

**STRATEGIC PLANNING,  
SUSTAINABILITY AND  
TRANSPORTATION COMMITTEE**

**9 February 2016**

Is the final decision on the recommendations in this report to be made at this meeting?

**Yes**

**Parking Services' Annual Report 2014/2015**

<b>Final Decision-Maker</b>	Strategic Planning, Sustainability and Transportation Committee
<b>Lead Head of Service</b>	Paul Spooner Interim Director of Planning and Development
<b>Lead Officer and Report Author</b>	Matt Cotton Service Coordinator
<b>Classification</b>	Public
<b>Wards affected</b>	All

**This report makes the following recommendations to this Committee:**

1. That the Committee considers the Annual Report and agrees to publish on the Council's website; in accordance with the Statutory Guidance published by the Secretary of State for Transport under section 87 of the Traffic Management Act 2004.

**This report relates to the following corporate priorities:**

- Keeping Maidstone Borough an attractive place for all.  
By managing driver behaviour Parking Services reduces instances of dangerous and antisocial parking on street and within off street car park locations.

**Timetable**

<b>Meeting</b>	<b>Date</b>
Strategic Planning Sustainability and Transportation Committee.	9 February 2016

# Parking Services' Annual Report 2014/2015

## 1. PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1 To present Parking Services' Annual Report 2014/2015 to the Committee. The report details the Council's achievements last year in providing civil parking enforcement services and confirms all associated income and expenditure.
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## 2. INTRODUCTION AND BACKGROUND

- 2.1 The Secretary of State for Transport has published Statutory Guidance (updated November 2015) under section 87 of the Traffic Management Act 2004. This guidance outlines the importance of transparency and the benefits of regular and consistent reporting to assist the public in understanding Civil Parking Enforcement activity.
- 2.2 The guidance recommends that enforcement authorities should produce an annual report to detail all performance and activities.
- 2.3 Reporting is an important part of accountability. The transparency given by regular and consistent reporting should help the public understand civil parking enforcement.
- 2.4 Monitoring also provides the authority with management information for evaluating performance, helping to identify where it may need to improve. It also provides a framework for performance comparisons between councils.
- 2.5 The report should be published and as a minimum it should cover financial and statistical data (as indicated in 2.6 to 2.18 below).

### Financial

- 2.6 Total income and expenditure on the Council's On and Off Street parking accounts, kept under section 55 of the Road Traffic Regulation Act 1984 as modified by regulation 25 of the Civil Enforcement of Parking Contraventions (England) General Regulations 2007.
- 2.7 Breakdown of income by source (i.e. on-street parking charges and penalty charges).
- 2.8 Total surplus / deficit on the parking account.
- 2.9 Action taken with respect to a surplus / deficit on the parking account.
- 2.10 Details of how any financial surplus has been, or is to be, spent including the benefits that can be expected as a result of such expenditure.

### Statistical

- 2.11 Number of higher level penalty charge notices issued.
- 2.12 Number of lower level penalty charge notices issued.
- 2.13 Number of penalty charge notices paid.
- 2.14 Number of penalty charge notices paid at discount rate.
- 2.15 Number of penalty charge notices against which an informal or formal representation was made.
- 2.16 Number of penalty charge notices cancelled as a result of an informal or a formal representation.
- 2.17 Number of penalty charge notices written off for other reasons (e.g. an error by the civil enforcement officer or driver untraceable).
- 2.18 As a result, an Annual Report has been prepared (Appendix A) detailing:
- Introduction
  - Background to Parking in the Borough of Maidstone
  - Parking Policy
  - Civil Parking Enforcement
  - Penalty Charge Notices
  - Parking Provision and Services (local Pay & Display car parks, various parking permits and season tickets)
  - Statistical Information (On and Off Street parking and financial performances).
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### **3. AVAILABLE OPTIONS**

- 3.1 Publish the Annual Report on the Council's webpages.
- 3.2 Do not publish the Annual Report. This will be inconsistent with the requirements of the Secretary of State for Transport Statutory Guidance and be contrary to data transparency, of which better informs the public of Civil Parking Enforcement activity.
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### **4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS**

- 4.1 The recommended option is to publish the Annual Report as this will conform to the statutory requirements and allow data transparency with the public.
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### **5. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK**

- 5.1 There are no requirements under the Secretary of State for Transport Statutory Guidance to consult prior to publication of an Annual Report.

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## 6. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 6.1 If the recommendation is agreed, Parking Services will duly instruct the Web Team to publish the Annual Report.
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## 7. CROSS-CUTTING ISSUES AND IMPLICATIONS

<b>Issue</b>	<b>Implications</b>	<b>Sign-off</b>
<b>Impact on Corporate Priorities</b>	Keeping Maidstone Borough an attractive place for all by managing driver behaviour and reducing instances of dangerous and antisocial parking both on street and within off street car park locations.	Parking Services Manager
<b>Risk Management</b>	Publishing data on Civil Parking Enforcement activity reduces the risk of challenge and accurately informs the public whilst meeting the requirements of data transparency.	Parking Services Manager
<b>Financial</b>	There are no financial implications in producing and publishing the Annual Report.	Finance Team
<b>Staffing</b>	No implications	
<b>Legal</b>	The production and publication of the Annual Report is recommended by statutory guidance.	
<b>Equality Impact Needs Assessment</b>	No implications.	Clare Wood, Policy & Information Officer
<b>Environmental/Sustainable Development</b>	No implications.	
<b>Community Safety</b>	No implications.	
<b>Human Rights Act</b>	No implications.	

<b>Procurement</b>	No implications.	
<b>Asset Management</b>	No implications.	

## **8. REPORT APPENDICES**

The following documents are to be published with this report and form part of the report:

- Appendix A: Parking Services' Annual Report 2014/2015
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## **9. BACKGROUND PAPERS**

None.