve it before the vehicle was driven away and would otherwise have to write off or cancel the PCN.

In any of the cases listed above the PCN is served by post on the owner ascertained from the DVLA, this notice also acts as the Notice to Owner

### Graph 7

#### Regulation 10 PCN 2013-2014



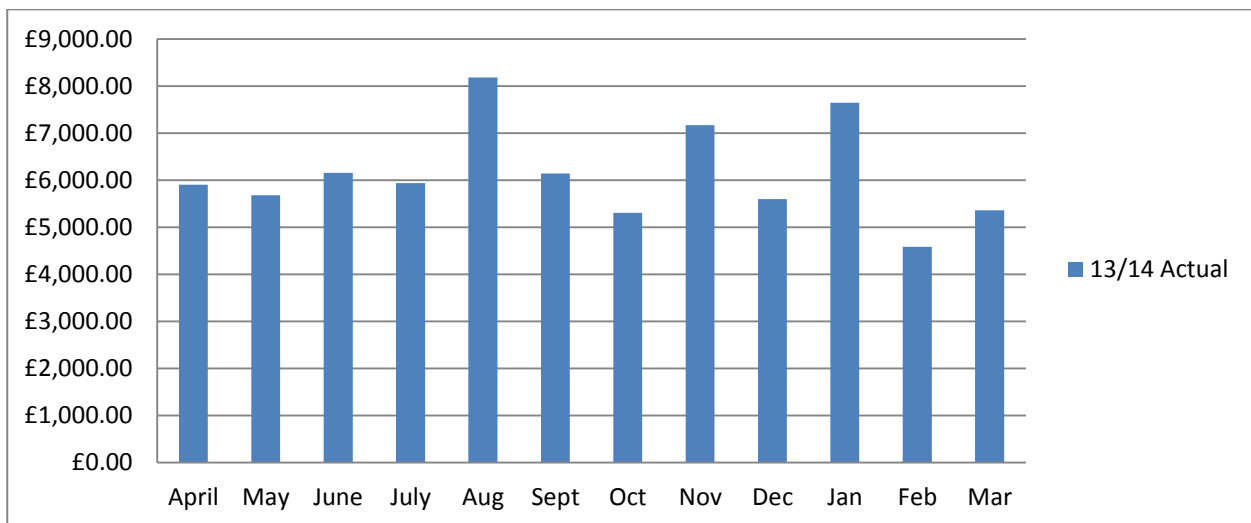
## **FINANCIAL PERFORMANCE FOR 2013-2014**

The introduction of decriminalised parking enforcement, DPE, now Civil Parking Enforcement, (CPE), once set up and running, is intended to be self-financing. The introduction of the service in Fareham was based upon a feasibility study and financial model. This used assumptions for implementation based upon an initial establishment, but reference was made to increasing the establishment, potentially, up to the maximum establishment identified in the initial feasibility study, to allow for flexibility in implementation.

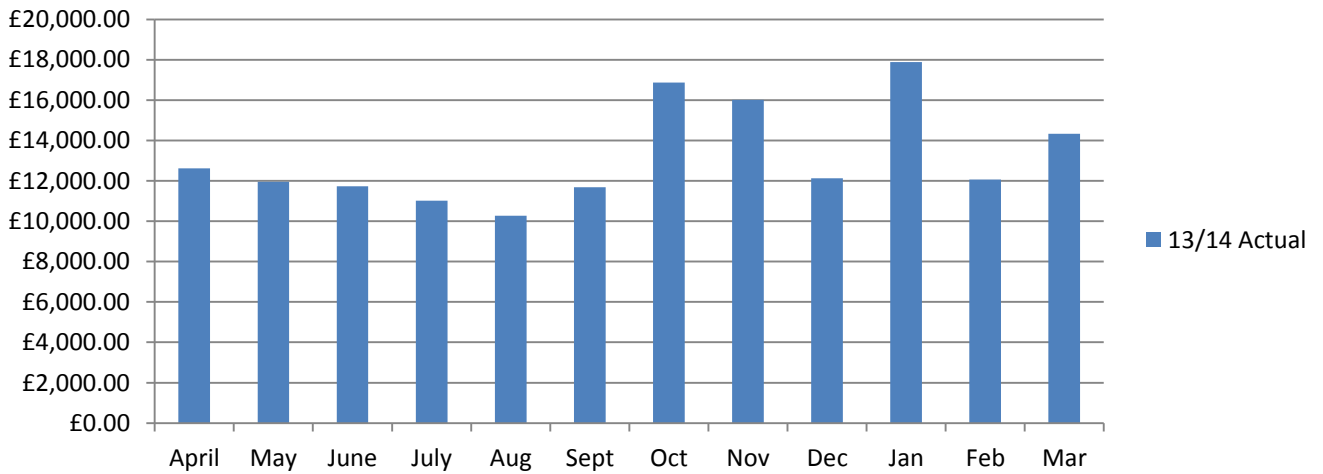
However since commencement of the service officers have reviewed the assumptions made in the original model and these are now being used to project the costs and likely income associated with delivering this service. The resources for delivering this service are being closely monitored and any increase or reduction in the establishment and staffing resource would be the subject of a business case being made to ensure this does not become a cost to the Council.

