

AGENDA
PUBLIC PROTECTION POLICY DEVELOPMENT
AND REVIEW PANEL

Date: Tuesday, 26 July 2016

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Members:

Councillor M J Ford, JP (Chairman)

Councillor Mrs T L Ellis (Vice-Chairman)

Councillors F Birkett
K A Barton
Mrs P M Bryant
J M Englefield
Mrs K K Trott

Deputies: Mrs M Brady

P J Davies



1. Apologies for Absence

2. Minutes (Pages 1 - 4)

To confirm as a correct record the minutes of the meeting of the Public Protection Policy Development and Review Panel held on 24 May 2016.

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. Police Crime Panel Update

To receive a verbal update by the Executive Member for Public Protection on the Police Crime Panel.

7. Annual Report on Fareham Parking Enforcement Service (Pages 5 - 34)

To consider a report by the Head of Parking and Enforcement on the Fareham Parking Enforcement Service

8. Public Protection Policy Development and Review Panel Work Programme (Pages 35 - 46)

To consider a report by the Director of Planning and Regulation, which reviews the Panel's Work Programme for 2016/17

P GRIMWOOD
Chief Executive Officer

Civic Offices
www.fareham.gov.uk
18 July 2016

**For further information please contact:
Democratic Services, Civic Offices, Fareham, PO16 7AZ
Tel:01329 236100
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, 24 May 2016

Venue: Collingwood Room - Civic Offices

PRESENT:

Mrs T L Ellis (Chairman)

(Vice-Chairman)

Councillors: K A Barton, F Birkett, Mrs P M Bryant and Mrs K K Trott

Also Present: Councillor T M Cartwright, MBE, Executive Member for Public Protection (Item 7)



1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor M J Ford, JP and J M Englefield.

2. MINUTES

It was AGREED that the minutes of the Public Protection Policy Development and Review Panel held on 8 March 2016 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 made at this meeting.

5. DEPUTATIONS

There were no deputations made at this meeting.

6. INTRODUCTION TO PUBLIC PROTECTION PORTFOLIO SERVICES

The Panel received a presentation from the Head of Environmental Health and the Head of Parking and Enforcement, on an Introduction to the Public Protection Portfolio.

The Head of Environmental Health gave an overview of the Services which fall into his remit which included:

- Air Quality
- Contaminated Land
- Pollution
- Dog Control
- Pest Control
- Food Safety
- Out of Hours Service
- Community Safety
- Safeguarding
- Prevent
- Corporate Health and Safety

The Head of Parking and Enforcement then gave an overview of the Services which fall into his remit which included:

- CCTV
- Parking Enforcement
- Traffic Management
- Emergency Planning

- General Out of Hours
- General Enforcement
- Abandoned Vehicles
- Fly Tipping
- Illegal Encampments

The Head of Parking and Enforcement informed the Panel that he would be happy to arrange a visit to the CCTV Control Room for any members who would be interested in visiting it.

It was AGREED that the Head of Environmental Health and the Head of Parking and Enforcement be thanked for their informative presentation.

7. POLICE CRIME PANEL UPDATE

The Panel received a presentation from Councillor Cartwright, the Executive Member for Public Protection, on the Hampshire Police and Crime Panel.

The presentation gave an update on; the new Police and Crime Commissioner; the Police and Crime Plan; the main responsibilities of the Police and Crime Panel, the working group that has been tasked with proactive scrutiny and the Hampshire and Isle of Wight Community Safety Alliance.

It was AGREED that Councillor Cartwright, the Executive Member for Public Protection be thanked for his informative presentation.

8. ANNUAL UPDATE OF FAREHAM & GOSPORT ENVIRONMENTAL HEALTH PARTNERSHIP

The Panel considered a report by the Head of Environmental Health which provided an update of the progress made on the Fareham & Gosport Environmental Health Partnership.

Members noted that one of the biggest challenges still facing the Partnership is trying to align the fees and charges between the two authorities. The Head of Environmental Health informed the Panel that at the next meeting of the Partnership this issue was going to be discussed.

It was AGREED that the content of the report be noted.

9. PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL WORK PROGRAMME

The Panel considered a report by the Director of Planning and Regulation which reviewed the Panel's work programme for 2016/17.

The Director of Planning and Regulation addressed members and explained that any member could put forward suggestions for items they would like the Panel to look at throughout the year.

It was AGREED that the work programme for 2016/17 be agreed.

(The meeting started at 6.00 pm
and ended at 7.30 pm).

FAREHAM

BOROUGH COUNCIL

Report to Public Protection Policy Development and Review Panel

Date 26 July 2016

Report of: Director of Operations

Subject: ANNUAL REPORT ON FAREHAM PARKING ENFORCEMENT
SERVICE

SUMMARY

This report provides members of the Public Protection Policy Development and Review Panel with an update on the last twelve months operation of the Fareham Parking Enforcement Service.

The Panel's views and comments are sought on the performance of the service and areas where improvements can be made.

RECOMMENDATION

The Panel is requested to note the content 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. The service consists of two distinct areas:
 - (a) Office employees who deal with the processing of parking penalty charge notices.
 - (b) Civil Enforcement Officers (CEOs) who are responsible for enforcing traffic regulation orders.
2. All employees have been trained to City and Guilds level two standards. Regular on-site training and updates are carried out when any new legislation or equipment is introduced.
3. All CEOs are prominently identified as Fareham Borough Council employees and CEOs by their uniforms. In addition to their parking enforcement role, the CEOs report other enforcement related issues, such as abandoned vehicles, litter, fly-tipping, graffiti and vandalism.
4. The Department of Operations is responsible for the delivery of the Fareham Parking Enforcement Service, which falls within the Public Protection Portfolio. The service includes maintaining all of the Council's car parks, including all of the Pay on Foot and Pay and Display equipment.
5. The service is delivered in line with the Fareham Parking Enforcement Policy which is reviewed every 2 years or sooner, if required by changes in legislation. The policy is published on the Council's website and sets out the Council's approach to the enforcement of both on and off-street parking. This policy was last reviewed and approved by the Executive on 10 September 2015.
6. The performance of the service is closely monitored and an annual report, attached as Appendix A, is provided on the standards and costs of delivering the service. 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.

PERFORMANCE MONITORING

7. When decriminalised parking enforcement was introduced in April 2007, the objective was that it should be self-financing. As a result and as requested by Councillors the costs of the service are closely monitored. In order to better monitor the service the budget has been split between on and off street enforcement

On-street enforcement

8. The expenditure for on-street enforcement, in 2015/16, was budgeted to be £201,300. The actual cost of the service was approximately £216,700. Approximately £246,500 was generated from the issuing of Penalty Charge Notices (PCN's) and other charges. As a result approximately £29,700 was transferred to the on-street parking reserve to balance the cost of the service. Table 8 on page 26 of Appendix A provides more detailed information on the budget and costs for 2015/16.

9. When decriminalised parking was first introduced the Council subsidised the introduction and operation of the on-street enforcement service by approximately £158,000, in 2007. The cost of on-street parking to the Council in 2014/15 was £16,021. The further progress made in 2015/16 as indicated above was a surplus of £29,700 which demonstrates the work that employees have done, and continue to do, to reduce the costs of the service.
10. It is important to note that the final deficit amount, which is covered by the on-street parking reserve, may be larger than reported. This is because the figures do not take into account unpaid PCNs. For 2014/15 there is currently approximately £53,000 of outstanding debt, which is being progressed through the recovery process.
11. The cost of on-street enforcement is closely monitored so that it does not become an unreasonable burden on council tax payers. The Director of Operations provides regular updates to the Executive Portfolio Holder for Public Protection on this part of the service.

Off-street enforcement

12. In addition to ensuring that parking regulations are followed, employees working within the off-street car parks also check and maintain the pay and display and pay on foot equipment. There is also a control room within the Osborn Road Multi-Storey Car Park, which needs to be staffed, from where the pay on foot equipment is operated and controlled.
13. Off-street parking enforcement was budgeted to cost £154,100 in 2015/16. The actual cost of the service was around £185,500. This increase in costs is due to an increase in employee costs of almost £29,200. A drop in the expected income, of around £2,200, has meant that the overall cost of the service has risen by nearly £31,400. Table 9 on page 26 of Appendix A provides more detailed information on the budget and costs for 2015/16.

