



Fylde Council Annual Parking Report 2020/21

Technical Services Section

Fylde Council Annual Parking Report 2020/21

Financial and Statistical Information

1 Introduction

Welcome to Fylde Council's Annual Parking Report for 2020/21. This report sets out the off-street parking provision that is provided by the Council and details information relating to income and expenditure plus enforcement statistics associated with the provision of this service.

Throughout the year the main influencing factor on the operation of the car parks was the impact of the Covid pandemic. From late March through to mid-May the Country was in full lockdown. Although the car parks were officially operational during this period, income was very low as customers stayed at home as per government instruction and car park enforcement was ceased. Through April, as government guidance adjusted to allow daily exercise close to home, some criticism was received from residents that overlooked coastal car parks that they were not closed. However, in consultation with the Police, it was decided that the car parks should remain open.

As lockdown restrictions eased and more people visited the coast, social distancing floor markings were added to all car parks and, as enforcement was restarted from mid-May, all machines were cleaned by enforcement officers as they patrolled each site. From Mid-May through to October use of the car parks was high, in part due to good weather but also as a response to visitors wanting to take advantage of being allowed to leave the areas that they lived in and, as foreign travel dropped, more people were taking 'stay-cations'. In July a pay-by-phone option was introduced to the car parks as a way Covid-safe way of paying for parking without touching the payment machines and to complement the options of paying by cash and card.

Following completion of the Fairhaven to Church Scar sea defences, Stanner Bank and St Paul's Avenue car parks reopened to the public from July. Due to a delay with integrating card payments with the new barrier system on Stanner Bank Car Park, payments for parking started in September when the barrier system was put into operation. At the end of September Wood St Car Park reopened following an improvement scheme led by the Council's Regeneration team.

As part of the improvement works to Stanner Bank and Wood St car parks, complete new signage, based on the style adopted on the Town Hall Car Park when it was improved in 2019, was introduced. As part of the coastal signage strategy to improve the condition of signage, tariff boards on North Beach, Fairhaven Road and Swimming Pool car parks were replaced with the new design during September. Towards the end of the year the process to replace and consolidate all secondary signage that still displayed the old Council logo was started.

In November a Covid testing station was established on Fairhaven Road car park, occupying a significant area including the coach bays. Horse box permit holders were contacted to advise to avoid using this car park due to the reduced area and encouraged to only use North Beach Car Park.

During the Autumn further Covid restrictions were imposed through the integration of the tier system which reduced the number of visitors, particularly to the town centres. A period of lockdown was imposed throughout November with a further lockdown from the end of December until March. A government grant was received to partially compensate for the periods of lost income throughout the year.

During 2020/21 Fylde Council owned and operated 16 car parks spread over Lytham St Annes. Of these 16, 2 were free to use and 14 were charged via pay and display. The car parks comprise a total of 1,320 spaces made of 157 free spaces (88 disabled bays and other designated bays including general parking and reserved bays) and 1,163 charged spaces. Further details of the Council's car parks can be found on the Council's website www.fylde.gov.uk/resident/parking/car-parks.

Fylde Council aim to meet or exceed the Department for Transport's suggested guidelines on the number of spaces that should be allocated on each car park for use by those with physical mobility issues as set out in their [Inclusive Mobility best practice guide](#). Three hours free parking is provided to blue badge holders when parked within designated disabled bays and displaying a parking clock. Further time beyond the 3 hours can be purchased. However, if no designated disabled bays are available then blue badge holders are required to pay if they choose to park in a standard bay.

All Fylde Council owned and operated car parks are enforced under the Traffic Management Act 2004 and the Road Traffic Regulation Act 1984 and subsequent amendments. A copy of Fylde Council's Traffic Regulation Order and amendments under which the car parks are enforced can be found in the Traffic Penalty Tribunal's library - <http://tro.parking-adjudication.gov.uk/>

Fylde Parking Services is led by the Fylde Car Park Strategy, which was formally updated in November 2019. This includes aims, objectives and policies for the service to follow. It also includes targets for the service to be monitored against. These targets, along with the performance against them for 2020/21, are as follows:

T1 Meet budget expectations (within 5% of original estimate)

	Original estimate (£)	Actual (£)	% difference
Off-street penalty charges	40,000	29,215	-26.96
Pay & display income	679,278	424,153	-37.56
Permit sales	12,050	26,275	+118.05

Income from penalties and pay and display income dropped as a result of Covid restrictions at different periods throughout the year. Permit sales significantly exceeded expectations.

