

# **Babergh District Council**

## **Civil Parking Enforcement (off street)**

### **Annual report - 2023/24**



## Introduction

Welcome to Babergh District Councils Annual Off-Street Parking Report for the period 1 April 2023 to 31 March 2024.

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](#).

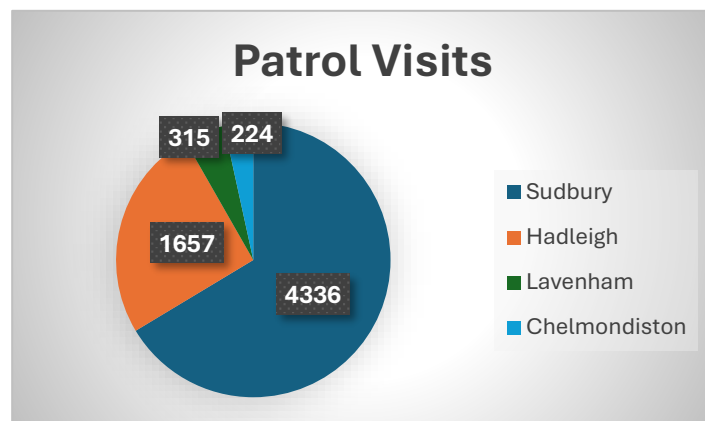
### Enforcement Performance

Chart 1 and Table 1 provide a summary of performance measures for the year 1 April 2023 to 31 March 2024.

In total, there were **6,532** separate car park patrol visits carried out by the civil enforcement teams across the district, **3,674** Penalty Charge

Notices (PCNs) issued along with **1,407** hours of Civil Enforcement Officer patrol time.

**Chart 1**



**Table 1**

Car Park	Patrol Visits	Total PCNs issued	Total Patrol Hours
<b>SUDBURY</b>			
Ballingdon Street	272	16	5
Girling Street	586	275	99
Great Eastern Road (Roys)	900	377	198
Mill Lane	317	24	7
North Street	885	945	227
Station Road	729	925	245
Stour Street	124	1	1
The Station	523	446	127
<b>LAVENHAM</b>			
Prentice Street	107	1	2
Cock Horse Inn	208	66	31
<b>CHELMONDISTON</b>			
Pin Mill	224	85	140
<b>HADLEIGH</b>			
High Street	363	120	86
Magdalen Road	804	284	184
Maiden Way	231	33	21
Stonehouse Road	31	8	4
Toppesfield Hall	228	68	32
<b>TOTAL</b>	<b>6,532</b>	<b>3,674</b>	<b>1,409</b>

## 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.

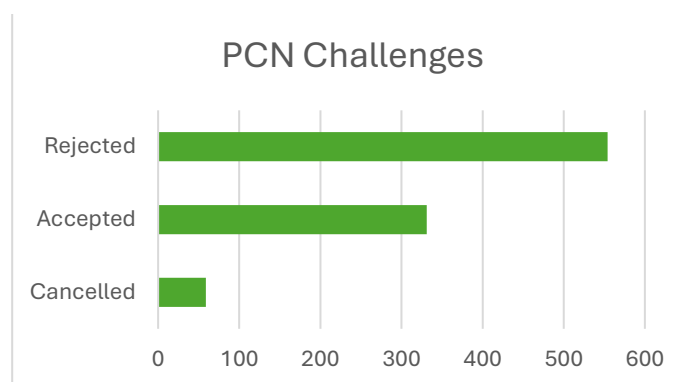
The level of charges, designed and set by central government, reflects the severity of the contravention.

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 Central Processing Unit.

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	<b>3,674</b>
PCNs challenged	<b>885</b>
Of PCNs challenged, number accepted due to mitigating evidence submitted	<b>331</b>
PCN challenges rejected	<b>554</b>
PCNs cancelled	<b>59</b>



## Babergh District Council Car Parks

Babergh District Council operates 17 'off-street' car parks with 1,265 spaces across the district under a 'Pay and Display' charging system. The council also offers a period of free parking at a number of car parks throughout the district.

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



We hold a current membership to the British Parking Association [www.britishparking.co.uk](http://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 2023/24

- New Electric Vehicle charging bays installed in North Street Car Park, Sudbury and Cock Inn Car Park, Lavenham.
- Digital Season Tickets launched, providing customers with more flexibility.
- Mill Lane Car Park in Sudbury converted to 'Residents Only', with a digital permit scheme in operation.
- Landscaping repairs completed in Magdalen Road Car Park, Hadleigh.





## 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.

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 2023/24, and Chart 3 shows the previous 3-years' net expenditure performance for CPE.

**Table 3**

Financial Summary 2023/24	
Expenditure inc employee costs	£94,194
Income from PCNs	£92,233
<b>Net expenditure – cost of running off-street CPE</b>	<b>£1,961</b>

**Chart 3**



## 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.*

*We're looking forward to the new style of tariff board being installed in every car park. Customers will find them easy to understand.*

*The parking app, MiPermit, and the use of virtual season tickets works well across the car parks.*

*The launch of the Mill Street permit scheme went well, and residents understand how the system works*