RISK ASSESSMENT

14. There are no significant risk considerations in relation to this report

CONCLUSION

15. Officers are constantly reviewing existing working arrangements and practices to ensure best use is made of resources; whilst ensuring a high quality service that enforces the regulations. The costs of providing the service, in particular on-street enforcement, are closely monitored to ensure it continues to deliver 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 2015/16](#)

FAREHAM BOROUGH COUNCIL

Annual Parking Enforcement Report 2015-2016



Osborn Road Multi-Story Car Park

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

Abbreviations that may be shown or mentioned within this report

TMA	Traffic Management Act 2004
CEO	Civil Enforcement Officer – previously known as parking warden/attendant
PCN	Penalty Charge Notice – previously known as a parking ticket
TRO	Traffic Regulation Order – the legal order that puts in place, parking restrictions, and therefore permits enforcement
NTO	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.
TPT	Traffic Penalty Tribunal - the independent body where impartial lawyers consider appeals by motorists and vehicle owners whose vehicles have been served a Penalty Charge Notice.
TEC	Traffic Enforcement Centre - where unpaid charges are registered
HCC	Hampshire County Council
CPE	Civil Parking Enforcement

Contacts and Web Links

Parking Services
Fareham Borough Council
Civic Offices
Civic Way
Fareham
PO16 7AZ

Tel: 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 parkingservices@fareham.gov.uk

- Email address for and parking services and challenging a PCN:
 - parkingservices@fareham.gov.uk
- For enquiries relating to disability/less abled, blue badge parking:
 - www.gov.uk/blue-badge-scheme-information-council
- Email address for disability blue badge applications in Hampshire
 - blue.badge@hants.gov.uk
- For independent advice relating to parking and challenges or appeals:
 - www.patrol-uk.info
- Independent Tribunal for all appeals:
 - www.trafficpenaltytribunal.gov.uk

- For details of Traffic Regulation Orders in Fareham
 - www.fareham.gov.uk/tro

Overview and Background to Enforcement

Fareham Borough Council is a busy south coast town situated midway between the cities of Portsmouth and Southampton with a population of around 113,600.

Fareham Borough Council took over parking enforcement, from the Police, on 2 April 2007. The Council is known as the Enforcement Authority for all off street contraventions and acts as "agents", for Hampshire County Council, for all on street contraventions.

The Fareham Parking Enforcement 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 employees and consists of two distinct areas:

1. Office employees who deal with the processing of parking penalty charge notices.
2. Civil Enforcement Officers (CEOs) who are responsible for enforcing traffic regulation orders.

The Department of Environmental Services is responsible for the delivery of the Fareham Parking Enforcement Service, which falls within the Public Protection Portfolio. The service includes maintaining all of the Council's car parks, including all of the Pay on Foot and Pay and Display equipment, and responsibility for the procurement of CCTV.

The service is delivered in line with [the Council's parking enforcement policy](#), which sets out the main principles for enforcement associated with the delivery of the service. The Parking Enforcement Policy is reviewed every two years or sooner, if required by changes in legislation. The policy was last reviewed by the Executive on 10 September 2015.

The provision of off-street parking is viewed as a facility for residents, businesses and visitors. On-street enforcement is not viewed as a 'revenue raiser' and Fareham Borough Council does not have targets for the serving of Penalty Charge Notices. 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 the work of the Council understandable to all service users and to provide data showing performance over the last financial year.

What we do

Staffing

There is one team of in house Civil Enforcement Officers (CEOs), who enforce parking regulations and Traffic Regulation Orders (TROs) both on and off-street. The CEOs also enforce verge parking, residents parking areas and traffic management issues such as around schools. Income from PCNs 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.

The CEOs, when on patrol, also report other enforcement related issues that may affect the street scene or adjoining areas. These reports can include issues such as abandoned vehicles, fly tipping, graffiti or vandalism. This compliments the work being undertaken by the Council in developing a "zero tolerance" approach to these issues.

All parking employees have been trained to appropriate City and Guilds level 2 standards. Regular on-site training and updates are carried out when any new legislation or procedures are implemented.

Patrolling

Patrols occur throughout the week, including weekends and bank holidays. In accordance with the requirements of the Traffic Management Act 2004 the CEOs wear a uniform which identifies the wearer with the following information:

- Specifically being on parking duties
- Working for Fareham Borough Council
- A unique identifying number and identity badge.

The CEOs aim to cover as much of the Borough as they can during their patrols. The officers also provide operational cover for the Osborn Road multi storey car park lifts. The Borough has been divided into 15 zones and officers aim to patrol each zone at least twice a week. More frequent visits are made to schools and known "hot spots" to ensure safe passage on the highway. Evening patrols are also undertaken, at various times of the year, to discourage parking contraventions outside normal patrolling hours.

The CEOs liaise with the police and police community support officers (PCSOs) to 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 zigzag markings.

Complaints received from residents, schools or Councillors are brought to the attention of Parking Services and are included in future patrols.

Handheld Computers

The Council has updated the CEO's handheld computers which they use to issue PCN's. These are more compact and have new features included such as a built in camera. They also transmit real time information to the chipside back office system which allows the back office team to review PCNs sooner rather than the next day as the case has been previously. This device is much smaller than the previous one as can be seen below.

The new handheld computer is also compatible with the Mipermit, a virtual permitless and cashless parking system, should the council wish to move to this in the future.

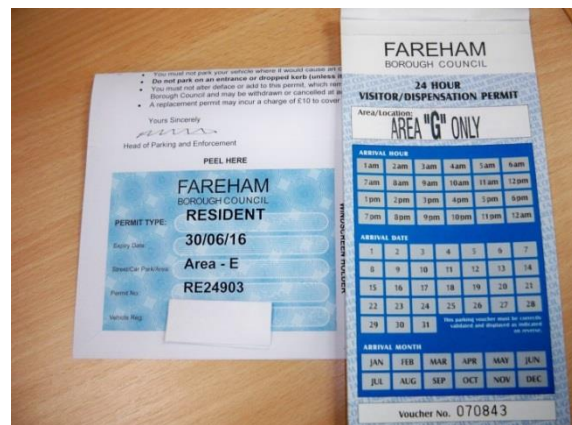


A Coordinated Approach

As part of introducing decriminalised parking enforcement, the opportunity was also taken to review the other similar functions of the Council. Following the review the Parking Enforcement Service, Enforcement Team and Traffic Management were brought together under one Head of Service. This arrangement has resulted in a more unified approach to parking and enforcement.

The Head of Service provides an overall co-ordinating role to ensure the service is delivered in an efficient and effective way.

Resident Parking



In 2011 Fareham Borough Council implemented a resident parking scheme across a number of streets, within the Borough. This was implemented following requests and concerns expressed by residents about the problems with parking near their home. Currently there are over 845 residents' permits in circulation covering 34 roads, which are split into 8 areas within the Town Centre.

At present a residents' permit costs £40.00 for 1 year or £75.00 for 2 years. Residents are permitted to purchase visitor permits at a cost of £1 for a 24hr stay or 50p for a 4hr stay. Every resident who purchases a permit is given a supply of visitor permits free of charge. For a 1 year permit, the resident is given one book of 10 visitor permits and 2 books, or 20 visitor permits are given with a 2 year permit.

We have provided answers to a [list of Frequently Asked Questions](#) on the residents' permit scheme, which are available on the Council's website.

The scheme on a whole has been welcomed by the residents.

Body worn CCTV cameras



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 whilst on patrol. Since the introduction of the body worn video cameras, instances of abuse and assaults have reduced dramatically.

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 through the use of body worn video cameras. There was one incident which was captured on the Body Worn Video last year where a CEO was assaulted, the assailant was sentenced to a 12-month community order and ordered to do 200 hours of unpaid work, pay £100 compensation to the CEO, £620 in court costs and a £60 victim surcharge.

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 accept payment by coin and credit or /debit cards via chip & pin.



Pay and display car parks are open 7 days a week with the following opening/charging hours:

- Monday to Saturday from 8am to 6pm.
- Sundays and Bank Holidays 10:30am to 4pm in the inner car parks. In Outer car parks there is no charge for parking on Sundays or Bank Holidays.

Details of the [tariffs for the pay and display car parks](#) can be found on the Council's website.

Pay on foot

Fareham Borough Council operates a pay on foot system in 3 Town Centre, inner car parks:

- Market Quay
- Osborn Road multi-storey (ORMSCP)
- Fareham Shopping Centre multi-storey

These car parks are barrier controlled and allow customers to pay the correct fee prior to their departure. 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. There are Mother and Toddler bays located in ORMSCP.