T2 Response times for both pre Notice to Owner (NtO) Challenges and post Notice to Owner Representations (at least 90% with acknowledgement within 5 working days and full response within 10 working days)

	Total	Response time within	% difference
Responses to Pre NtO Challenges	334	277	82.93
Responses to post NtO Representations	27	20	74.07

Responses to representations were below targets.

T3 The number of cases going to the Traffic Penalty Tribunal (no more than 5 per year)

In 2020/21 4 PCNs that were issued during that period were subsequently referred to the Traffic Penalty Tribunal.

2 Financial Performance

2.1 Section 55 (Parking Enforcement Accounts)

As a local authority which operates Civil Parking Enforcement (as an 'Enforcement Authority') with regards to its own off-street parking provision the Council is required to keep an account of all of its income and expenditure in connection with its off-street enforcement activities. These finances are governed by Section 55 (as amended) of the Road Traffic Regulation Act 1984. The legislation sets out provisions for dealing with any deficits or surpluses in the account at the end of the financial year. Any deficit is to be made good out of the authority's general fund, whilst a surplus can either be carried forward in the account to the next financial year, or it can be appropriated to the carrying out of a specific project for one of the following purposes:

1. The making good to the general fund of any amount charged to it for the making good of a deficit in the parking account in the 4 years immediately preceding the financial year in question.
2. Meeting all or any of the cost of the provision and maintenance by the local authority of off-street parking accommodation.
3. If it appears to the local authority that the provision in their area of further off-street parking accommodation is unnecessary or undesirable, the following purposes:
 - (i) Meeting costs incurred, whether by the local authority or by some other person, in the provision or operation of, or of facilities for, public passenger transport services, and
 - (ii) The purposes of a highway or road improvement project in the local authority's area.

As Fylde Borough Council is not the local highway or transport authority it is unlikely that any surplus in enforcement revenue would be used for 3(i) or 3(ii) above.

The Council's parking account during 2020/21 performed as follows:

**Report on Fylde Borough Council's Parking Account
(kept under Section 55 of the Road Traffic Regulation Act 1984 - as amended)
for the financial year ending 31st March 2021**

	2016/17 (£)	2017/18 (£)	2018/19 (£)	2019/20 (£)	2020/21 (£)
Income					
Off-street penalty charges	44,269	41,828	49,281	41,648	29,215
Covid 19 grant support					7,036
Total Income	44,269	41,828	49,281	41,648	36,251
Expenditure					
CEO Time and Notice Processing Costs	44,030	48,019	49,847	46,502	47,545
Patrol and TEC Costs	1,079	1,115	850	1,160	888

Transport	4,312	3,532	3,421	6,708	4,980
Additional Enforcement Costs (phones, stationery etc...)	167	337	678	298	144
Service recharges	37,224	36,303	29,629	32,344	24,777
Total Expenditure	86,812	89,306	84,425	87,012	78,334
Total Surplus/Deficit	-42,543	-47,478	-35,144	-45,364	-42,083

The deficits in the parking accounts were funded from the Council's General Fund.

2.2 Off-Street Parking (Car Parks)

Income from off-street parking charges and expenditure on the purchase, maintenance, running and repair of off-street sites are not subject to Section 55 of the 1984 Act (although some of those expenditures can be funded from an end of year surplus in the Section 55 account). The Council's financial performance with regards to off-street parking during 2020/21 was as follows:

Report on Fylde Borough Council's off-street parking income and expenditure for the financial year ending 31st March 2021

	2016/17 (£)	2017/18 (£)	2018/19 (£)	2019/20 (£)	2020/21 (£)
Income					
Pay & display income	631,125	602,314	678,100	640,593	424,153
Contribution for maintenance of 3 rd party car park	2,417				
Permit sales	21,680	22,220	22,983	21,750	25,030
Dispensations	268	2,527	263	82	1,245
Covid 19 grant support					166,516
Total Income	655,490	627,061	701,346	662,425	605,676
Expenditure					
Premises (maintenance and equipment)	47,646	45,894	44,100	43,600	54,754
Supplies and Services	11,897	11,398	14,573**	19,262**	18,771
Service recharges	83,279	87,420	91,401	102,705	97,960
Capital Charges	16,030	12,700	8,414	12,700	12,697
Business Rates	83,911	81,354	70,010***	77,799	79,067
Fee Refunds/Income share	23,921	20,092	19,001	18,811	2,541
Capital Works	28,895	*	60,000	20,000	50,000****
Total Expenditure	295,579	258,858	307,499	294,877	315,790
Total Surplus	359,911	368,203	393,847	367,548	289,886

*Capital budget of £30,000 was deferred from 2017/18 to 2018/19. The £60,000 in 2018/19 was contribution from the car park capital budget towards the redevelopment of the Town Hall exterior, including car park, which totalled £204,867.

