

FAREHAM

BOROUGH COUNCIL

AGENDA

HEALTH AND PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL

Date: Tuesday, 11 September 2018

Time: 6.00 pm

Venue: Collingwood Room - Civic Offices

Members:

Councillor M J Ford, JP (Chairman)

Councillor Ms S Pankhurst (Vice-Chairman)

Councillors K A Barton
Mrs P M Bryant
Mrs T L Ellis
Miss T G Harper
J G Kelly

Deputies: P J Davies
Mrs K K Trott



1. Apologies for Absence

2. Minutes (Pages 5 - 8)

To confirm as a correct record the minutes of the meeting of the Health and Public Protection Policy Development and Review Panel held on 10 July 2018.

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 and Crime Panel Update

To receive an update by the Executive Member for Health and Public Protection on the Police and Crime Panel.

7. Health Update

To receive a verbal update by the Executive Member for Health and Public Protection on Local Strategic Health issues.

8. Annual Update on Fareham Parking Enforcement Service (Pages 9 - 34)

To receive a report by the Head of Environmental Health on the Fareham Parking Enforcement Service.

9. Health and Public Protection Policy Development and Review Panel Work Programme (Pages 35 - 40)

To consider a report by the Director of Planning and Regulation, which reviews the Panel's Work Programme for 2018/19.



P GRIMWOOD
Chief Executive Officer
Civic Offices
www.fareham.gov.uk
03 September 2018

**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 Health and Public Protection Policy Development and Review Panel

(to be confirmed at the next meeting)

Date: Tuesday, 10 July 2018

Venue: Collingwood Room - Civic Offices

PRESENT:

Councillor M J Ford, JP (Chairman)

Councillor Ms S Pankhurst (Vice-Chairman)

Councillors: K A Barton, Mrs P M Bryant, Mrs T L Ellis, Miss T G Harper and J G Kelly

**Also
Present:**



1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. MINUTES

The Chairman enquired, in respect to Page 8 of the Minutes, regarding the consultation document that has been issued to residents on the Fareham Community Hospital. The Director of Planning and Regulation advised the Panel that he, and Councillor Cartwright have been working on a response on behalf of the Council and once it is finalised it will be circulated to Members of the Panel.

It was AGREED that the Minutes of the Health and Public Protection Policy Development and Review Panel meeting held on 29 May 2018 be confirmed and signed as a correct record.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman took this opportunity to remind Members about the Rough Sleepers conference being held at the Daedalus Innovation Centre on the 11 July 2018. The conference is bringing together charities, politicians and local groups in a bid to combat homelessness in the Borough.

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. POLICE CRIME PANEL UPDATE

The Panel received a verbal update on the Police Crime Panel from the Director of Planning and Regulation on behalf of Councillor T M Cartwright MBE, the Executive Member for Health and Public Protection.

The update highlighted points of interest from the recent Police and Crime Panel meeting which took place on the 06 July 2018; including that David Stewart has been reappointed as Chairman and Jan Warwick has been reappointed as Vice-Chairman for the next municipal year.

The Director of Planning and Regulation advised that Councillor Cartwright had suggested, through this item on the agenda, he could deliver a small presentation running through the Police and Crime Plan at the September meeting of the Panel. The Chairman agreed that this would be of great use to the Panel.

The Director of Planning and Regulation was thanked for delivering the update.

7. HEALTH UPDATE

The Panel received a verbal update on the Local Strategic Health issues from the Director of Planning and Regulation on behalf of Councillor T M Cartwright MBE, the Executive Member for Health and Public Protection.

The update was given on discussions that took place at the Annual General Meeting of the NHS Fareham & Gosport and South-East Hampshire Clinical Commissioning Group on the 06 June 2018. There are still significant pressures facing the NHS, work continues to develop a more efficient way of working, with new care models, joined up care and improved access to specialist care just some of the initiatives that are being rolled out.

Members discussed the pressures on GP services, agreeing that a lot of the challenges sit within the administration and management sections within the service rather than the frontline staff.

The Director of Planning and Regulation was thanked for delivering the update.

8. FAREHAM AND GOSPORT ENVIRONMENTAL HEALTH PARTNERSHIP UPDATE

The Panel received a presentation by the Head of Environmental Health on the Fareham and Gosport Environmental Health Partnership.

The presentation gave an overview to Members on the Fareham and Gosport Environmental Health Partnership, which included; a summary of the partnership and how it is managed, the finances of the partnership and the service areas covered.

A copy of the presentation is appended to these minutes

The Head of Environmental Health was thanked for providing a very informative presentation.

9. HEALTH AND 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 2018/19.

It was AGREED that the Panel: -

- (a) approves the programme of items for 2018/19, as set out in Appendix A of the report; and

(b) notes the progress on actions since the last meeting as set out in Appendix B of the report.

(The meeting started at 6.00 pm
and ended at 7.00 pm).

