

Sevenoaks District Council

ANNUAL PARKING REPORT

2016/17

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Chief Officer Environmental and Operational Services



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1. Introduction

- 1.1 Sevenoaks District Council (SDC) operates off-street public car parks in towns and villages across the District.
- 1.2 Under an Agency Agreement with Kent County Council, the Highway Authority, SDC implements and operates on-street parking schemes.
- 1.3 Under the same Agency Agreement, SDC carries out enforcement of on-street enforcement of parking restrictions, at the same time as it carries out off-street parking enforcement in its own car parks.

2. Car Parks

2.1 Pay and display car parks operate in the following locations:

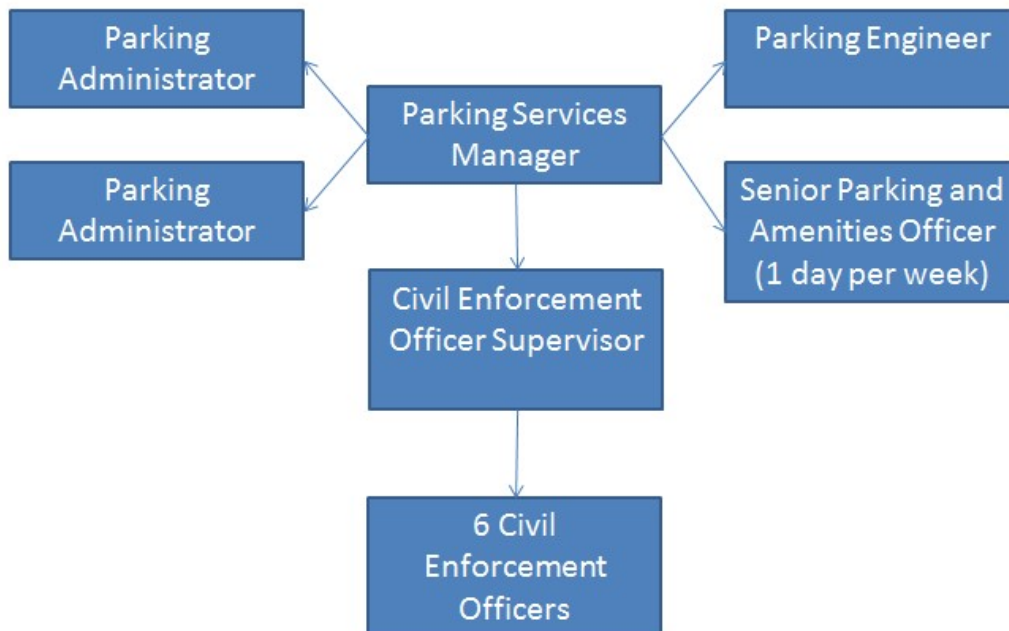
- Sevenoaks (town centre) 896 spaces
 - Blighs 205 spaces
 - Buckhurst 1 40 spaces
 - Buckhurst 2 285 spaces
 - South Park 145 spaces
 - Suffolk Way 221 spaces
- Sevenoaks St Johns Hill 86 spaces
- Sevenoaks Station 430 spaces
- Swanley 162 spaces
- Westerham 145 spaces

2.2 "Free" car parks operate in the following locations:

- Eynsford 21 spaces
- Sevenoaks Council Offices (weekends) 146 spaces

3. The Parking Services Team

3.1 The Parking Services Team consists of:



3.2 The Civil Enforcement Officer Supervisor oversees the day to day operation of car parks and parking enforcement.

3.3 The Parking Administration back office function:

- monitors income
- considers parking appeals
- administers debt recovery
- processes resident permit and season ticket applications

3.4 The Parking Engineer:

- considers requests for resident parking schemes
- carries out informal and formal parking consultations
- provides general support to the Parking Services Manager

4. Resident Parking

4.1 Under the Agency Agreement with KCC, SDC considers requests from residents for parking schemes to help protect resident parking and parking for visitors and short-term parkers.