**Increase in costs associated with additional ongoing charges related to card payments

***Reduction in business rates a result of no longer operating Kirkham car parks (saving £8,108) and a rebate of £5,798 related to Kirkham car parks from 2017/18.

****Additional capital budget towards the cost of installing the barrier system at Stanner Bank Car Park. Additional costs incurred in 2019/20 and 2020/21 for the renovation of the car park through the Fairhaven coastal protection scheme and Fairhaven public realm scheme.

The surplus funds raised through the provision of off-street parking facilities are used to off-set the costs to the Council of providing services to the public (such as parking enforcement deficit, refuse collection and waste recycling, street cleansing, tourism services, parks maintenance, housing services etc.). Without these surplus funds, those costs would have to be met through Council Tax.

3 Statistical performance

3.1 Penalty Charge Notices Issued

There is a national list of the parking contraventions for which Civil Enforcement Officers (CEOs) are empowered to issue Penalty Charge Notices (PCNs). Below is a table giving a detailed breakdown of the numbers of PCNs which the Council's CEOs issued in respect of each type of contravention applicable to car parks during 2020/21. Figures for previous years have been included for comparison purposes. Individual contravention codes that are subject to the higher or lower rates of penalty charge are shown. Higher rates are set at £70 (£35 if paid within 14 days) while lower rates are set at £50 (£25 if paid within 14 days).

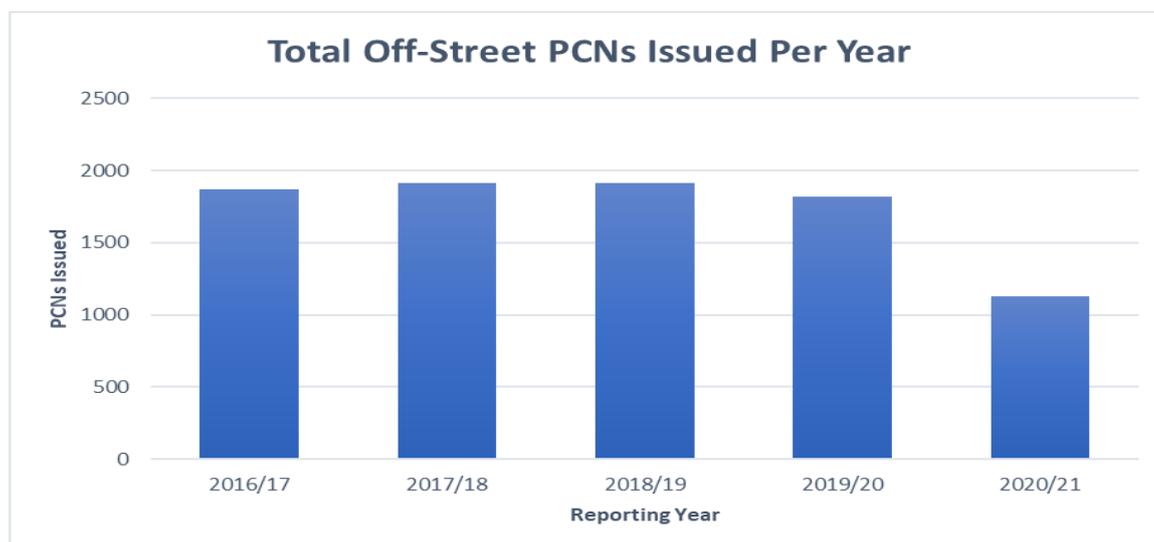
Number of Penalty Charge Notices Issued For Each Contravention Type

Off-Street (car park) Parking Contraventions						
Code	Contravention Description	PCNs 2016/17	PCNs 2017/18	PCNs 2018/19	PCNs 2019/20	PCNs 2020/21
73 (Low)	Parked without payment of the parking charge	0	0	3	0	1
80 (Low)	Parked longer than the maximum period permitted	2	5	5	8	6
81 (High)	Parked in a restricted area in a car park	14	3	7	66	88
82 (Low)	Parked after the expiry of paid for time	314	408	291	295	92
83 (Low)	Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock	1,192	1,248	1,369	1,226	771
85 (High)	Parked in a permit bay without clearly displaying a valid permit	69	24	30	22	32
86	Not parked correctly	76	59	58	78	41