Osborn Road multi-storey



Market Quay

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

CCTV

All the pay on foot car parks are covered extensively by closed circuit television cameras (CCTV). These are monitored by the CEOs, from monitors within Osborn Road multi storey car park, during operational hours. The CCTV has proved to be a valuable tool in helping with any public nuisance occurring within the pay on foot car parks. Some of the Pay and Display car parks are covered by CCTV, which is monitored separately by the CCTV public space control room.

Parking for Blue Badge Holders

Fareham Borough Council makes every effort to be accommodating and will do all we can to give less able drivers and/or passengers better access to the available amenities. Many car parks have marked bays, specifically for the use by blue badge holders, but they can use any available bay that is not reserved for another use.

The CEOs regularly carry out spot checks on vehicles, with blue badges, to ensure that the blue badge is not being abused.

The following also apply to assist blue badge holders.

- Exemptions from restricted parking times in on-street limited waiting bays unless signage states otherwise
- Facility to park in 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.

These are available to all blue badge holders and are not limited to UK or euro holders. Residents of Fareham, who have a blue badge, can apply for a swipe card, which allows them entry and free parking in all pay on foot car parks.

Penalty Charge Notices (PCNs)

Penalty Charge Notices, within the Borough of Fareham, are set at the following tariff:

- £70 for more serious contraventions
- £50 for the less serious contraventions

The Charge Level is discounted by 50%, if payment is made within 14 days of the contravention. An additional 50% will be added, to the amount payable, on issue of a Charge Certificate. Following rejection of an informal challenge or under certain other circumstances, such as a formal representation, the Council will allow a further 14 days for the payment to be made at the discounted rate.

PCNs are served by the CEOs using computerised hand-held ticket issuing devices. When issued a PCN will be 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, a PCN can be served by post. This is known as a Regulation 10 Penalty Charge Notice and 64 of these notices were served in the last financial year.

When serving a PCN the following details are recorded:

- Vehicle type and colour
- The location
- The contravention description

All of this information is printed on the PCN paper notice.

Photographs are taken, where possible, of the vehicle to show the registration and the nature of the parking contravention. Any photographs must show the PCN stuck to the vehicle's windscreen. The taking of photographs is not a legal requirement, but is considered best practice, because they provide clear evidence when a PCN is challenged.

At the end of the day the CEO place their handheld into a download cradle which in turn will then download scribble notes and photographs that are contained within the handjeld computer for that day abd matches this to the correct case.

The work of administering the parking function in relation to PCN processing is undertaken by the Parking Office Team and managed by the Head of Parking and Enforcement. 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.

Since the introduction of decriminalised parking the Council, and as a result of a County Court warrant, has recovered approximately £177,000 through the use of an Enforcement Agent (formerly called a Bailiff). The use of an Enforcement Agent is always a last resort and every effort is made to obtain payment prior to a warrant being issued.

Challenges from those who have been served with PCNs can be received and dealt with in writing or via e-mail.

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

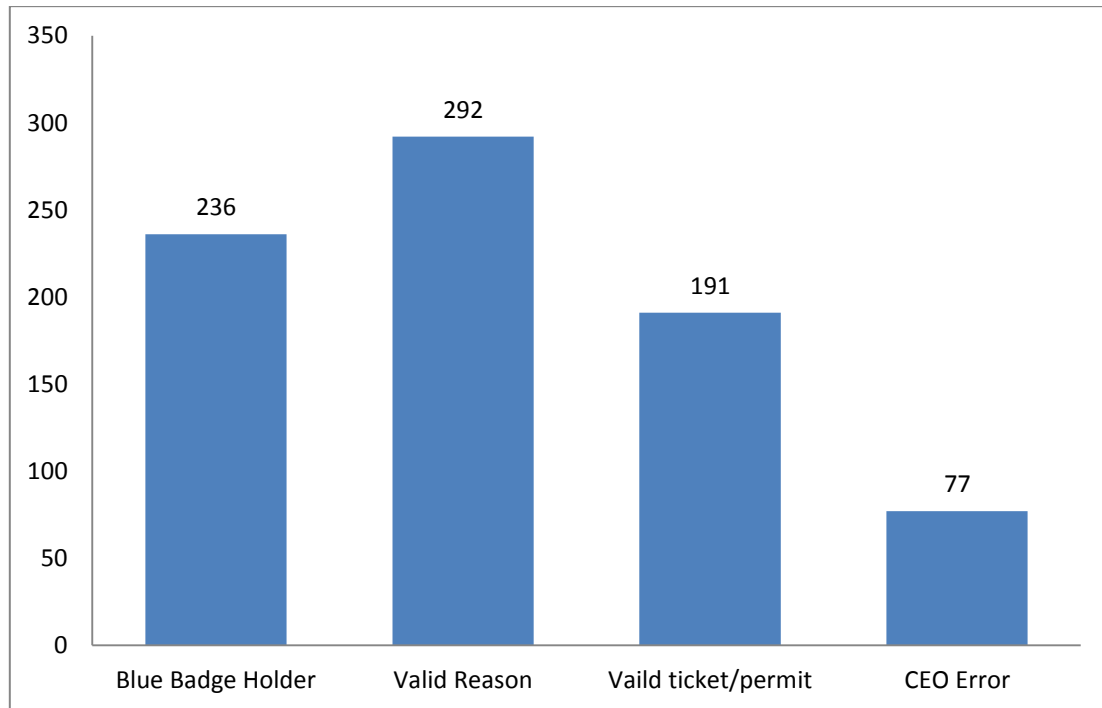
It is possible for members of the public to pay their PCNs in a variety of ways:

- By post to the Director of Finance and Resources
- Through an automated telephone system on a number identified on the PCN
- In person at the Cash Office at the Civic Offices
- Through the Council's 'Pay It' website using a credit or debit card
- By contacting the parking office or the Customer Service Centre by telephone

Our performance in 2015/16

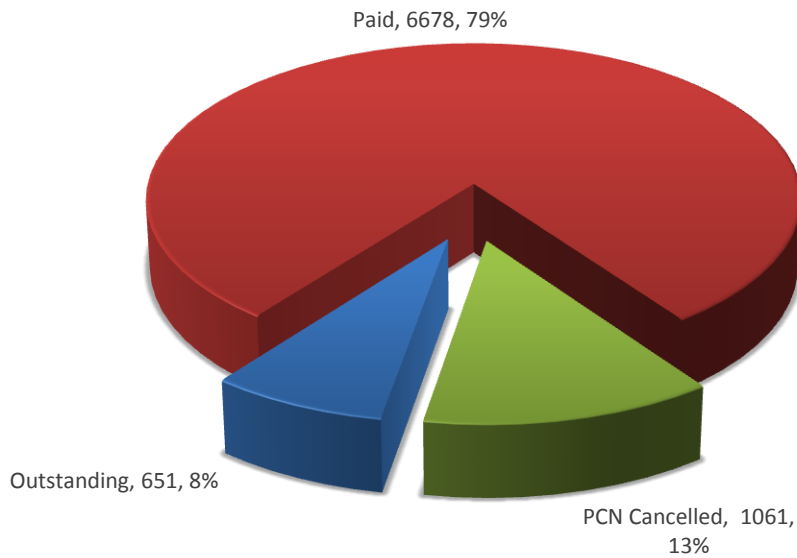
The tables and graphs in this section provide an overview of the performance of the Parking Enforcement service over the past financial year.

**Graph 1 – Challenges and a sample of reasons
accepted 2015/16**



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.

Graph 2 - Current Stage of all PCNs 2015/16



A total of 8,403 PCNs were issued in 2015/16. As the above pie chart shows the Council has recovered 79% of the income. The high recovery rate reflects that PCNs are being correctly issued and are well supported by evidence when challenges are received.

Table 1 – number of PCNs paid by financial year

Year	On-street	Off-street	Percentage paid	Number paid at discount rate
2013/14	3,713	2,009	75.10%	4,983
2014/15	3,314	1,578	77.73%	4,218
2015/16	4884	1794	79.47%	5,747

Table 2 – PCN challenges by financial year			
Year	Received	Accepted	Percentage accepted
2013/14	2,723	1,289	47.34%
2014/15	1,485	701	47.20%
2015/16	1,756	838	47.72%

The Traffic Penalty Tribunal

When a formal challenge has been rejected a motorist may make an appeal to the Traffic Penalty Tribunal (TPT), which is an independent body. If an appeal is made the appellant may elect to have a personal, postal or a telephone hearing. Appeals are heard by an experienced solicitor. For independent advice about parking challenges and appeals please visit www.patrol-uk.info.