4.2 The implementation of resident parking entails a statutory process:

- Feasibility Survey and initial design
- Informal Consultation on initial design
- Detailed design
- Formal Consultation on detailed design
- Consideration of objections
- Report to the Joint Transportation Board
- Order Making
- Implementation in including installing signs and lines and processing Resident Permit Applications
- Review (after 6-12 months)

4.3 Under resident parking arrangements residents can apply for and use an annual Resident Parking Permit, they can buy Visitor Vouchers to accommodate their guests.

4.4 SDC operates on-street Resident Parking Schemes in:

- Edenbridge
- Sevenoaks
- Shoreham
- Swanley
- Westerham

4.5 Some areas by Sevenoaks town and station have non-resident permits. Providing on street parking for local workers and commuters, optimising kerbside parking through the day.

5. On-Street Pay and Display

5.1 SDC provides on-street pay and display parking in the following locations:

- Halstead (Knockholt station) 105 spaces
- Sevenoaks (town centre) 62 spaces
- Sevenoaks (The Vine/Plymouth Drive) 62 spaces
- Sevenoaks (St Botolphs Road) 85 spaces
- Sevenoaks (Morewood Close) 40 spaces

- Swanley (Goldsel Road/Azalea Drive) 81 spaces
- Westerham (centre) 96 spaces

5.2 “Free” Limited Wait on-street parking bays are provided at various locations across the District. Some areas have “dual use” resident and limited wait bays, maximising parking capacity.

5.3 In addition to pay and display parking on and off street, SDC operates a “cashless” parking service in a partnership with Parkmobile.

6. Season Tickets

6.1 SDC sells season tickets for its off street car parks, generally to workers in the town centre and commuters at railway stations.

7. Parking Enforcement

7.1 Parking enforcement helps to:

- Manage the way that car parks and on-street parking bays are used, encouraging a turnover of vehicles that provides essential support to local economies.
- Prevent danger and obstruction caused by illegal and inconsiderately parked vehicles.
- Protect residential parking close to town centres and close to railway commuter stations.
- Protects blue badge parking.
- Maintains revenue from pay and display parking.

7.2 SDC deploys 7 Civil Enforcement Officers (CEOs) who carry out regular patrols across the District, Monday to Saturday and on a number of Sundays and on Bank Holidays through the year.

7.3 CEOs patrol car parks and on-street locations seamlessly. They are required to issue a Penalty Charge Notice (PCN often still referred to as a parking ticket) to any vehicle that is illegally parked.

7.4 CEOs are trained to a high standard in the law relating to parking enforcement and customer services. They are not rewarded in relation to the number of parking tickets they issue.

8. Penalty Charge Notices

8.1 Issuing and administering parking tickets, now known as Penalty Charge Notices (PCNs) is a legal process governed by statute.

- Lower and higher rates apply depending on the seriousness of the parking contravention, the penalty is £50 for a lesser contravention, £70 for a more serious contravention.

- A list of typical higher and lower contraventions is attached as Appendix B.
- PCNs are reduced by 50% if paid promptly.
- PCNs can be served in the post if the CEO is prevented from issuing the PCN at the time.
- Supporting evidence including photographs are recorded when the PCN is issued. Video footage can also be recorded using a video badge worn by the CEO.
- The PCN is the responsibility of the vehicle owner/keeper, not the driver at the time the PCN was issued.

9. Appeals

9.1 If the vehicle keeper believes that a PCN has been issued unfairly or that there are circumstances that justify its cancellation they have access to three stages of appeal:

- “Informal” - they can appeal immediately after the PCN has been issued.
- “Formal” - if after 28 days the PCN has not been cancelled or paid SDC serves a “Notice to Owner” on the owner of the vehicle (normally the Registered Keeper according to DVLA records).
- to the Traffic Penalty Tribunal - this is a statutory body set up to consider parking appeals. Adjudicators who consider the appeal are trained barristers and solicitors. The adjudicator’s decision is binding on both SDC and the appellant.

9.2 The process is outlined in a document produced by the Traffic Penalty Tribunal, which is attached as Appendix A.

9.3 To improve customer access to the appeals process these can be accepted by: hand, post, online and by e mail. Photographs recorded by the CEO are available to view online.

9.4 In the interest of consistency, fairness and transparency KCC and the Kent Borough and District Councils subscribe to a set of guidelines for carrying out enforcement and considering parking appeals.

