

NON-CONFIDENTIAL



Borough of Tamworth

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TAMWORTH LOCAL PARKING COMMITTEE

21 March 2012

Dear Councillor

A Meeting of the **Tamworth Local Parking Committee** will be held in **Committee Room 1 Marmion House, Lichfield Street, Tamworth on Wednesday, 28th March, 2012 at 6.00 pm**. Members of the Committee are requested to attend.

Yours faithfully

A handwritten signature in black ink, appearing to be 'A. D. S.', written over a circular stamp or mark.

A G E N D A

NON CONFIDENTIAL

- 1 Apologies**
- 2 Minutes of the Previous Meeting** (Pages 1 - 4)
- 3 Election of Chair and Vice Chair**
(Staffordshire County Council Chair, Tamworth Borough Council Vice Chair)
- 4 Declarations of Interest**

To receive any declarations of Members' interests (personal and/or personal and prejudicial) in any matters which are to be considered at this meeting.

When Members are declaring a personal interest or personal and prejudicial interest in respect of which they have dispensation, they should specify the nature of such interest. Members should leave the room if they have a personal and prejudicial interest in respect of which they do not have a dispensation.

5 Staffordshire Joint Parking Board 13 December 2011

Reports for information – all Committee Members are asked to note all papers and minutes are available to view on Staffordshire County Council's Website including the annual report for Tamworth Borough Council, <http://moderngov.staffordshire.gov.uk/ieListMeetings.aspx?CommitteId=204>

6 Civil Parking Enforcement Progress and Performance Report for the Period 1 September - 29 February 2012 (Pages 5 - 8)

Report of the District Nominated Officer

7 Update on the Residents Parking Zone - West Street/Albion Street Area

Verbal Update of the Community Highway Liaison Manager (East Staffordshire, Lichfield and Tamworth)

8 Update on the Traffic Regulation Order Programme and New Requests for Priority Consideration

- Works completed/in progress
- Planned and project work

Verbal update report of the Community Highway Liaison Manager (East Staffordshire, Lichfield and Tamworth)

9 Update on the Ziggy and Zaggy Campaign at Tamworth Schools

Verbal update of the Neighbourhood Services Manager

10 Dates of Next Meetings

Consideration of meeting frequency

People who have a disability and who would like to attend the meeting should contact Democratic Services on 01827 709264 or e-mail committees@tamworth.gov.uk preferably 24 hours prior to the meeting. We can then endeavour to ensure that any particular requirements you may have are catered for.

To Councillors



MINUTES OF A MEETING OF THE TAMWORTH LOCAL PARKING COMMITTEE HELD ON 7th SEPTEMBER 2011

PRESENT: Councillor R Pritchard (Chair), Councillors S Claymore, M Oates and K Norchi
County Councillor M Oates

The following officers were present: Andrew Barratt (Deputy Director (Assets and Environment)), Joanne Sands (Neighbourhood Services Manager) and Larry Phillips (Car Parks & CCTV Supervisor), C Thomas and R Rayson

1 APOLOGIES

Apologies were received from Councillors B Beale, L Bates and J Wells.

2 MINUTES OF THE MEETING HELD ON THE 9TH MARCH 2011

The minutes were signed as a true copy with the following amendment –
Apologies were recorded from Councillors M Oates and Mary Oates.

3 DECLARATIONS OF INTEREST

None.

4 STAFFORDSHIRE JOINT PARKING BOARD 26TH JULY 2011

The reports presented were noted by the committee.

An overview of the Civil Parking Process and the role of the Joint Parking Board and Local Parking Committee was given by Mr A Barratt for new members present.

5 PROGRESS REPORT FOR CIVIL PARKING ENFORCEMENT AT TAMWORTH TO JULY 2011

Mr Barratt presented a progress report on civil enforcement in Tamworth to 31 July 2011.

The revised deployed hours for officers has contributed to reduction on operating costs and to date contractor is achieving the new target hours within predicted model.

Cancellations have dropped to 14% of PCN issue.

Cllr M Oates commended the fact that the new model seemed to be working.

Resolved that the progress report be approved.

(Moved by Cllr M Oates and seconded by Cllr Mary Oates)

All Committee in favour

6 UPDATE ON THE RESIDENTS PARKING ZONE - WEST STREET/ALBION STREET AREA

A verbal report was received from Mr Rayson regarding the progress of first priority RPZ in Tamworth.

