

Babergh District Council

Civil Parking Enforcement (off street)

Annual report - 2024/25



Introduction

Welcome to Babergh District Councils Annual Off-Street Parking Report for the period 1 April 2024 to 31 March 2025.

The Traffic Management Act 2004 introduced a requirement for Enforcement Authorities to report on their Parking Enforcement Activities on an annual basis.

This has been supplemented by the Government's 2015 Transparency Code that requires, annually, the council to report:

- a breakdown of income and expenditure, to include details of revenue collected from off street parking and Penalty Charge Notices

Suffolk County Council conducts 'On Street' parking enforcement in Babergh working with both Ipswich Borough Council and West Suffolk Council, and, as the Enforcement Authority for on-street car parking, produce their own report.



Civil Parking Enforcement (CPE)

CPE gives local authorities the power to enforce against illegally parked vehicles using existing traffic regulations. The aim is to promote better and safer parking.

To ensure that our car parks are used correctly by our customers, we operate parking restrictions which are observed and enforced in a fair, accurate and consistent manner in compliance with the [Off-Street Parking Places Legal Orders](#)

Patrol and enforcement activities in our off-street car parks are conducted regularly to ensure they are safe and correctly used by our customers.

In Babergh, Ipswich Borough Council and West Suffolk Council manage CPE on our behalf. To give a rough idea of boundaries, Hadleigh and the Shotley Peninsula are enforced by [Ipswich Borough Council](#) whilst Sudbury and Lavenham are enforced by [West Suffolk Council](#).

Enforcement Performance

Chart 1 and Table 1 provide a summary of performance measures for the year 1 April 2024 to 31 March 2025.

In total, there were **7514** separate car park patrol visits carried out by the civil enforcement teams across the district, **2858** Penalty Charge

Notices (PCNs) issued along with **1335** hours of Civil Enforcement Officer patrol time.

Chart 1

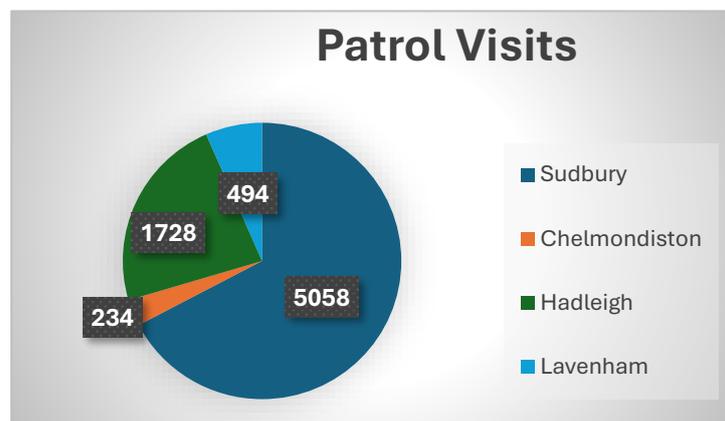


Table 1

Car Park	Patrol Visits	Total PCNs issued	Total Patrol Hours
SUDBURY			
Ballingdon Street	543	2	20
Girling Street	660	222	79
Great Eastern Road (Roys)	659	244	125
Mill Lane	489	81	39
North Street	978	634	160
Friars Meadow	854	684	209
Stour Street	126	0	1
The Station	749	384	134
LAVENHAM			
Prentice Street	194	3	12
Cock Horse Inn	300	86	57
CHELMONDISTON			
Pin Mill	234	62	133
HADLEIGH			
Hadleigh Leisure Centre	9	2	25
High Street	373	116	77
Magdalen Road	863	249	195
Maiden Way	161	20	15
Stonehouse Road	115	28	25
Toppesfield Hall	202	38	25
Railway Walk North	5	3	4
TOTAL	7514	2858	1335

Penalty Charge Notices

Penalty Charge Notices (PCNs) are issued to motorists found to be in contravention of parking restrictions. For example, vehicles not parking wholly within the bay marking, not displaying a pay and display ticket, or misuse of a blue badge bay etc.

The level of charges, designed and set by central government, reflects the severity of the contravention.

Charges are currently £50 for a lower-level contravention, and £70 for a higher-level contravention. Charges can be settled at a reduced charge if paid within 14 days of issue.

Once a PCN has been issued, the driver can challenge the issue of the notice with the issuing enforcement authority.