10. Items of Note

10.1 In August 2016 the Council closed Bradbourne car park, Sevenoaks, to enable the development of a multi decked car park on the original car park site. The car park was completed in April 2017.

10.2 In April 2017 the Council closed its Sennocke car park to make way for the development of a hotel on the site, Sennocke customers then transferred to the new Bradbourne car park.

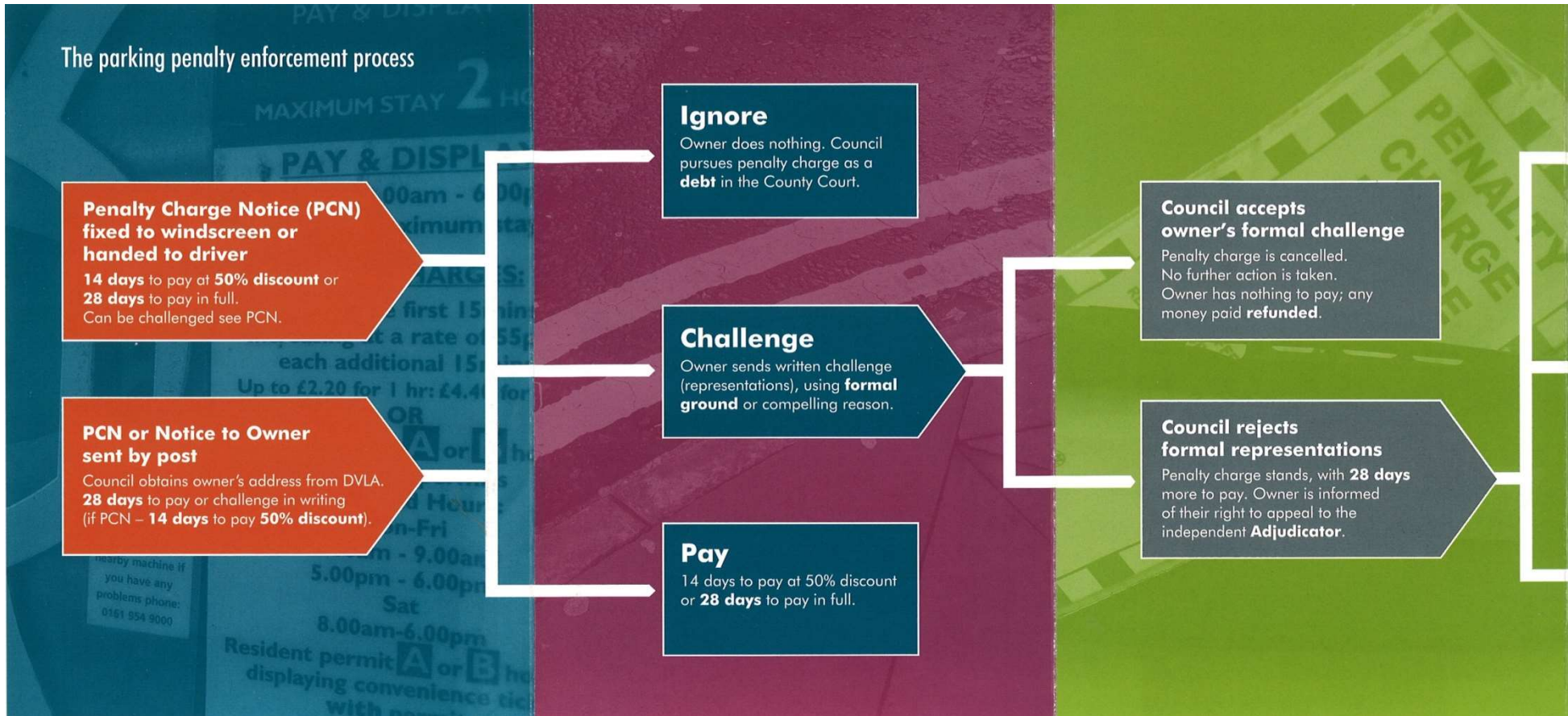
- 10.3 A temporary car park was opened in Morewood Close, Sevenoaks, to accommodate some of the parking displaced from Bradbourne.
- 10.4 Sevenoaks District Council surrendered the operation of the 40 space “free” Kemsing public car park to Kemsing Parish Council.

