

Civil Parking Enforcement (off street) Annual report - 2022/23



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Annual report - 2022/23

Introduction

Welcome to Babergh District Councils Annual Parking Report for the period 1 April 2022 to 31 March 2023.

Local Authorities are required to keep a separate account of income and expenditure relating to their functions as enforcement authorities. This report provides an overview of car parking and enforcement services allowing the Council to reflect upon its performance of parking provision for its customers.

This report also provides the opportunity to share key items that the Parking Services team have been working towards over the last 12 months.

- Upgrading of pay and display machines, accepting coin and debit/credit card in all our car parks
- The development of digital season tickets (implemented from October 2023)
- Increasing the number of Electric Vehicle charge points in our car parks



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](#)

Civil Enforcement Officers patrol our car parks 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](#).

Our Car Parks

We operate 20 car parks with 1,580 spaces across the district.

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

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

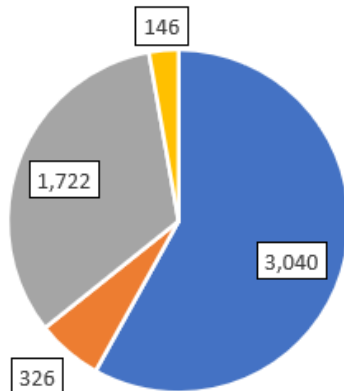
- Improving public perception in parking standards
- Shaping the direction of the parking sector
- Supporting the development of sustainable practices and initiatives that aim to improve air quality, reduce emissions and have a positive impact on our environment
- Promoting the adoption of common standards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



Enforcement Performance

The following tables and charts provide a summary of various performance measures for the year 1 **April 2022 to 31 March 2023**. In total there were **5,234 separate car park patrol visits** carried out by the civil enforcement teams across the district, **2,401** Penalty Charge Notices (PCNs) issued along with 1,308 hours of Civil Enforcement Officer patrol time.

Patrol Visits



■ Sudbury ■ Chelmondiston ■ Hadleigh ■ Lavenham



Car Park	Patrol Visits	Total PCNs Issued	Total Patrol Hours (hh:mm)
Sudbury			
Ballington Car Park	191	12	06:33:04
Girling St Car Park	515	223	111:33:00
Gt Eastern Road Car Park	474	150	121:16:59
Mill Lane Car Park	205	16	10:18:16
North St Car Park	364	261	86:18:26
Station Road Car Park	576	747	223:58:44
Station Road Lorry Park Car Park	52	0	01:22:29
Stour St Car Park	93	0	01:33:09
The Station Car Park	506	365	129:52:49
Quay Lane Car Park	64	0	03:06:00
Lavenham			
Prentice St Car Park	54	0	01:15:06
The Cock Inn Car Park	92	6	15:28:03
Chelmondiston			
Pin Mill Car Park	326	97	182:23:00
Hadleigh			
High Street Car Park	327	103	96:29:00
Magdalen Road Car Park (Long Stay)	440	111	117:59:00
Magdalen Road Car Park (Short Stay)	444	206	97:54:00
Maiden Way Car Park	228	37	39:04:00
Stonehouse Road Car Park	50	5	16:26:00
Toppesfield Hall Car Park	233	62	45:31:00
TOTAL	5,234	2,401	1308:22:05

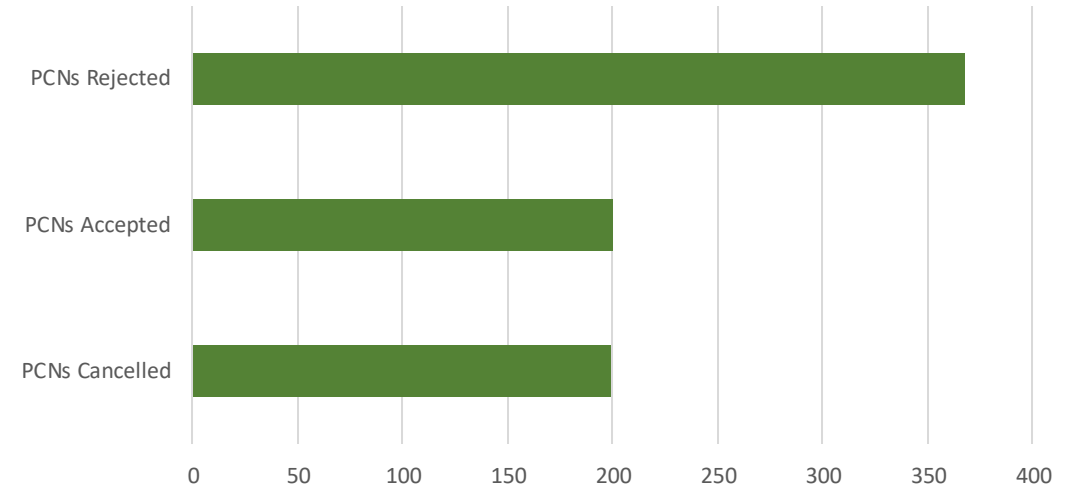
Penalty Charge Notice (PCN), Appeals and Cancellations

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 Traffic Management Act 2004 provides statutory grounds on which a PCN can be challenged, mitigating circumstances should be considered, and the process that must be followed.

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

PCN Challenges



Total PCNs issued in 2022/23 – 2,401

PCNs challenged - 568

Of those PCNs challenged, **200** were accepted due to mitigating evidence submitted

PCN challenges rejected - 368

PCNs cancelled - 199



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 off-set the cost of the full parking function.

Below is a financial summary for the Civil Parking Enforcement function for 2022/23.

Financial Summary	
Expenditure inc employee costs	£86,095
Income from Penalty Charge Notices	£58,957
Net expenditure / cost of running off street Civil Parking Enforcement	£27,138

The chart below shows the financial performance of Civil Parking Enforcement for the past 3-years.



Civil Enforcement Officer Testimonials

- *Members of the public are friendly and generally happy to see members of the Civil Enforcement team performing their daily duties.*
- *The pay and display machines are easy to use and help the Civil Enforcement team identify any potential operational issues before they happen, such as replacing ticket rolls.*
- *The parking app, MiPermit and the use of virtual season tickets works well across Babergh's car parks.*
- *Educating drivers is always the preferred option, issuing a Penalty charge Notice is a last resort.*



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