Details on how a PCN can be challenged can be found on our website [Civil Parking Enforcement » Babergh Mid Suffolk](#)

Chart 2

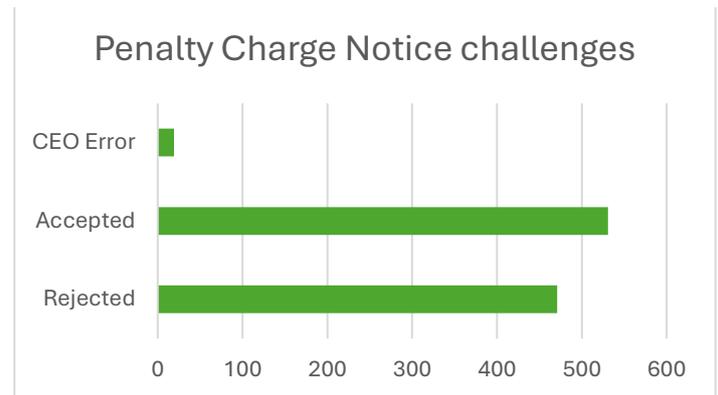


Table 2

Description	Number
Total PCNs issued	2858
PCNs challenged	1002
Of PCNs challenged, number accepted due to mitigating evidence submitted	531
PCN challenges rejected	471
PCNs cancelled (CEO error)	19



Babergh District Council Car Parks

Babergh District Council operates 12 car parks with 1422 spaces across the district operating a 'Pay and Display' charging system. The council also offers a period of free parking at several car parks throughout the district.

For full details of our car park locations, visit the [Councils website](#).



**Local Authority
Member**

Proud to go Beyond Parking

We hold a current membership to the British Parking Association www.britishparking.co.uk which enables us to be part of the conversation around all things parking including:

- Improving public perception in parking standards
- Shaping the direction of the parking sector
- Supporting the development of sustainable practices and initiatives that aim to improve air quality, reduce emissions and have a positive impact on our environment.

- Promoting the adoption of common standards and best practice



Parking Service Improvements for 2024/25

- Magdalen Road Car Park improved with the scrapping of the separate short and long stay areas
- Stonehouse Road Car Park repainted with 2 additional bays created
- The high kerb in Girling Street Car Park removed, helping motorists to navigate the car park
- New 'Overnight' season tickets launched to help residents with no off-road parking
- Pin Mill Car Park lines repainted and trees cut back
- Station Road Car Park renamed Friars Meadow Car Park to avoid confusion with the neighbouring Station Car Park



Financial Performance

Expenditure costs include Civil Enforcement Officers provided as part of the Councils partnership with West Suffolk Council and Ipswich Borough Council.

Income from car parking fees and Penalty Charge Notices (parking tickets) is used to offset the cost of the full parking function.

Section 55 of the Traffic Management Act defines the purposes for which income, specifically from Penalty Charge Notices for off-street car parking, can be used.

These purposes are for:

- all operational costs in delivering a car parking service (including capital repair and maintenance in addition to staffing)
- supporting public transport passenger services
- supporting road or highway improvement projects
- environmental improvements which include improving or maintaining the appearance or amenity of -
 - ❑ a road or land in the vicinity of a road, or

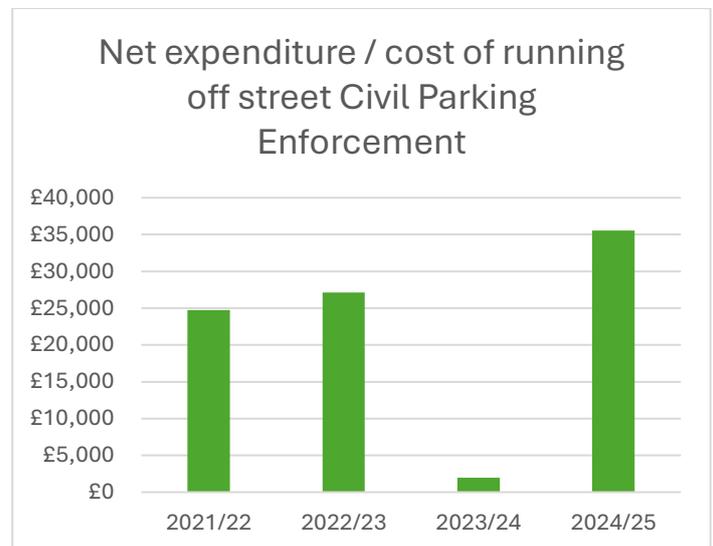
- ❑ open land or water to which the public has access; and
- ❑ the provision of outdoor recreational facilities available to the public without charge.

Table 3 shows the CPE financial summary for 2024/25, and Chart 3 shows the previous 4-years' net expenditure performance for CPE.

Table 3

Financial Summary 2024/25	
Expenditure inc employee costs	£109,324.24
Income from PCNs	£73,546.68
Net expenditure – cost of running off-street CPE	£35,777.56

Chart 3



Civil Enforcement Officer Testimonials

It's great to see the car parks being improved. The repainted lines help motorists know where to park.

The new tariff boards in the car parks are much easier for the public to understand.

It is so much easier to drive around Girling Street Car Park now that the high kerb has been removed.