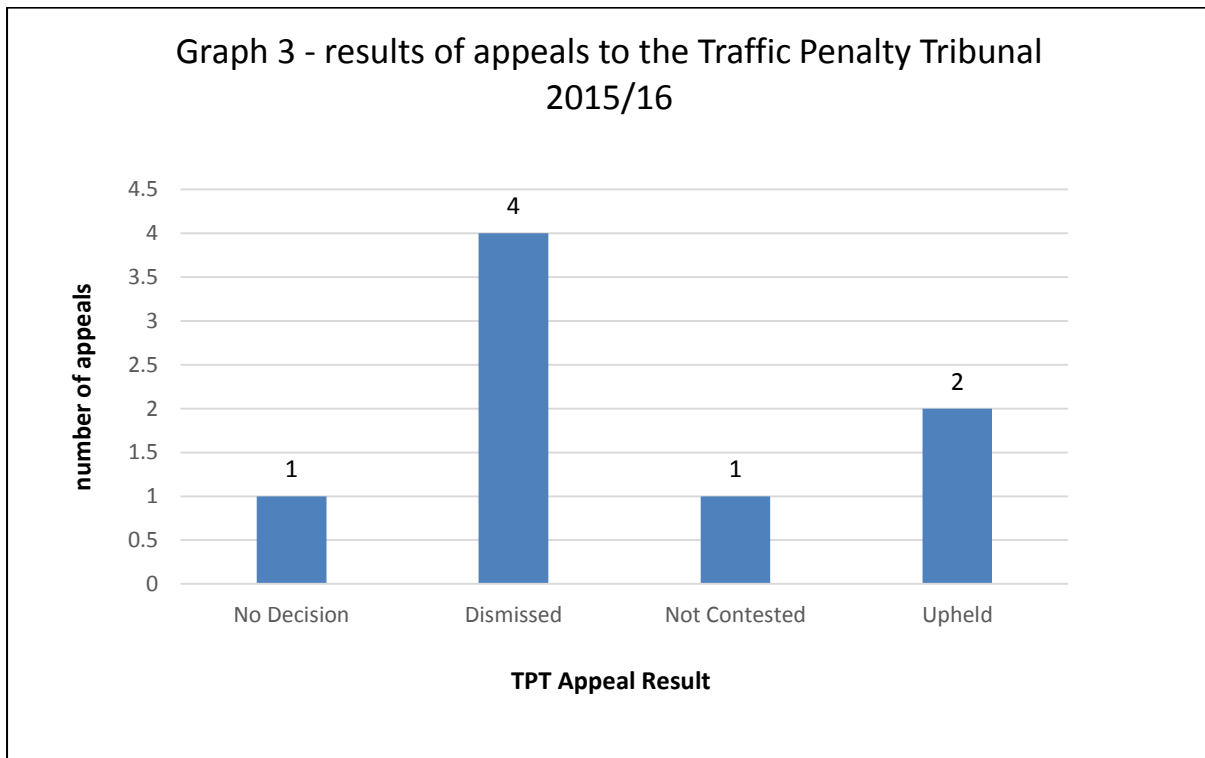
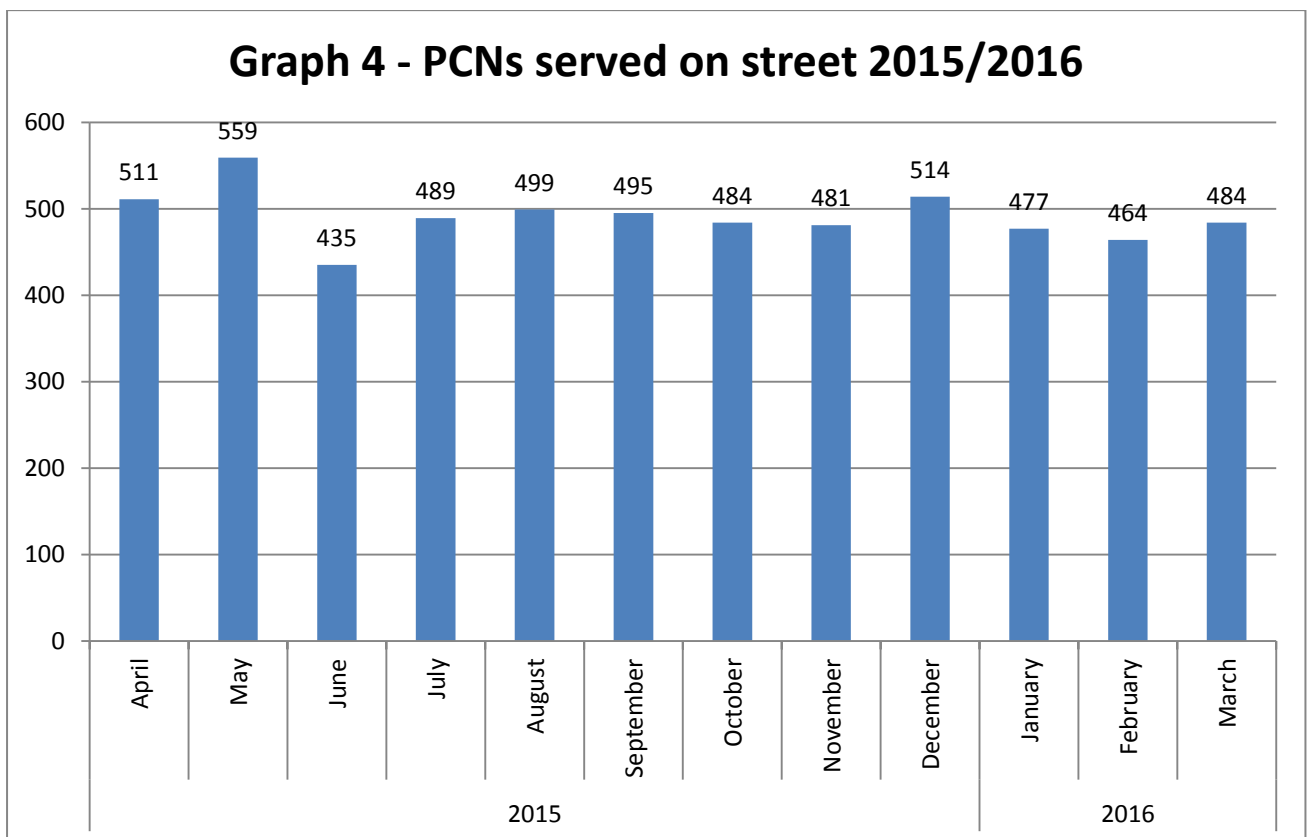
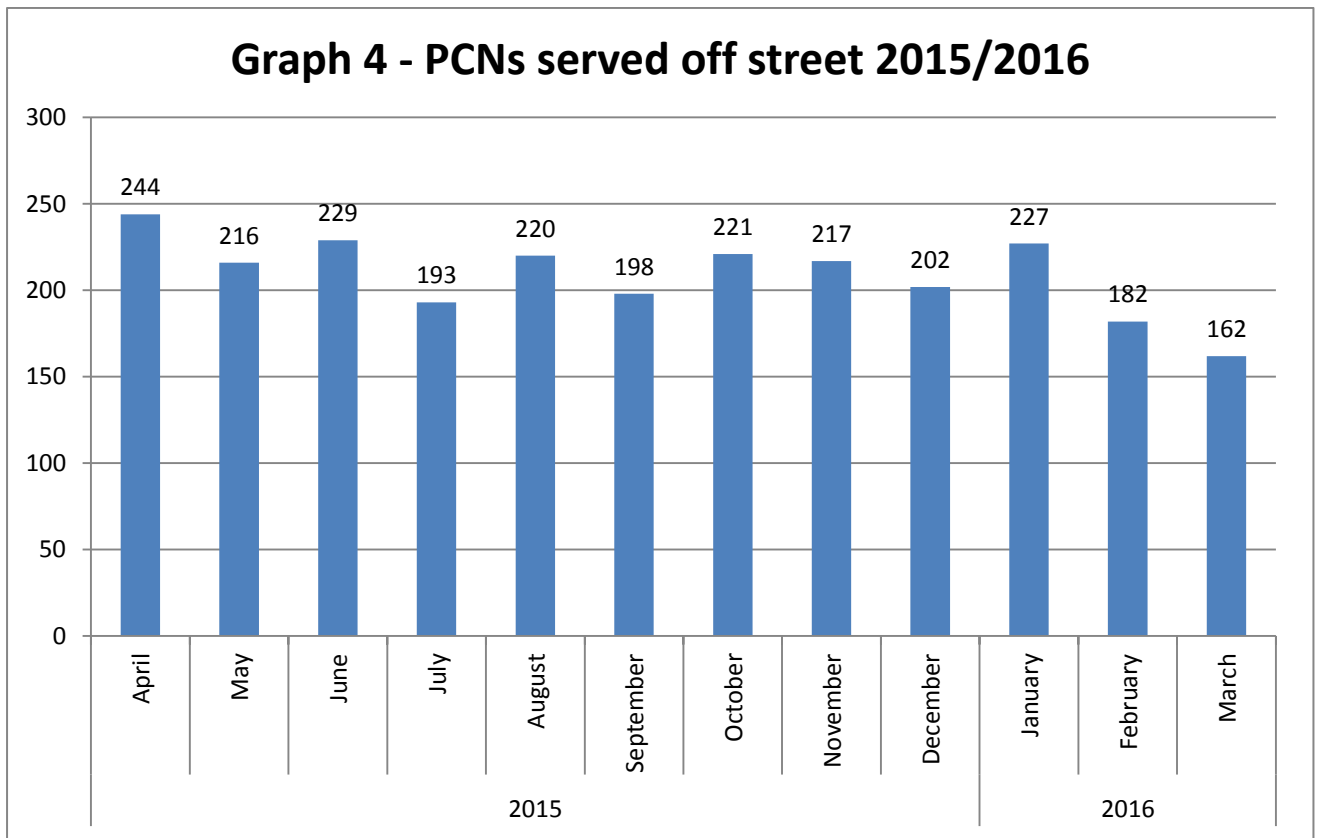