(Low)	within the markings of a bay or space					
87 (High)	Parked in a disabled person's parking space without clearly displaying a valid disabled person's badge	182	154	136	107	63
89 (High)	Vehicle parked exceeds maximum weight and/or height and/or length permitted in the area	0	0	0	1	1
91 (High)	Parked in a car park or area not designated for that class of vehicle	16	12	12	12	35
92 (High)	Parked causing an obstruction	0	0	0	2	0
94 (Low)	Parked in a pay & display car park without clearly displaying multiple valid pay and display tickets when required	2	0	0	0	1
	Number of higher rate off-street PCNs issued	281	193	185	210	219
	Number of lower rate off-street PCNs issued	1,586	1,720	1,726	1,607	912
	Total number of off-street PCNs issued	1,867	1,913	1,911	1,817	1131

Total Off-Street PCNs Issued Per Year

Reporting Year	2016/17	2017/18	2018/19	2019/20	2020/21
PCNs Issued	1,867	1,913	1,911	1,817	1,131



There was a significant drop in the number of PCNs issued in 2020/21 compared to previous years, predominantly as a result of Covid restrictions resulting in no enforcement until late May and deterring visitors through various periods of the year

3.2 Progression of PCNs

The following table details the ways in which PCN cases had progressed as of January 2021.

Progression of cases	2016/17	2017/18	2018/19	2019/20	2019/20
Total number of PCNs issued	1867	1913	1911	1817	1131
PCNs paid at 50% Discount	1204 (64.49%)	1273 (66.54%)	1214 (63.53%)	1110 (61.09%)	709 (62.69%)
PCNs paid at full amount (before issue of Charge Certificate)	126 (6.75%)	125 (6.53%)	115 (6.02%)	130 (7.15%)	72 (6.37%)
PCNs paid after issue of Charge Certificate (full amount + 50%)	91 (4.87%)	85 (4.44%)	71 (3.72%)	81 (4.46%)	48 (4.24%)
Total PCNs paid	1421 (76.11%)	1483 (77.52%)	1400 (73.27%)	1321 (72.70%)	829 (73.30%)
<i>Number of Pre NtO Informal Challenges</i>	597	567	714	639	407
Number of Informal Challenges resulting in PCN cancellation	358 (19.18%)	339 (17.72%)	394 (20.62%)	401 (22.07%)	221 (19.54%)
<i>Number of Post NtO Formal Representations</i>	110	78	80	82	52
Number of Formal Representations resulting in PCN cancellation	11 (0.59%)	11 (0.58%)	12 (0.63%)	16 (0.88%)	9 (0.80%)
<i>Number of TPT Appeals</i>	2	2	7	3	4
Number of TPT appeals resulting in PCN cancellation	2 (0.11%)	2 (0.11%)	4 (0.21%)	2 (0.11%)	2 (0.18%)
Number of PCNs cancelled for other reasons (eg owner untraceable, enforcement agent unable to collect etc...)	75 (4.02%)	78 (4.08%)	96 (5.02%)	58 (3.19%)	42 (3.71%)
Total PCNs cancelled	446 (23.89%)	430 (22.48%)	506 (26.48%)	477 (26.25%)	272 (24.05%)
Total PCNs outstanding (still to pay or be cancelled)	0 (0%)	0 (0%)	5 (0.25%)	19 (1.05%)	30 (2.65%)

Of the PCNs that are issued each year, between 70% and 80% are paid. Of those that are paid the vast majority do so within 14 days of the PCN being issued to take advantage of the discount period. 22% to 27% of issued PCNs are cancelled, the majority as a result of an Informal Challenge within 28 days of the PCN being issued.

Historically the main reasons for PCNs being cancelled is due to common issues such as tickets blowing over (so enforcement officers are unable to view valid tickets) or blue badge holders forgetting to

display/set their clocks on arrival. Since 2018, when card payments were introduced, additional cancellations have occurred when customers have not realised payments have not been fully processed which results in a void payment ticket being produced and displayed by customers in place of valid tickets. With the introduction of the pay-by-phone option in June 2020 Additional user errors have occurred (such as inputting incorrect registration details or locations) resulting in further cancellations.

4 Adjudication cases

A motorist who has had their challenge against a PCN rejected by the Council has the right to appeal against that decision to an Adjudicator at the Traffic Penalty Tribunal (TPT). The TPT is an independent tribunal whose impartial, independent Adjudicators are lawyers who have been appointed to consider and decide upon appeals against parking penalties.

For PCNs issued during 2020/21 4 cases were registered by TPT for adjudication, equal to 0.35% of all PCNs issued during the year. Of these 2 were dismissed (ie in favour of Fylde Council) and 2 were allowed (ie in favour of the appellant).

Adjudicator's reports for previous years can be accessed on the tribunal's website www.trafficpenaltytribunal.gov.uk/downloads. These reports provide information for each local area as well as an assessment of any changes that have occurred over the previous year which impacts on parking enforcement and the decisions that adjudicators may make.



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