FAREHAM

BOROUGH COUNCIL

Report to the Health and Public Protection Policy Development and Review Panel

Date 11 September 2018

Report of: Head of Environmental Health

Subject: Annual Update on Fareham Parking Enforcement Service

SUMMARY

This report provides members of the Health and 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

It is recommended that the Panel notes 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) Civil Enforcement Officers (CEOs) who are responsible for enforcing traffic regulation orders.
 - (b) The processing of parking penalty charge notices.
2. 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, they also assist members of the public with general enquiries.
3. The Department of Planning and Regulation is responsible for the delivery of the Fareham Parking Enforcement Service, which falls within the Health and Public Protection Portfolio. The day to day management of the Service is done by the Head of Environmental Health. The service includes maintaining all of the Council's car parks, including all of the car parks equipment.
4. 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

5. 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

6. The expenditure for on-street enforcement, in 2017/18, was budgeted to be £204,300. The actual cost of the service was approximately £233,650. Approximately £250,470 was generated from the issuing of Penalty Charge Notices (PCN's) and other charges. As a result approximately £16,800 was transferred to the on-street parking reserve to balance the cost of the service. Table 8 on page 25 of Appendix A provides more detailed information on the budget and costs for 2017/18.
7. 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.
8. The cost of on-street enforcement is closely monitored so that it does not become an unreasonable burden on council tax payers. The Head of Environmental Health provides regular updates to the Executive Portfolio Holder for Health and Public

Protection on this part of the service.

Agency Agreement for Civil Parking (On Street) – Fareham Borough

9. On the 9 February 2018 Hampshire County Council gave all of the Districts in Hampshire that undertake on-street enforcement under agreement on the County's behalf, notice of termination of that agreement. The current arrangements are set to terminate on 31 March 2020.
10. The County are considering standardising the approach to Residents Parking Schemes and also looking for opportunities to charge for Parking on the Highway, together with looking at all of the options for on-street enforcement going forward.
11. Since February, officers have been meeting with County colleagues in order to understand the implications for Fareham in relation to the various options for on-street Enforcement County are considering.
12. Once the County have decided how they want on-street enforcement to be carried out and the options/implications for Fareham are understood a further report would be presented to this panel and the Executive.

Off-street enforcement

13. 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.
14. Off-street parking enforcement was budgeted to cost £206,200 in 2017/18. The actual cost of the service was around £250,738. A drop in the expected income, of around £3,700 has meant that the overall cost of the service has risen by nearly £45,000. Table 9 on page 25 of Appendix A provides more detailed information on the budget and costs for 2017/18.

RISK ASSESSMENT

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

CONCLUSION

16. 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.

Appendices:

Appendix A: Annual Parking Enforcement Report 2017/18

Enquiries:

For further information on this report please contact Ian Rickman. (Ex 4773)

FAREHAM

BOROUGH COUNCIL

Annual Parking Enforcement Report 2017-2018



Market Quay Car Park

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 115,400.

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 act 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. Enforcement of traffic regulation orders by Civil Enforcement Officers (CEOs)
2. Processing of parking penalty charge notices.

The Planning and Regulation Department is responsible for the delivery of the Fareham Parking Enforcement Service, which falls within the Health and 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 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 (PCN). 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.

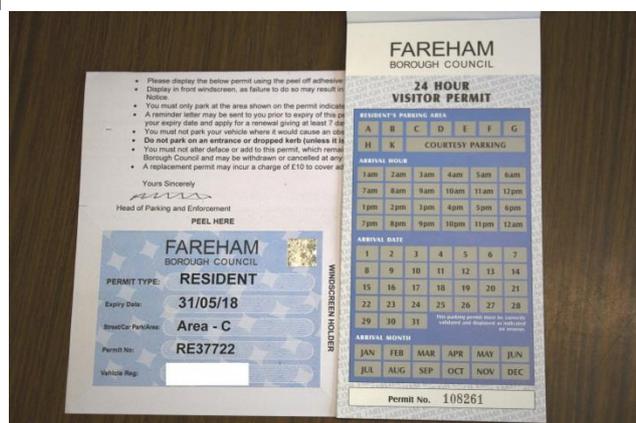
Handheld Computers

The council have 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, this allows the back office team to review PCN's 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, the council will be moving to this shortly.



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

The County are currently reviewing Residents Parking across the County and we await to hear the results of their review. They have given Fareham Notice that the current arrangements will end on or before 31st March 2020.

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.

These cameras are routinely used during the issue of a PCN and the footage can be invaluable to resolve disputes regarding PCN's.

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
- 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



Fareham Shopping Centre Multi-storey

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 currently, can apply for a swipe card, which allows them entry and free parking in all pay on foot car parks. The swipe card system is being reviewed, it is hoped that access and egress for Blue Badge holders can be made easier using the ANPR system.

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 85 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's place their handheld into a download cradle which in turn will then download scribble notes and photographs that are contained within the handheld computer for that day and matches this to the correct case.

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.

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.