A number have now been requested in Staffordshire and the first one is now operating in Stafford.

The County Council are now working on the second round of consultations and it seems likely that the scheme will go ahead with 115 individual parking bays.

The associated orders and detailed schedule will be advertised and further progress report brought to the next Local Parking Committee.

Cllr Claymore requested a letter to residents letting them know the status of the zone. Richard Rayson undertook to do this in the next few weeks.

Cllr Oates asked how long the consultation will take and how is it done. Richard Rayson stated that the consultation will take place by letter and will take three weeks. County Councillors will form part of this consultation.

7 UPDATE ON THE TRAFFIC REGULATION ORDER PROGRAMME AND NEW REQUESTS

Richard Rayson gave an update to the Committee to confirm that it is the role of the Tamworth Local Parking Committee to prioritise the top four requests for traffic regulation orders that do not form part of the scheduled projects.

The current program of proposals was agreed in January 2010.

Update on request for 2010/11 year:-

- Bolebridge Island – formal consultation completed and no waiting at any time to be implemented shortly in all areas

- Kettlebrook Road (Adjacent to Tamworth Football Club) – evaluation has revealed that no restrictions are required
- Woodhouse Lane – existing lining refreshed and it is not proposed that any further additional lining is implemented
- Amington Road – concerns with regard to footway parking. A scheme is currently being assessed to look at the issues. Proposals will come back to Local Parking Committee
- Croft Street – residents complained of lack of off street parking. Consultation provided mixed reviews and the scheme has lapsed. This will be revived and proposal brought to Local Parking Committee.
- Buckingham Road – residents raised issues of inconsiderate parking by shops. Not considered appropriate for the introduction of restrictions at present, but the issues in the area will be monitored
- Kettlebrook Road/Park Farm Road – issues with Parking manager for considered solution

8 UPDATE ON PARKING ISSUES IN ST EDITHAS CLOSE

Confirmed that signage had now been updated and improved to inform disabled drivers that parking should be in marked bays only.

The entrance signage is fully compliant in Corporation Street

The Chair expressed thanks to the parking teams for providing a solution to this difficult issue.

9 UPDATE ON THE ZIGGY AND ZAGGY CAMPAIGN AT TAMWORTH SCHOOLS

Jo Sands reported that the schools campaigns had finished in June for the current year, but will continue from September.

To date – Greenacres, Dosthill, Woodlands, Florendine, Ashcroft/Mildenhall, Flaxhill, William McGregor, St Gabriels and Birds Bush have all been visited.

Proposed to look at Wilnecote schools as the next priority.

To date, only four Tamworth Schools have no stopping at any time restrictions on zig zags.

Postcards are available for any schools who wish to continue with their own campaigns or send them to parents.

10 DISCUSSION ON DRAFT PARKING TOOLKIT FOR USE BY TAMWORTH COMMUNITY SAFETY PARTNERSHIP

Jo Sands introduced a draft parking toolkit for information and use by the Community.

The first stage parking issues letter has been approved for use by the Community Safety Partnership in areas where no traffic regulations exist.

After discussion, it was proposed that the draft be developed and introduced by Cllr Mick Oates and seconded by Cllr Rob Pritchard.

11 CONSIDERATION OF NEW AREAS TO BE ASSESSED FOR THE INTRODUCTION OF NEW TRAFFIC REGULATION ORDERS

Faringdon petition and further issues on Woodhouse Lane – Richard Rayson agreed to look at the issues and report back in due course.

Cllr Ken Norchi raised concerns regarding parking on double yellow lines at Dormer Avenue. Jo Sands agreed to take the issue back for monitoring by APCOA as beat patterns allow and to raise the issue with the local police team.

Chair

Tamworth Local Parking Committee

28th March 2012

Report of the District Nominated Officer for Tamworth Borough Council

Civil Parking Enforcement Progress and Performance Report for the period 1st September – 29th February 2012

1 Purpose of Report

1.1 To provide an update on the progress of Civil Parking Enforcement in Tamworth Borough since 1st September 2011

2 Recommendation

2.1 That the contents of the report be noted.

3 Key Issues

3.1 Since the beginning of April 2011 the revised deployment model has been operating at a maximum of 584 hours per month. This is being monitored and managed with a view to resource the enforcement provision and the model of PCN issuance has to suit the budget forecasts (542 per month) agreed by Staffs County Council for 2011/12.