Table 3 – Appeals made to Traffic Penalty Tribunal				
Year	Dismissed (Council Won)	Upheld (Council Lost)	Not Contested by the Council	Pending
2013/14	12	10	9	1
2014/15	3	3	6	4
2015/16	4	2	1	1

Table 4 – Cases registered at County Court			
Year	Registered	Warrants Issued	Warrants Paid
2013/14	539	533	207
2014/15	308	290	83
2015/16	635	569	118

PCNs issued



Below is a breakdown of PCNs served with a description, of the contravention, based on the National Standard PCN Contravention codes. The table includes details of whether the charge is a higher or lower level penalty charge.

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

Table 5 – PCNs served off-street		
Charge	Contravention Description	Number Issued
Lower	Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock	650
Lower	Parked after the expiry of paid for time	454
Higher	Parked in a disabled person's parking space without clearly displaying a valid disabled person's badge	424
Lower	Parked beyond the bay markings	376
Higher	Parked in a car park or area not designated for that class of vehicle	284
Lower	Parked for longer than the maximum period permitted	270
Higher	Parked in a restricted area in a car park	26
Higher	Parked in a permit bay without clearly displaying a valid permit	17
Higher	Parked in a loading area during restricted hours without reasonable excuse	3
Lower	Re-parked within one hour of leaving a bay or space in a car park	4
Higher	Vehicle parked exceeds maximum weight and/or height and/or length permitted in the area	3
Total		2511

Table 6 – PCNs served on-street		
Charge	Contravention Description	Number Issued
Higher	Parked in a restricted street during prescribed hours	1949
Lower	Parked for longer than permitted	1320
Lower	Parked in a residents or shared use parking place without clearly displaying either a permit or voucher for that place	685
Higher	Parked in a parking place or area not designated for that class of vehicle	495
Higher	Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force	322
Higher	Parked with one or more wheels on any part of an urban road other than a carriageway (footway parking)	240
Higher	Parked on a taxi rank	247
Higher	Parked in a designated disabled person's parking place without clearly displaying a valid disabled person's badge	172
Higher	Parked adjacent to a dropped footway	92
Lower	Re-parked in the same parking place or zone within 2 hours of leaving	68
Higher	Stopped on a restricted bus stop or stand	106
Higher	Parked in a loading place during restricted hours without loading	34
Higher	Stopped on a pedestrian crossing and/or crossing area marked by zigzags	42
Higher	Stopped in a restricted area outside a school	12
Lower	Parked in a residents' or shared use parking place	3

	without clearly displaying either a permit or voucher or pay and display ticket issued for that place	
Higher	Vehicle parked more than 50 centimetres from the edge of the carriageway and not within a designated parking place	7
Lower	Parked in a disc parking place for longer than permitted	1
Lower	Re-parked in the same parking place or zone within one hour of leaving	18
Lower	Parked in a residents' or shared use parking place or zone displaying an invalid permit, an invalid voucher or an invalid pay & display ticket	77
Lower	Not parked correctly within the markings of the bay or space	1
Higher	A heavy commercial vehicle wholly or partly parked on a footway, verge or land between two carriageways	1
Total		5892

The table below provides details of the total number of PCNs issued by Ward and includes details of the areas with the most on and off-street PCNs issued.

Table 7 – PCNs issued by Ward and hotspots 2015/16			
Area	Total PCNs issued	Off-street (number issued)	On-street (number issued)
Fareham	558	Not applicable	West Street (528)
Fareham East	3,948	Market Quay car park (236)	High Street East (384)
Fareham North	1,159	Leisure Centre Car Park (209)	West Street (351)
Fareham North West	161	Not applicable	Stow Crescent (81)
Fareham South	555	Not applicable	Speedfields (274)
Fareham West	35	Not applicable	Blackbrook Road (17)
Hill Head	99	Not applicable	Solent Road (22)
Locks Heath	12	Not applicable	Whittle Avenue (3)
Park Gate	219	Middle Road Car Park (42)	Middle Road (56)
Portchester	9	Not applicable	Oysell Gardens (8)
Portchester East	374	Portchester Precinct Car Park (143)	Castle Street (26)
Portchester West	63	Not applicable	Dore Avenue (11) Laverock Lea (11)
Sarisbury	166	Holly Hill Car Park (5)	Gull Coppice (110)
Sarisbury Green	20	Not applicable	Coldeast Close (20)
Stubbington	494	Stubbington Community Centre Car Park (76)	Stubbington Green (197)
Titchfield	142	Barrys Meadow Car Park (22)	Titchfield Square (37)
Titchfield Common	5	Not applicable	Hunts Pond road (5)
Warsash	382	Passage Lane Car Park (52)	Warsash Road (65)

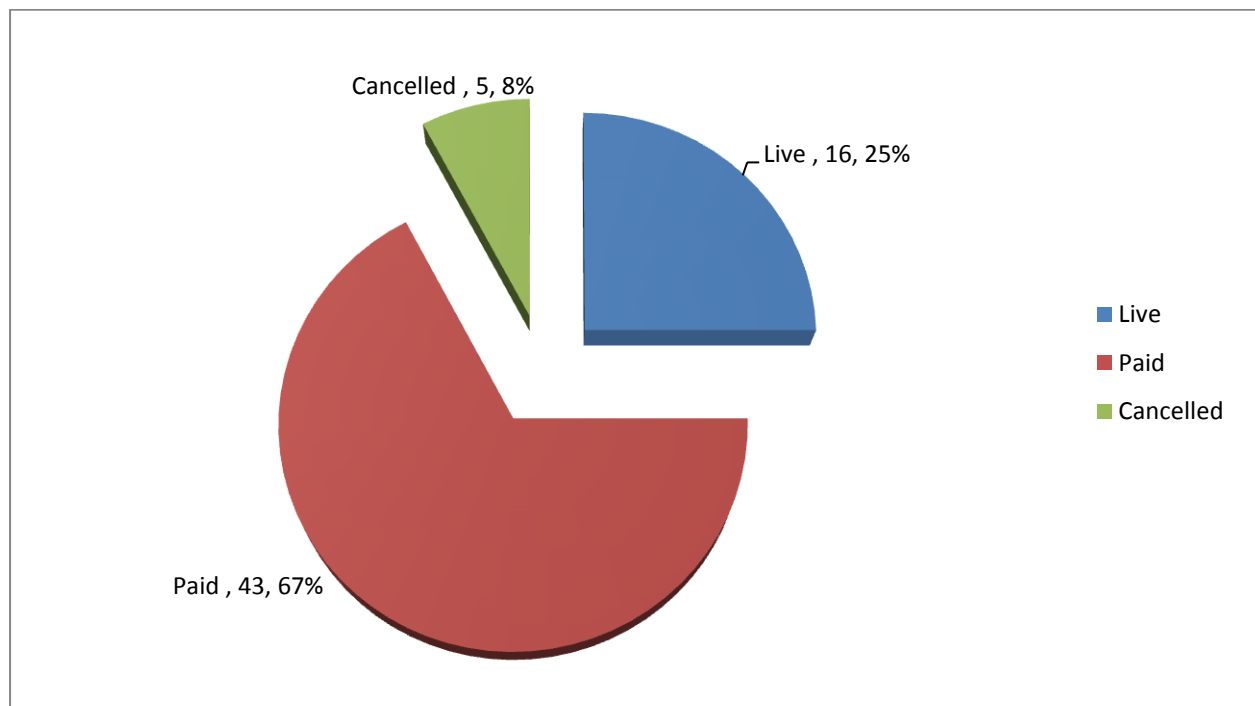
Regulation 10 Penalty Charge Notices

The Traffic Management Act 2004 permits a Penalty Charge Notice to be served by post rather than being affixed to the windscreen or handed to a driver or person who appeared to be in charge. There are three circumstances in which a PCN may be served in this way.