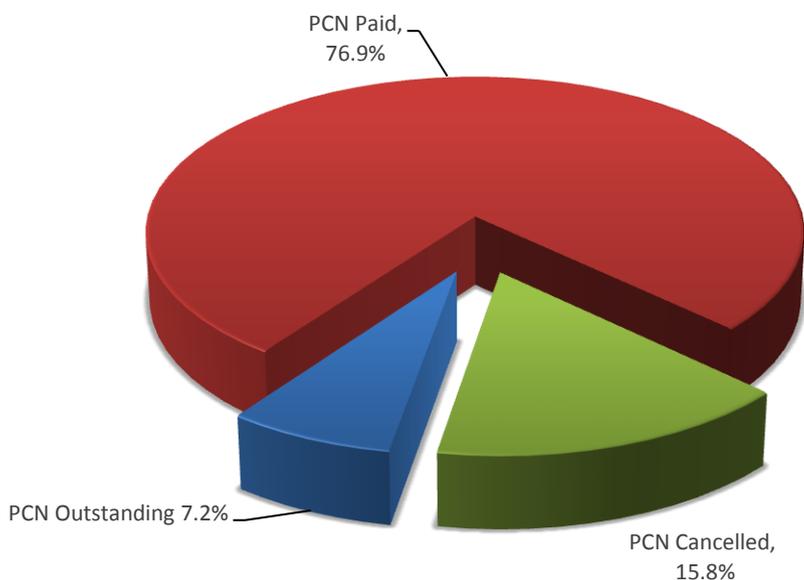
The Council utilises an up to date ICT system, called Chipside, to support the service and uses appropriate interfaces to external organisations including the DVLA, the County Court and the Traffic Penalty Tribunal (TPT).

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 2017/18

Graph 1 - Current Stage of all PCNs 2017/18



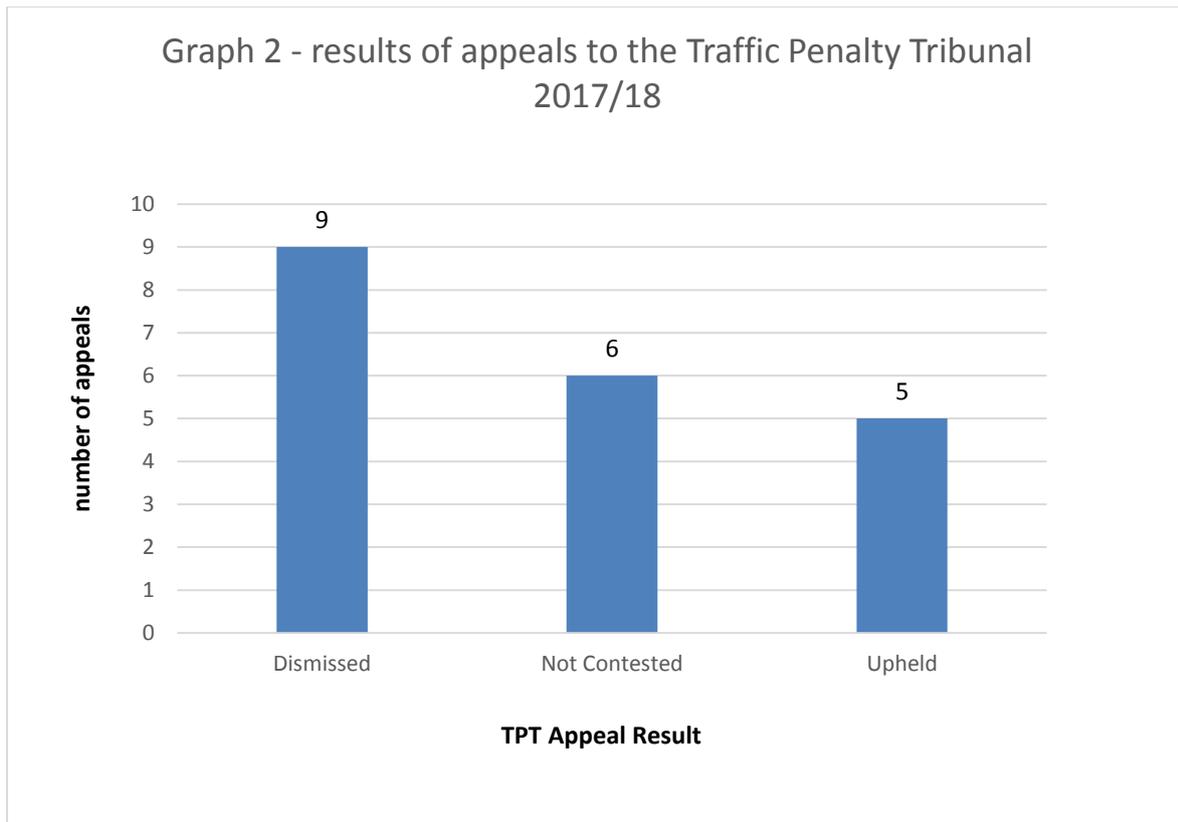
A total of 6198 PCNs were issued in 2017/18. As the above pie chart shows the Council has recovered 76.9% of the income. The high recovery rate reflects that PCNs are being correctly issued and are well supported by evidence when challenges are received.