11. Finance

- 11.1 The income and expenditure figures for the On-street and Car Parks accounts are shown in Appendix D.
- 11.2 The combined account for on and off-street parking enforcement shows a net income of £543,511 for the year.
- 11.3 The spending of any surplus from the on-street account will be discussed and agreed with the County Council in accordance with the terms of the Agency Agreement and current legislation.
- 11.4 The car parks provision and operations account shows a net income of £1,580,286 for the year.

For any queries of for further information please contact:

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Sevenoaks District Council
Council Offices
Argyle Road
Sevenoaks
Kent TN13 1HG
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APPENDIX A - THE PARKING PENALTY ENFORCEMENT PROCESS



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APPENDIX B

EXAMPLES OF HIGHER LEVEL CONTRAVENTIONS

Parked in a restricted street during prescribed hours

Parked in a designated disabled person's parking place without clearly displaying a valid disabled person's badge

Parked or loading/unloading in a restricted street where waiting and loading/unloading restrictions are in force

Parked in a residents' or shared use parking place without clearly displaying either a permit or voucher or pay and display ticket issued for that place

Parked in a permit space without displaying a valid permit

Parked in a parking place or area not designated for that class of vehicle

Parked in a loading place during restricted hours without loading

Vehicle parked more than 50 cm. from the edge of the carriageway and not within a designated parking place

Parked adjacent to a dropped footway

Parked in a parking place designated for police vehicles

Parked on a taxi rank

Stopped on a restricted bus stop/stand

Stopped in a restricted area outside a school

Parked in a permit bay without clearly displaying a valid permit

EXAMPLES OF LOWER LEVEL CONTRAVENTIONS

Parked without clearly displaying a valid pay & display ticket

Parked after the expiry of paid for time

Parked without payment of the parking charge

Parked in a resident's parking space without clearly displaying a valid residents parking permit

Parked in a residents' or shared use parking place displaying an invalid permit, an invalid voucher or an invalid pay & display ticket

Not parked correctly within the markings of the bay or space

Parked for longer than permitted

Parked without payment of the parking charge

Parked for longer than the maximum period permitted

APPENDIX C – PCNS ISSUED

Off Street PCNs	
PCNs issued for parking contraventions:	7,396
PCNs paid within 14 days:	3,958
PCNs paid after 14 days but before charge certificate:	705
PCNs paid after charge certificate served:	148
Charge Certificates issued:	483
On Street PCNs	
Number of PCNs issued for parking contraventions:	7,109
Number of PCNs paid within 14 days:	4,495
Number of PCNs paid after 14 days but before charge certificate:	629
Number of PCNs paid after charge certificate served:	111
Charge Certificates issued:	517

APPENDIX D - INCOME AND EXPENDITURE

2016/17	1 On-Street Parking & Enforcement (£)	2 Car Parks Enforcement (£)	3 Combined Enforcement Account (1 + 2) (£)	4 Car Parks Provision & Operations (£)
Salaries	266,258.37	118,623.00	384,881.37	53,824.85
Transport	12,816.43	8,544.25	21,360.68	0.00
Maintenance	2,009.99	1,904.66	3,914.65	118,294.30
Supplies & services	136,436.87	16,695.85	153,132.72	57,866.09
Property	0.00	0.00	0.00	284,127.89
Total Expenditure:	417,521.66	145,767.76	563,289.42	514,113.13
Parking waivers	-15,004.00	0.00	-15,004.00	-354.00
Pay & display charges	-595,491.45	0.00	-595,491.45	-1,805,362.33
Penalty charge notices	-289,903.21	-63,853.96	-353,757.17	0.00
Permits	-142,547.96	0.00	-142,547.96	-284,638.17
Rent	0.00	0.00	0.00	-4,045.28
Total Income:	-1,042,946.62	-63,853.96	-1,106,800.58	-2,094,399.78
Balance (net income):			-543,511.16	-1,580,286.65