The total number of on street PCN's issued up to the 29th February 2012 is 5656 against a revised model of 5962.

The split between off street and on street is still dominated by off street PCN's which represent 61% (3486) of those issued, however the total PCN issue rate is 95% of overall predictions (both on and off street combined).

The current on street enforcement is 64% average of current deployed hours anticipated and our contractor has achieved 96% of revised model overall. Based on the actuals and the predicted outturn for March 2012, Tamworth Borough Council is on target to achieve the predicted small deficit on the CPE budget agreed of £8.9K.

Cancellation rates have risen slightly to 16%, but this has included some process cancellations – most significantly where drivers cannot be traced and is within the KPI of 20%. Work is ongoing with the contractor to further reduce cancellations through avoidable errors. CEO errors represent 1% of cancellations.

The service is currently running within expected parameters and the contractor performance will continue to be reviewed and progressed. The introduction of revised deployment hours have resulted in a reduction of costs

to the service of 23% to 29th February 2012 when compared to 2010/11 and PCN rates are as predicted.

4 Relationship to Corporate Priorities

4.1 County Indicators - Cleaner Greener, Safer Communities – Effective enforcement against parking contraventions contributes to safer parking and therefore safer streets.

4.2 Local indicators - To create and sustain a thriving local economy and make Tamworth a more aspirational and competitive place to do business. To achieve this, we will:

- a) Raise the aspiration and attainment levels of young people
- b) Create opportunities for business growth through developing and using skills and talent
- c) Promote private sector growth and create quality employment locally
- d) Brand and market “Tamworth” as a great place to “live life to the full”
- e) Create the physical and technological infrastructure necessary to support the achievement of this primary outcome.

5 Background

Civil Parking Enforcement

5.1 The table below provides information relating to Penalty Charge Notices (PCN) that have been issued for both on and off street contraventions for 1st April 2011 until 29th February 2012. **The data was taken as at the 16th March 2012**

Deployed Hours	Revised Model	Actual	Variance	
On-Street	3850	3947	+2.52%	
Off Street	2574	2220	-13.75%	
PCN Issue	Projected	Actual	Variance	
On-Street	5412	2170	-40%	
Off-Street	550	3486	+633%	
	Projected	Actual	Outstanding balance	
Income received	£15197.27	£129719.79	£46874.09	
		Actual		

Cancellations		16% (916)		
Of which are CEO Error		<1%		

5.2 The predicted income figure noted above is within the predicted outturn parameters for 2011/12 and the outstanding balance against PCNs issued up to 29th February 2012, if recovered in line with the process, is currently on target.

5.2 Of the cancellations noted in the table above the below table gives a breakdown by the most common category of cancellation. This information is being used to inform proactive management of the enforcement contract.

5.3 The most significant rate of cancellations (26%) remains that of PCNs issued for the incorrect or failure to display a blue badge permit or clock. Cancellations where motorists have provided evidence of a valid P&D ticket have risen to 25%.

Reason	Number of tickets	
Disabled badge – face down	107	Total 239
Disabled badge – not on display first time	93	
Disabled clock not on display	39	
P&D Ticket provided – first contravention	54	Total 230
P & D ticket face down	176	
PA Error – issued incorrectly	68	
Permit provided – first contravention	45	

6 Financial Implications

6.1 At the current issue rate of PCN's the projected income (including recovery of outstanding balances) will be 11% above the predicted outturn for 2011/12. This will continue to be monitored against the approved predictions and full report made to Staffordshire County Council after March 31st 2012.

6.2 Expenditure to the service is in line with predictions as at the end of February 2012 and represents a 23% reduction in operating costs. The current issue rate is line with the outturn predictions. This will continue to be monitored closely.

6.3 The actual gross income to the account for the period 1st April 2011 to 29th February 2012 is £129719.79, with a current outstanding balance of £46874.09.

6.4 All financial and statistical figures were taken as at 16th March 2012

7 Risk Management Issues

7.1 Reliance being placed upon a predicted outturn that is based upon estimated levels of income.

7.2 Expenditure and income is constantly reviewed to reduce income incurred to reduce the risk of further financial deficit.

8 Equality Issues

8.1 None

This report has been produced having considered the following additional issues Strategic Plan Implications, Sustainability Issues, Climate Change, Human Rights, Issues, Crime and Community Safety Issues, Data Protection Act Implications, Legal Implications, Human Resource Implications

Previous Consideration

nil

Background Papers

nil