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
2016/17	3876	1426	75%	4,589
2017/18	4,749	1,749	76.9%	5,337

The Traffic Penalty Tribunal

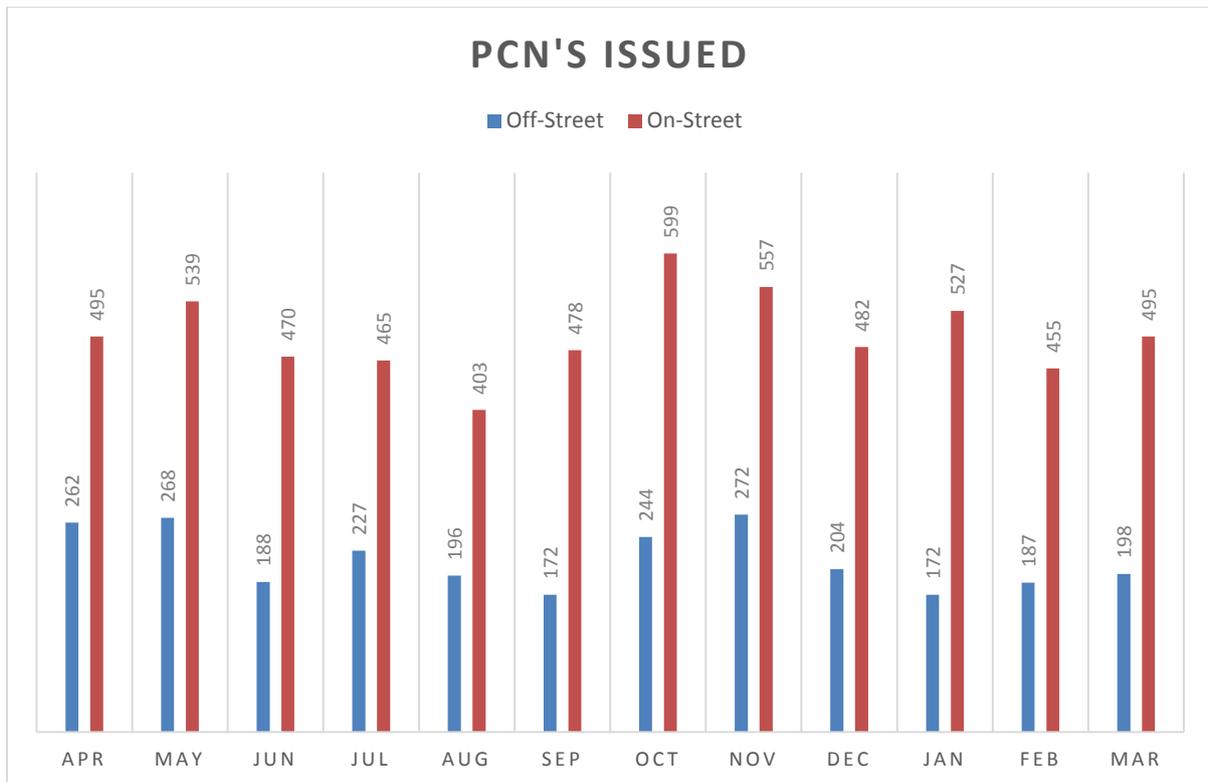
When a formal challenge has been rejected a motorist may make an appeal to the Traffic Penalty Tribunal (TPT), which is an independent body. If an appeal is made the appellant may elect to have a personal, postal or a telephone hearing. Appeals are heard by an experienced solicitor. For independent advice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



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
2016/17	5	1	1	0
2017/18	9	5	6	0

Table 3 – 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
2016/17	652	500	109
2017/18	635	630	149

Graph 3 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 4 – 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	825
Lower	Parked after the expiry of paid for time	670
Higher	Parked in a disabled person's parking space without clearly displaying a valid disabled person's badge	353
Lower	Parked beyond the bay markings	300
Higher	Parked in a car park or area not designated for that class of vehicle	206
Lower	Parked for longer than the maximum period permitted	177
Higher	Parked in a restricted area in a car park	11
Higher	Parked in a permit bay without clearly displaying a valid permit	41
Higher	Parked in a loading area during restricted hours without reasonable excuse	N/A
Lower	Re-parked within one hour of leaving a bay or space in a car park	N/A
Higher	Vehicle parked exceeds maximum weight and/or height and/or length permitted in the area	2
Higher	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	1
Total		2,586
Charge	Contravention Description On Street	
Higher	Parked in a restricted street during prescribed hours	2,117
Lower	Parked for longer than permitted	1,033

Lower	Parked in a residents or shared use parking place without clearly displaying either a permit or voucher for that place	656
Higher	Parked in a parking place or area not designated for that class of vehicle	510
Higher	Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force	479
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	173
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	173
Higher	Parked in a designated disabled person's parking place without clearly displaying a valid disabled person's badge	143
Higher	Parked adjacent to a dropped footway	80
Lower	Re-parked in the same parking place or zone within 2 hours of leaving	51
Higher	Stopped on a restricted bus stop or stand	82
Higher	Parked in a loading place during restricted hours without loading	59
Higher	Stopped on a pedestrian crossing and/or crossing area marked by zigzags	45
Higher	Stopped in a restricted area outside a school	15
Lower	Parked in a permit space without displaying a valid permit	2
Higher	Vehicle parked more than 50 centimetres from the edge of the carriageway and not within a designated parking place	4

Lower	Re-parked in the same parking place or zone within one hour of leaving	N/A
Lower	Not parked correctly within the markings of the bay or space	1
Lower	Parked with engine running where prohibited	N/A
Lower	Parked without clearly displaying a valid pay and display ticket when required	1
Total		5,864

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.