- 1 Where the contravention has been detected on the basis of evidence from an approved device, for example a CCTV camera.
 - a. Please note that 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.
- 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 of the vehicle, which is ascertained from the DVLA, this notice also acts as the Notice to Owner.

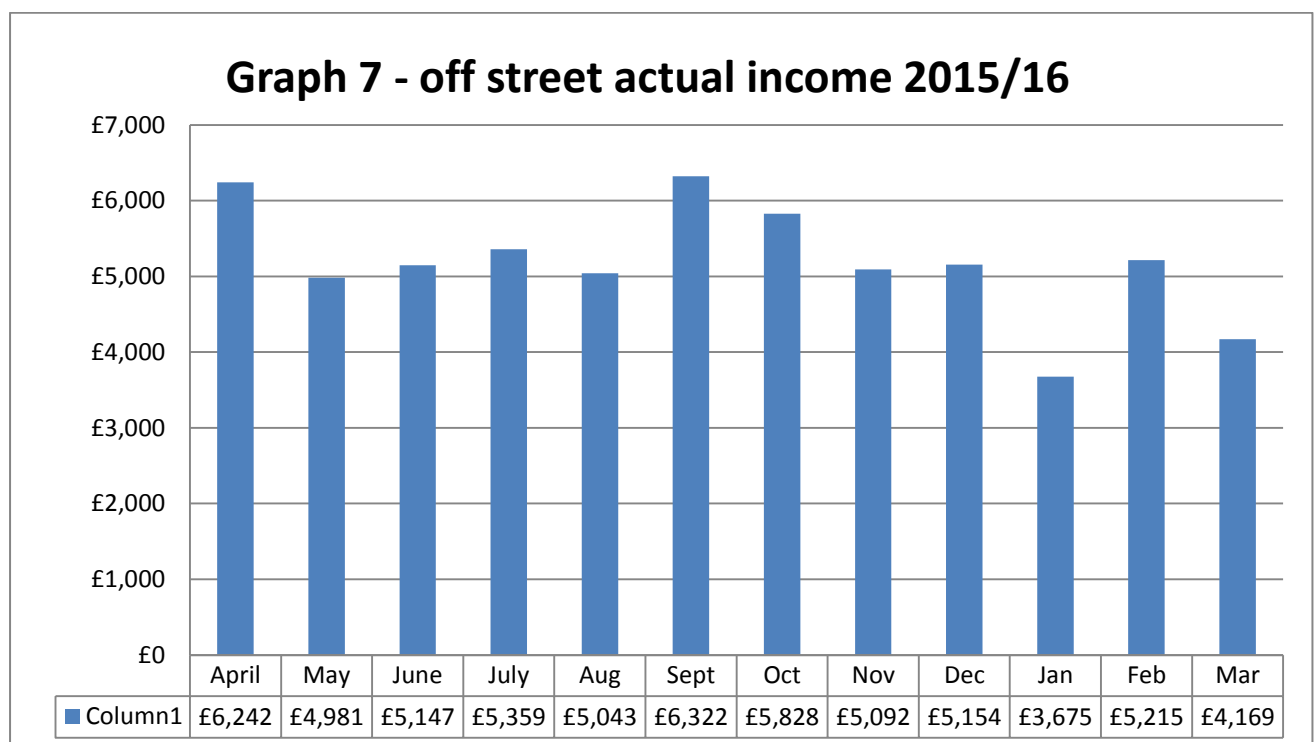
Graph 6 – Regulation 10 PCN's 2015/2016



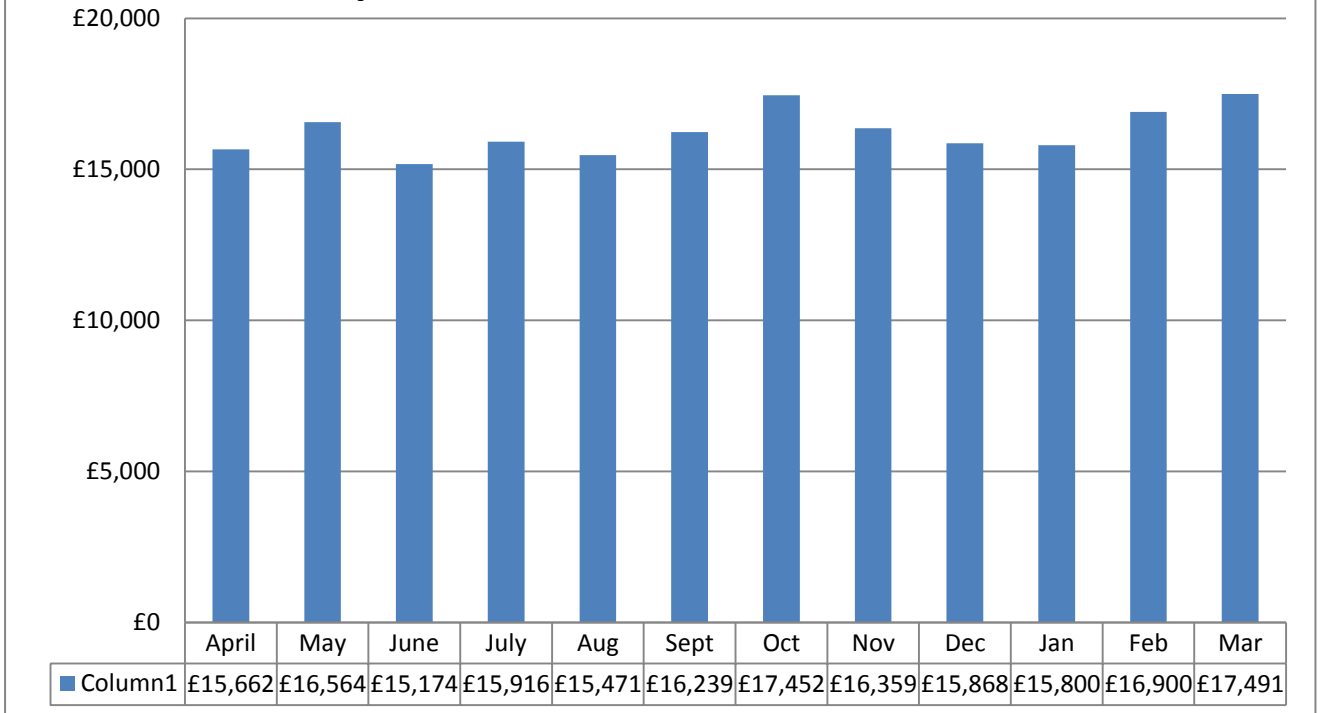
Financial Performance 2015/16

The introduction of Civil Parking Enforcement (CPE) is intended to be self-financing. The introduction of the service in Fareham was based upon a feasibility study. The resources for delivering the service are 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 any proposal does not negatively affect the Council or council tax payers.