### **PENALTY CHARGE NOTICE INCOME**

**GRAPH 8                    2013-2014 Off street actual annual Income**

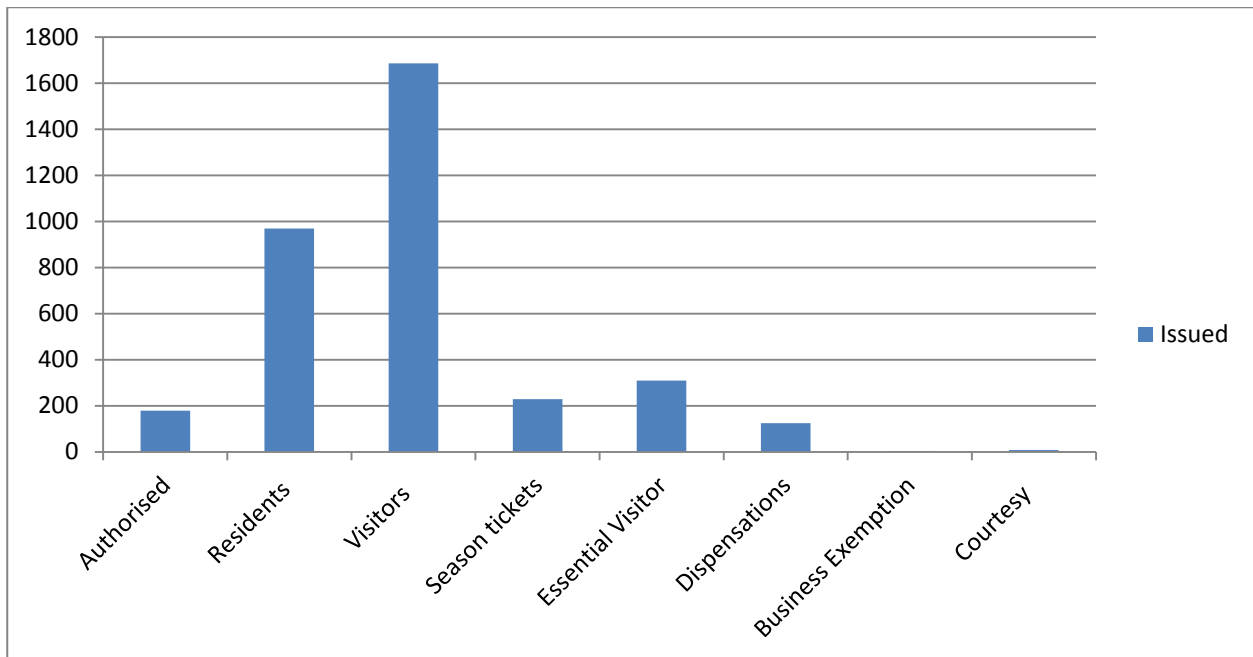


**GRAPH 9 2013-2014 On street actual annual income**



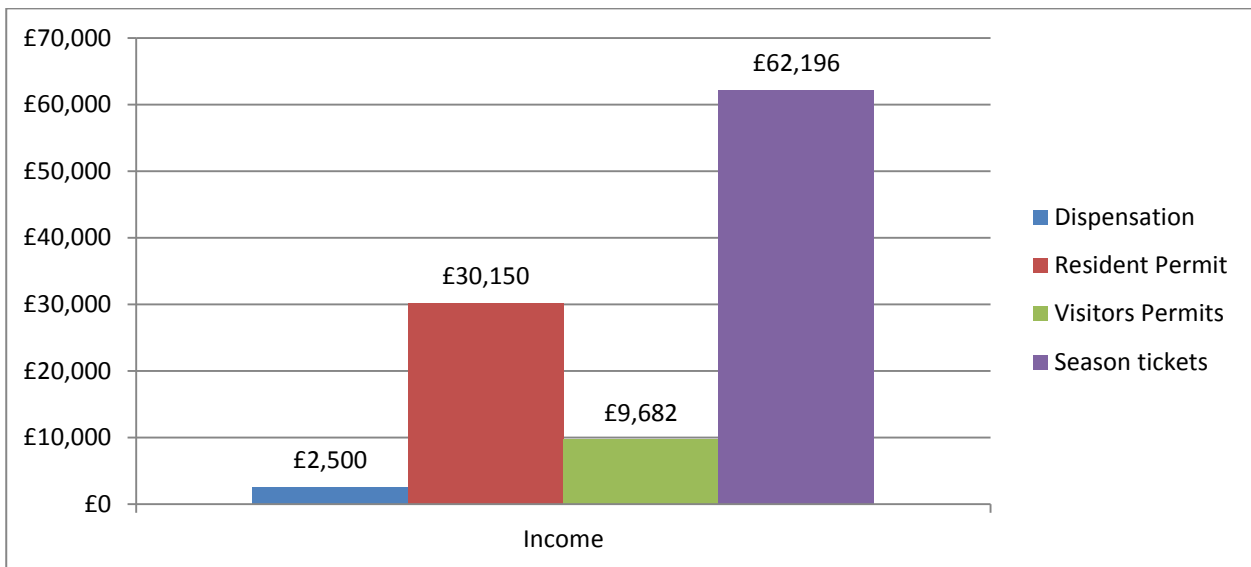
**GRAPH 10**

**PERMITS ISSUED 2013-2014**



**GRAPH 11**

**PERMIT INCOME 2013-2014**



## EXPENDITURE

In order to carefully monitor the provision of the service, the budget has been split between the off and on street enforcement. The table below indicates the on and off street budget and expenditure for 2013 - 2014 and the base budget for 2014- 2015.

**Table 1 On-Street Enforcement Budget Details**

	2013/14 Revised Budget	2013/14 Actual	2013/14 Variance	2014/15 Base Budget
Employees	165,000	158,323	-6,677	169,400
Transport	7,400	6,912	-488	7,400
Supplies & Services	5,900	9,381	3,481	5,900
Internal Recharges	45,800	48,711	2,911	46,000
<b>GROSS EXPENDITURE</b>	<b>224,100</b>	<b>223,327</b>	<b>-773</b>	<b>228,700</b>
Fees & Charges	-182,100	-198,348	-16,248	-182,100
Transfer from on street parking reserve	-42,000	-24,979	17,021	-46,600
<b>GROSS INCOME</b>	<b>-224,100</b>	<b>-223,327</b>	<b>773</b>	<b>-228,700</b>
<b>NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Table 2 Off-Street Enforcement Budget Details**

	2013/14 Revised Budget	2013/14 Actual	2013/14 Variance	2014/15 Base Budget
Employees	300,100	292,194	-7,906	305,400
<b>GROSS EXPENDITURE</b>	<b>300,100</b>	<b>292,194</b>	<b>-7,906</b>	<b>305,400</b>
Fees & Charges	-153,500	-120,445	33,055	-153,500
<b>GROSS INCOME</b>	<b>-153,500</b>	<b>-120,445</b>	<b>33,055</b>	<b>-153,500</b>
<b>NET EXPENDITURE</b>	<b>146,600</b>	<b>171,749</b>	<b>25,149</b>	<b>151,900</b>