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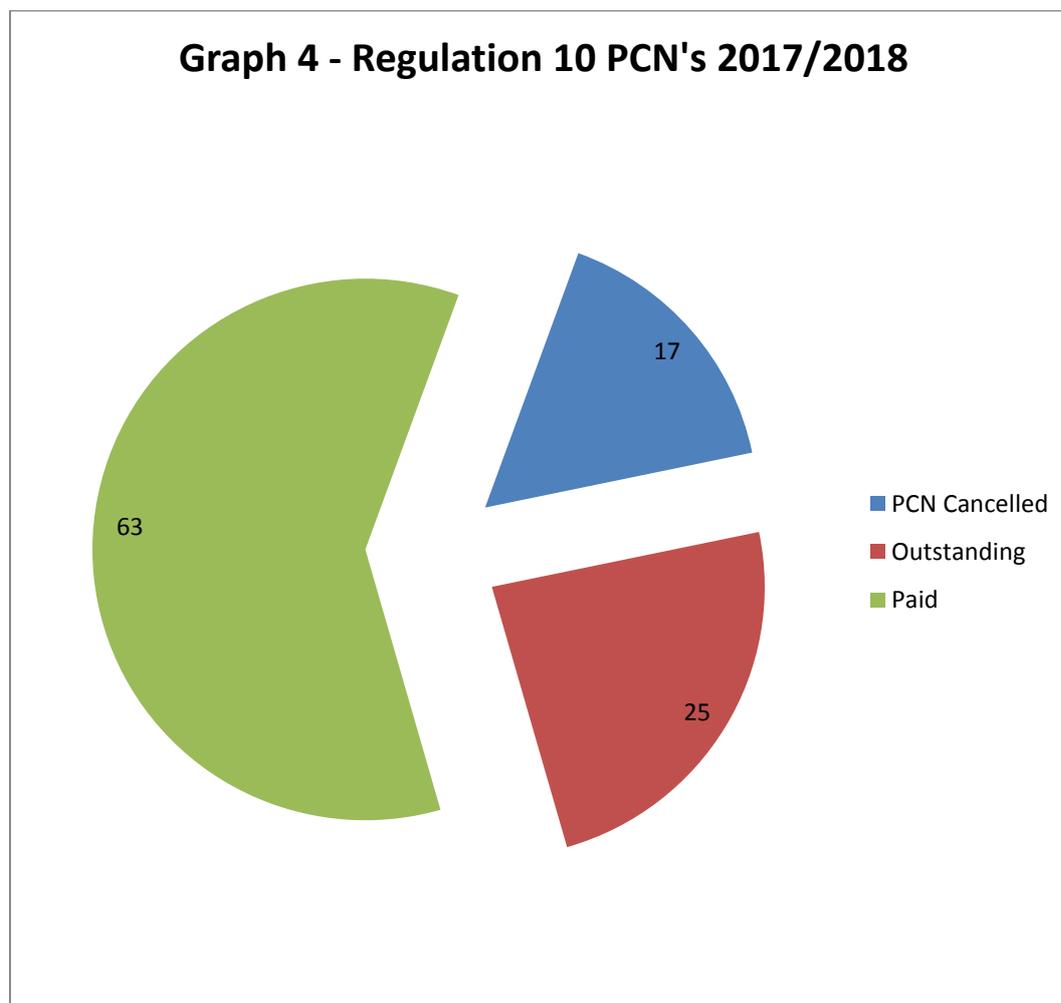
Table 5 – PCNs issued by Ward and hotspots 2017/18			
Area	Total PCNs issued	Off-street (number issued)	On-street (number issued)
Fareham	914	Not applicable	West Street (872)
Fareham East	3,975	Market Quay car park (97)	High Street East (221)
Fareham North	878	Leisure Centre Car Park (30)	West Street (291)
Fareham North West	152	Not applicable	Stow Crescent (87)
Fareham South	561	Not applicable	Speedfields (202)
Fareham West	29	Not applicable	Blackbrook Road (6)
Hill Head	109	Not applicable	Solent Road (5)
Locks Heath	11	Not applicable	Whittle Avenue (1)
Park Gate	234	Middle Road Car Park (65)	Middle Road (45)
Portchester	4	Not applicable	Oysell Gardens (3)
Portchester East	395	Portchester Precinct Car Park (73)	Castle Street (16)
Portchester West	67	Not applicable	Dore Avenue (7) Laverock Lea (12)
Sarisbury	107	Holly Hill Car Park (8)	Gull Coppice (80)
Sarisbury Green	10	Not applicable	Coldeast Close (10)
Stubbington	303	Stubbington Community Centre Car Park (38)	Stubbington Green (113)
Titchfield	91	Barrys Meadow Car Park (10)	Titchfield Square (24)
Titchfield Common	12	Not applicable	Hunts Pond road (9)
Warsash	294	Passage Lane Car Park (59)	Warsash Road (52)

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.