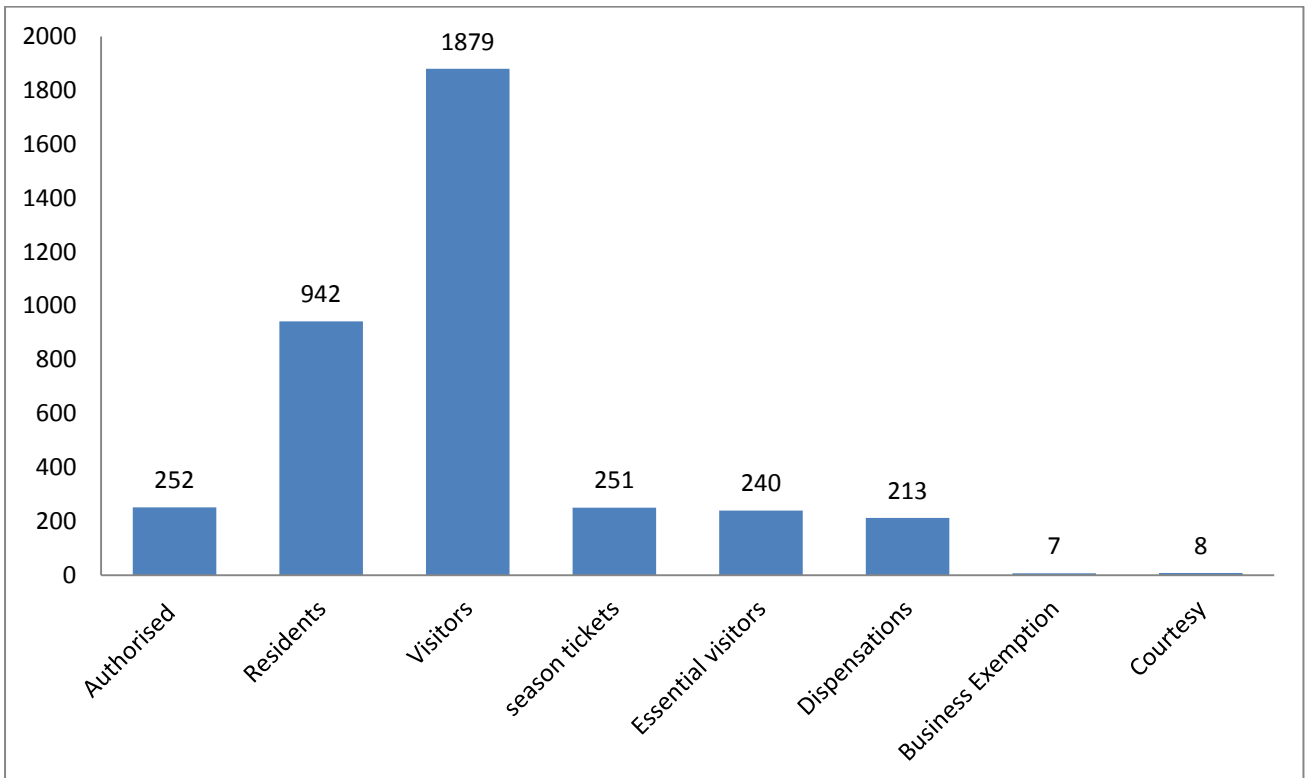
Penalty Charge Notice Income



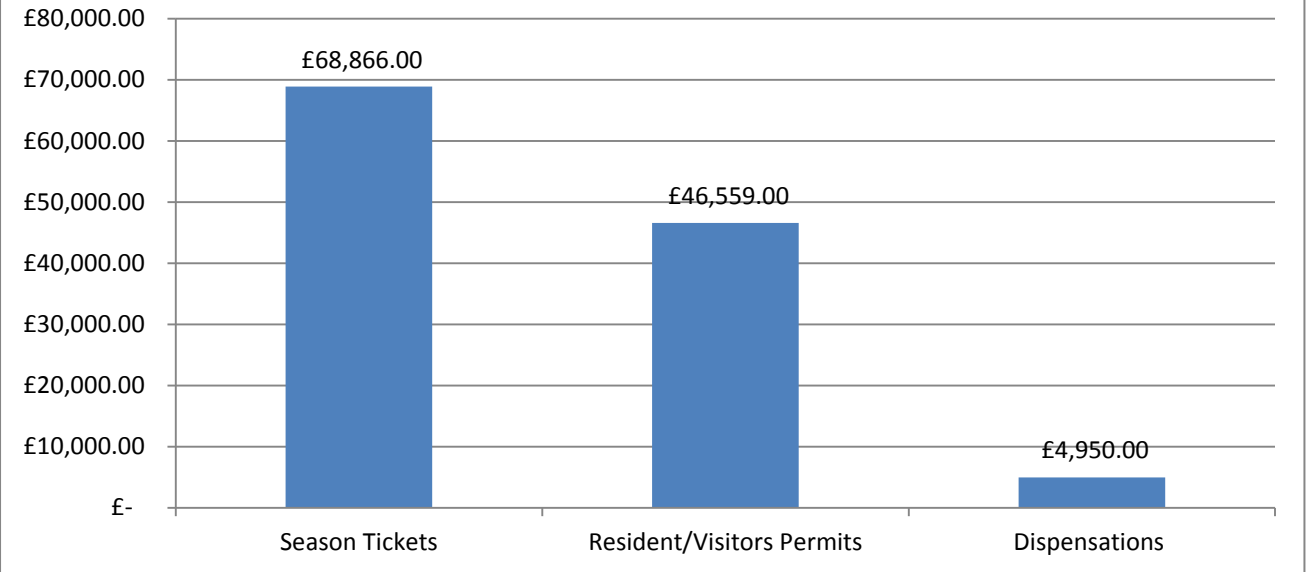
Graph 8 - On street actual income 2015/16



Graph 9 – Permits Issued 2015/16



Graph 10 - Permit income 2015/16



Budget Details

In order to carefully monitor the provision of the Parking Enforcement Service, the budget has been split between the on and off-street enforcement. The tables below provide details of the budget and expenditure for 2015/16.

Table 8 – On-street Enforcement Budget and Expenditure 2015/16			
	Budget	Expenditure	Variance
Employees	144,200	157,580	13,380
Transport	7,500	10,286	2786
Supplies and Services	11,700	9,963	-1,737
Third Party Payments	2,400	2,453	53
Internal Recharges	35,500	36,424	924
Gross Expenditure	201,300	216,707	15,407
Fees and Charges	-202,100	-246,404	-44,304
Transfer from on-street parking reserve	800	29,697	28,897
Gross Income	-201,300	-216,707	-15,407
Net Expenditure	0	0	0

Table 9 – Off-street Enforcement Budget and Expenditure 2015/16			
	Budget	Expenditure	Variance
Employees	249,100	278,262	29,162
Gross Expenditure	249,100	278,262	29,162
Fees and Charges	-95,000	-92,785	2,215
Gross Income	-95,000	-92,785	2,215
Net Expenditure	154,100	185,477	31,377

FAREHAM

BOROUGH COUNCIL

Report to Public Protection Policy Development and Review Panel

Date **26 July 2016**

Report of: **Director of Planning and Regulation**

Subject: **REVIEW OF WORK PROGRAMME 2016/17**

SUMMARY

The Work Programme for the year was agreed by the Panel at its meeting on 24 May 2016 and is attached as Appendix A.

Members are now invited to further review this Work Programme for the year 2016/17.

RECOMMENDATION

- (a) that the programme of items as set out in Appendix A be confirmed;
- (b) that the progress on actions since the last meeting as set out in Appendix B be noted and
- (c) that the Public Protection Executive Portfolio Work Programme for 2016/17 as set out in Appendix C be noted

INTRODUCTION

1. At the last meeting of the Panel, on 24 May 2016, members reviewed the Work Programme for 2016/17. The Work Programme is attached as Appendix A to this report.
2. The progress on actions since the last meeting of the Panel is attached at Appendix B, for information.
3. The proposed items to be reported to future meetings of both the Panel and the Executive are attached as Appendix C for information.

REVISIONS TO THE WORK PROGRAMME 2016/17

4. Members are asked to note the following revisions to the Work Programme:
 - (i). With the agreement of the Chairman and the Director of Planning and Regulation, the meeting of the Public Protection Policy Development and Review Panel that was scheduled to take place on 13 September 2016 has been cancelled.
 - (ii). The report titled 'CCTV Maintenance Contract', outlined on page 2 of Appendix C, will now be considered by the Executive Member for Public Protection as an Individual Decision. The date of the meeting will be confirmed in due course.

RISK ASSESSMENT

5. There are no significant risk considerations in relation to this report

CONCLUSION

6. The Panel is now invited to:-
 - (i). Confirm the programme of items as set out in Appendix A; and
 - (ii). Note the progress on actions since the last meeting as set out in Appendix B.
 - (iii). Note the Public Protection Executive Portfolio Work Programme for 2016/17 as set out in Appendix C.

Appendices

Appendix A: Public Protection PDR Work Programme 2016/17

Appendix B: Progress on actions since the last meeting

Appendix C: Public Protection Portfolio – Executive Work Programme 2016/17 as at 7 July 2016.