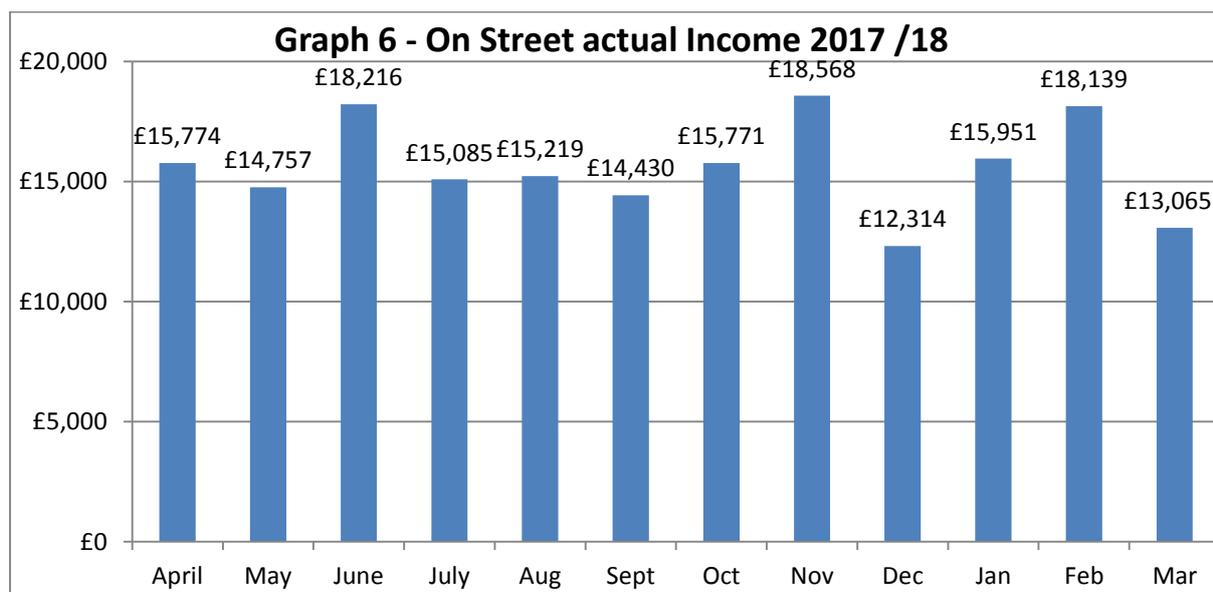
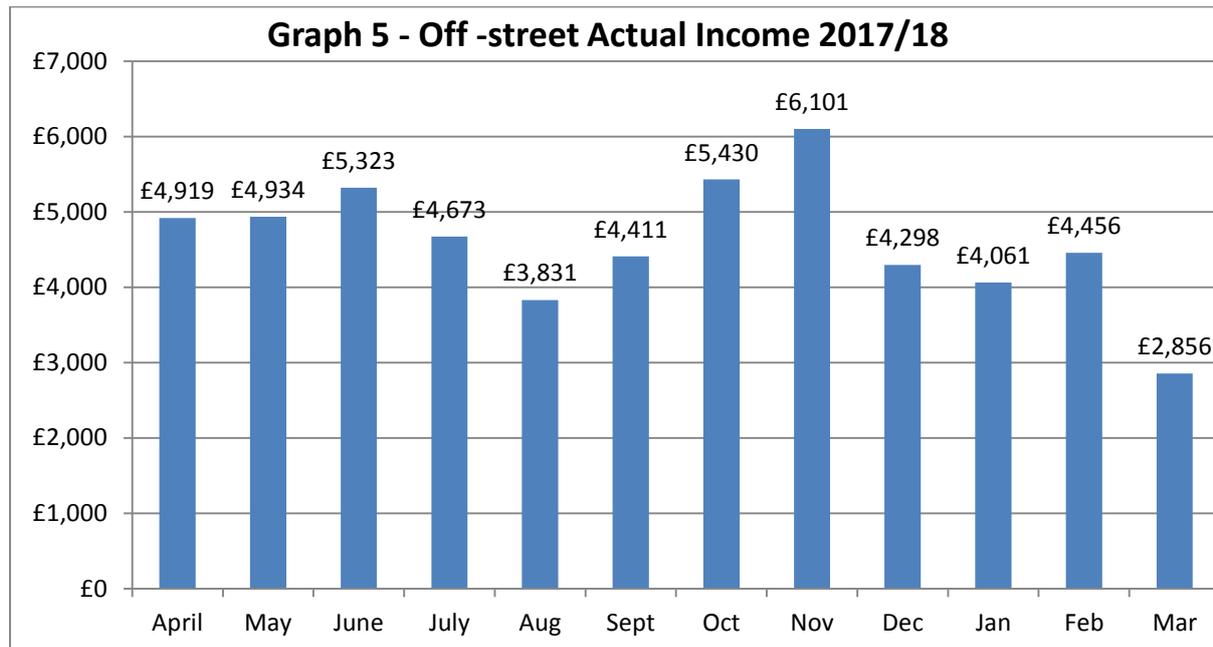
In any of the cases listed above the PCN is served by post on the owner of the vehicle, which is ascertained from the DVLA, this notice also acts as the Notice to Owner.

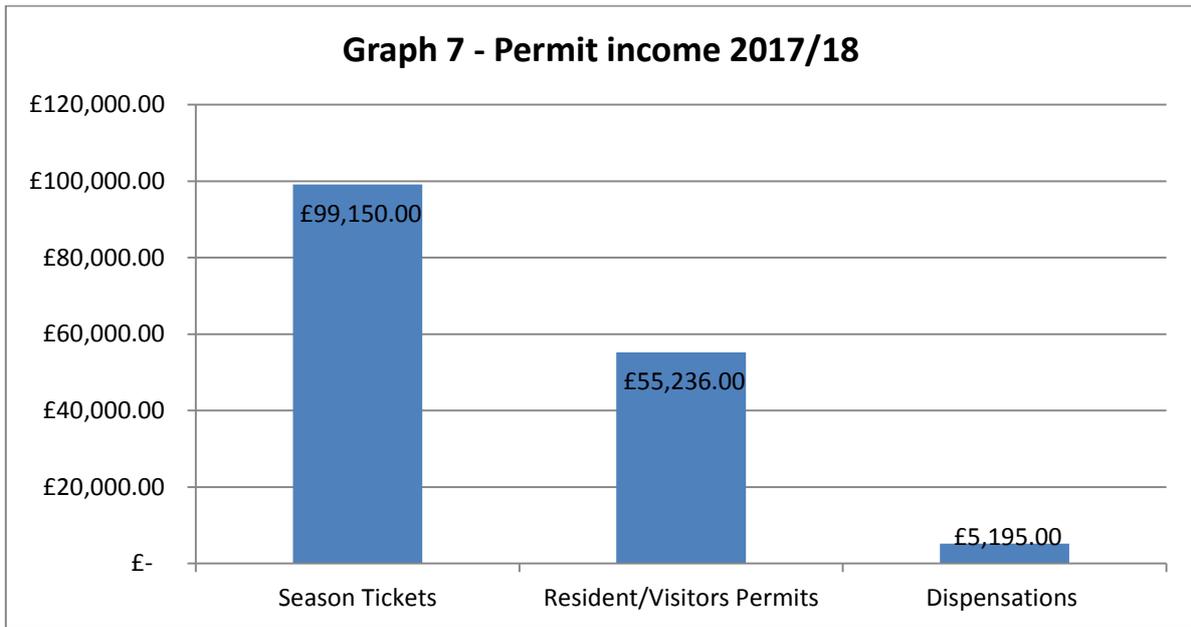


Financial Performance 2017/18

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





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 split for employees is 60:40 between off-street and on-street respectively.

Other costs relating to enforcement are split 50:50

The tables below provide details of the budget and expenditure for 2017/18.

Table 8 – On-street Enforcement Budget and Expenditure 2017/18			
	Budget	Expenditure	Variance
Employees	152,600	180,908	28,308
Transport	7,800	6,628	1,172
Supplies and Services	6,100	6,963	863
Third Party Payments	2,500	2,717	217
Internal Recharges	35,300	36,433	1,133
Gross Expenditure	204,300	233,649	29,349

Fees and Charges	-204,000	-250,466	-46,466
Transfer to on-street parking reserve	-300	16,817	17,117
Gross Income	-204,300	-233,649	-29,349
Net Expenditure	0	0	0

Table 9 – Off-street Enforcement Budget and Expenditure 2017/18			
	Budget	Expenditure	Variance
Employees	266,200	307,009	40,809
Supplies and Services	6,100	6,963	863
Third Party Payments	2,500	2,717	217
Internal Recharges	35,300	36,433	1,133
Gross Expenditure	310,100	353,122	43,022
Fees and Charges	-95,000	-90,437	4,563
Gross Income	-95,000	-90,437	4,563
Net Expenditure	215,100	262,685	47,585

*NB For 17/18 the total budget for the off-street parking service was £1,278,250 and the net expenditure totalled £1,289,969.

FAREHAM

BOROUGH COUNCIL

Report to the Health and Public Protection Policy Development and Review Panel

Date **11 September 2018**

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

Subject: **HEALTH AND PUBLIC PROTECTION POLICY DEVELOPMENT AND
REVIEW PANEL WORK PROGRAMME**

SUMMARY

The Work Programme for the year 2018/19 was reviewed by the Panel at its meeting on 10 July 2018 and is attached as Appendix A to this report.

Progress on actions since the last meeting are set out in Appendix B to the report.

Members are now invited to further review the Work Programme for the year 2018/19 and add to the Programme, as appropriate, any proposed additional items agreed generally by the Panel or put forward by individual Members and accepted by the Panel.

RECOMMENDATION

It is recommended that the Health and Public Protection Policy Development and Review Panel:-

- (a) approves the programme of items for 2018/19, as set out in Appendix A to the report;
and
- (b) notes the progress on actions since the last meeting as set out in Appendix B to the report.

INTRODUCTION

1. At the last meeting of the Panel on 10 July 2018, Members reviewed and approved the Work Programme for 2018/19 which is attached as Appendix A to this report.
2. The progress on actions since the last meeting of the Panel is attached as Appendix B for information.