Background Papers:

None

Reference Papers:

None

Enquiries:

For further information on this report please contact Richard Jolley. (Ext 4388)

PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL – DRAFT WORK PROGRAMME 2016/17

MEETING DATES FOR 2016/17	ITEMS
24 May 2016	Presentation on Introduction to Public Protection Portfolio Services
	Annual Update on Fareham & Gosport Environmental Health Partnership
	Police Crime Panel Update
	Review Work Programme 2016/17
26 July 2016	Police Crime Panel Update
	Annual Report on Fareham Parking Enforcement Service
	Review Work Programme 2016/17
13 September 2016	MEETING CANCELLED
15 November 2016	Traffic Management Programme 2017/18
	Police Crime Panel Update
	Presentation by Hampshire Police
	Annual Health and Safety Performance 2015/16
	Review Work Programme 2016/17
17 January 2017	Police Crime Panel Update
	Emergency Planning Update
	Preliminary review of Work Programme for 2016/17 and preliminary draft Work Programme for 2017/18
7 March 2017	Air Quality Action Plan Update
	Annual Update on Fareham Community Safety Partnership & Police Crime Panel
	Final Review of annual Work Programme for 2016/17 and final consideration of draft Work Programme for 2017/18

**Public Protection Policy Development and Review Panel – 24 May 2016
Progress on Actions Since Last Meeting of 2016/17**

Date of Meeting	24 May 2016
Subject	Introduction to Public Protection Portfolio Services
Type of Item	Monitoring
Action by Panel	<p>The Panel received a presentation from the Head of Environmental Health and the Head of Parking and Enforcement, on an Introduction to the Public Protection Portfolio.</p> <p>The Head of Environmental Health gave an overview of the Services which fall into his remit which included Air Quality, Contaminated Land, Pollution, Dog Control, Pest Control, Food Safety, Out of Hours Service, Community Safety, Safeguarding, Prevent and Corporate Health and Safety.</p> <p>The Head of Parking and Enforcement gave an overview of the Services which fall into his remit which included CCTV, Parking Enforcement, Traffic Management, Emergency Planning, General Out of Hours, General Enforcement, Abandoned Vehicles, Fly Tipping and Illegal Encampments.</p> <p>The Head of Parking and Enforcement informed the Panel that he would be happy to arrange a visit to the CCTV Control Room for any members who be interested in visiting it.</p> <p>It was AGREED that the Head of Environmental and the Head of Parking and Enforcement be thanked for their informative presentation</p>
Outcome	In progress
Link Officers	Ian Rickman and Kevin Wright
Subject	Police Crime Panel Update
Type of Item	Monitoring
Action by Panel	<p>The Panel received a presentation from Councillor Cartwright, the Executive Member for Public Protection, on the Hampshire Police and Crime Panel.</p> <p>The presentation gave an update on; the new Police and Crime Commissioner; the Police and Crime Plan; the main responsibilities of the Police and Crime Panel, the working group that has been tasked with proactive scrutiny and the</p>

	Hampshire and Isle of Wight Community Safety Alliance. It was AGREED that Councillor Cartwright, the Executive Member for Public Protection be thanked for his informative presentation.
Outcome	Complete
Link Officer	Executive Member for Public Protection
Subject	Annual Update of Fareham & Gosport Environmental Health Partnership
Type of Item	Monitoring
Action by Panel	The Panel considered a report by the Head of Environmental Health which provided an update of the progress made on the Fareham & Gosport Environmental Health Partnership. Members noted that one of the biggest challenges still facing the Partnership is trying to align the fees and charges between the two authorities. The Head of Environmental Health informed the Panel that at the next meeting of the Partnership this issue was going to be discussed. It was AGREED that the content of the report be noted.
Outcome	Complete
Link Officer	Ian Rickman
Subject	Public Protection Policy Development and Review Panel Work Programme
Type of Item	Monitoring/programming
Action by Panel	The Panel considered a report by the Director of Planning and Regulation which reviewed the Panel's work programme for 2016/17. The Director of Planning and Regulations addressed members and explained that any member could put forward suggestions for items they would like the Panel to look at throughout the year. It was AGREED that the work programme for 2016/17 be agreed.
Outcome	complete
Link Officer	Richard Jolley

Appendix C

Committee / Panel	Portfolio	Service Area	Item Description	Item Type	Date	Key Decision	Author
Public Protection PDRP	Public Protection	Environmental Health	Annual Update on Fareham & Gosport Environmental Health Partnership	Report	24/05/2016	No	Ian Rickman
Public Protection PDRP	Public Protection		Introduction to Public Protection Portfolio Services	Presentation	24/05/2016	No	Ian Rickman/Kevin Wright
Public Protection PDRP	Public Protection		Review of Work Programme 2016/17	Report	24/05/2016	No	Richard Jolley
Public Protection PDRP	Public Protection	Community Safety	Police Crime Panel Update	Verbal Report	24/05/2016	No	Cllr Cartwright
Individual Decision	Public Protection	Parking & Enforcement	Proposed Waiting Restrictions – Bath Lane Service Road, Fareham	Report	24/05/2016	No	Chris Oldham
Executive	Public Protection	Parking & Enforcement	Parking Order Consolidation	Report	06/06/2016		Kevin Wright
Individual Decision	Public Protection	Parking & Enforcement	Proposed Waiting Restrictions:- West Street, Fareham The Croft, Stubbington Primate Road, Titchfield Common Highlands Road Lay-by, Fareham	Report	28/06/2016	No	Chris Oldham
Executive	Public Protection	Community Safety	Public Spaces Protection Order	Report	11/07/2016		Narinder Bains
Public Protection PDRP	Public Protection	Community Safety	Police Crime Panel Update	Verbal Report	26/07/2016	No	Cllr Cartwright
Public Protection PDRP	Public Protection		Review of Work Programme 2016/17	Report	26/07/2016	No	Richard Jolley
Public Protection PDRP	Public Protection	Parking & Enforcement	Annual Report on Fareham Parking Enforcement Service	Report	26/07/2016	No	Richard Jolley

Appendix C

Committee / Panel	Portfolio	Service Area	Item Description	Item Type	Date	Key Decision	Author
Individual Decision	Public Protection	Parking & Enforcement	CCTV Contract Maintenance	Report	TBC	yes	Kevin Wright
Public Protection PDRP	Public Protection		Review of Work Programme 2016/17	Report	13/09/2016	No	Richard Jolley
Public Protection PDRP	Public Protection	Community Safety	Police Crime Panel Update	Verbal Report	13/09/2016	No	CLlr Cartwright
Public Protection PDRP	Public Protection	Parking & Enforcement	Traffic Management Programme	Report	15/11/2016	No	Kevin Wright
Public Protection PDRP	Public Protection	Environmental Health	Annual Health and Safety Performance 2015/16	Report	15/11/2016	No	Ian Rickman
Public Protection PDRP	Public Protection	Community Safety	Presentation by Hampshire Police (Chief Inspector)	Presentation	15/11/2016	No	Ian Rickman
Public Protection PDRP	Public Protection		Review of Work Programme 2016/17	Report	15/11/2016	No	Richard Jolley
Public Protection PDRP	Public Protection	Community Safety	Police Crime Panel Update	Verbal Report	15/11/2016	No	CLlr Cartwright
Public Protection PDRP	Public Protection		Preliminary Review of Work Programme 2016/17 and Draft Work Programme 2017/18	Report	17/01/2017	No	Richard Jolley
Public Protection PDRP	Public Protection	Community Safety	Police Crime Panel Update	Verbal Report	17/01/2017	No	CLlr Cartwright
Public Protection PDRP	Public Protection		Update on Emergency Planning	Report	17/01/2017	No	Kevin Wright

Appendix C

Committee / Panel	Portfolio	Service Area	Item Description	Item Type	Date	Key Decision	Author
Executive	Public Protection	Parking & Enforcement	Traffic Management Programme	Report	06/02/2017		Kevin Wright
Public Protection PDRP	Public Protection	Community Safety	Annual Update on Fareham Community Safety Partnership & Police Crime Panel	Report	07/03/2017	No	Ian Rickman
Public Protection PDRP	Public Protection	Environmental Health	Air Quality Action Plan Update	Report	07/03/2017	No	Ian Rickman
Public Protection PDRP	Public Protection		Final Review of annual Work Programme for 2016/17 and final consideration of draft Work Programme for 2017/18	Report	07/03/2017	No	Richard Jolley