WORK PROGRAMME 2018/19

3. Members are now invited to further review the Work Programme for the year 2018/19 and add to the Programme, as appropriate, any proposed additional items agreed generally by the Panel or put forward by individual Members and accepted by the Panel.

RISK ASSESSMENT

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

CONCLUSION

5. The Panel is now invited to approve the programme of items as set out in Appendix A to this report and note the progress on actions since the last meeting as set out in Appendix B.

Appendices

Appendix A: Health and Public Protection Policy Development and Review Work Programme 2018/19

Appendix B: Progress on actions since the last meeting

Background Papers:

None

Reference Papers:

None

Enquiries:

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

APPENDIX A

Health and Public Protection Policy Development and Review Panel Work Programme 2018/19

Date	Subject
29 May 2018	Introduction to Portfolio Services
	Police and Crime Panel Update
	Health Update
	Review of Work Programme 2018/19
10 July 2018	Police and Crime Panel Update
	Health Update
	Annual Update on Fareham & Gosport Environmental Health Partnership
	Review of Work Programme 2018/19
11 September 2018	Police and Crime Panel Update
	Health Update
	Annual Report on Fareham Parking Enforcement Service
	Review of Work Programme 2018/19
13 November 2018	Police and Crime Panel Update
	Health Update
	Annual Update on Health and Safety Performance
	Annual Update on Fareham & Gosport Building Control Partnership
	Review of Work Programme 2018/19
22 January 2019	Police and Crime Panel Update
	Health Update
	Annual Update on Fareham Air Quality Issues
	Preliminary review of Work Programme for 2018/19 and preliminary draft Work Programme for 2019/20
05 March 2019	Police and Crime Panel
	Health Update
	Annual Update on Fareham Community Safety Partnership
	Final Review of Work Programme for 2018/19 and draft Work Programme for 2019/20

Unallocated Items

Presentation by the Chief Inspector of Hampshire Police
 Presentation by the Hampshire Police Crime Commissioner
 Presentation by the Fareham and Gosport Clinical Commissioning Group

APPENDIX B

**HEALTH & PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL – WORK PROGRAMME 2018/19
PROGRESS ON ACTIONS SINCE THE LAST MEETING**

MEETING DATE	10 JULY 2018
<u>Subject</u>	POLICE CRIME PANEL UPDATE
Type of item	Verbal Update
Action by Panel	<p>The Panel received a verbal update on the Police Crime Panel from the Director of Planning and Regulation on behalf of Councillor T M Cartwright, MBE, the Executive Member for Health and Public Protection.</p> <p>The update highlighted points of interest from the recent Police and Crime Panel meeting which took place on the 06 July 2018; including that David Stewart has been re-appointed as Chairman and Jan Warwick has been reappointed as Vice-Chairman for the next municipal year.</p> <p>The Director of Planning and Regulation advised that Councillor Cartwright had suggested, through this item on the agenda, he could deliver a small presentation running through the Police and Crime Plan at the September meeting of the Panel. The Chairman agreed that this would be of great use to the Panel.</p>
Outcome	Complete
Link officer	N/A
<u>Subject</u>	HEALTH UPDATE
Type of item	Verbal Update
Action by Panel	<p>The Panel received a verbal update on the Local Strategic Health issues from the Director of Planning and Regulation on behalf of Councillor T M Cartwright, MBE, the Executive Member for Health and Public Protection.</p> <p>The update was given on discussions that took place at the Annual General Meeting of the NHS Fareham & Gosport</p>

	<p>and South-East Hampshire Clinical Commissioning Group on the 06 June 2018. There are still significant pressures facing the NHS, work continues to develop a more efficient way of working, with new care models, joined up care and improved access to specialist care just some of the initiatives that are being rolled out.</p> <p>Members discussed the pressures on GP services, agreeing that a lot of the challenges sit within the administration and management sections within the service rather than the frontline staff.</p>
Outcome	Complete
Link officer	N/A
<u>Subject</u>	FAREHAM AND GOSPORT ENVIRONMENTAL HEALTH PARTNERSHIP UPDATE
Type of item	Presentation
Action by Panel	<p>The Panel received a presentation by the Head of Environmental Health on the Fareham and Gosport Environmental Health Partnership.</p> <p>The presentation gave an overview to Members on the Fareham and Gosport Environmental Health Partnership, which included; a summary of the partnership and how it is managed, the finances of the partnership and the service areas covered.</p> <p>A copy of the presentation is appended to the minutes.</p>
Outcome	Complete
Link officer	Ian Rickman
<u>Subject</u>	HEALTH AND PUBLIC PROTECTION POLICY DEVELOPMENT AND REVIEW PANEL WORK PROGRAMME
Type of item	Report
Action by panel	The Panel considered a report by the Director of Planning and Regulation which reviewed the Panel's Work Programme for 2018/19.

	<p>It was AGREED that the Panel:</p> <ul style="list-style-type: none">(a) approves the programme of items for 2018/19, as set out in Appendix A to the report; and(b) notes the progress on actions since the last meeting as set out in Appendix B to the report.
Outcome	Complete
Link officer	Richard Jolley