



| | | |
|-----------------------------|---|------------------------|
| Report to: | Cabinet | Monday 7 February 2022 |
| Lead Cabinet Member: | Cllr Neil Gough, Deputy Leader and Lead Cabinet Member for Strategic Planning and Transport | |
| Lead Officer: | Jeff Membery, Head of Transformation | |

Civil Parking Enforcement in South Cambridgeshire

Executive Summary

1. South Cambridgeshire District Council (SCDC) initiated conversations with Cambridgeshire County Council (CCC) and the Greater Cambridge Partnership (GCP) to consider options to tackle illegal and inconsiderate parking in the district. This led to CCC's Highways and Transport Committee agreeing in September 2021 that work could begin to prepare an application to the Department for Transport (DfT) to introduce CPE.
2. The GCP has agreed to cover the capital cost of introducing a new scheme and will cover any operating shortfall for the first 5 years. This is because illegal and inconsiderate parking has a direct impact on congestion.
3. Work to establish the financial model for the scheme has been carried out and SCDC members are now being asked to provide their formal support to CCC to apply to the DfT later this year.

Key Decision

4. Yes

Recommendations

5. It is recommended that Cabinet support an application by CCC to the DfT to introduce Civil Parking Enforcement (CPE) across South Cambridgeshire and grant delegated authority to the Head of Transformation, in consultation with the Lead Cabinet Member for Strategic Planning and Transport, to provide feedback on behalf of the Council to the application for CPE to DfT and the Funding Agreement between CCC and GCP.

Reasons for Recommendations

6. To tackle illegal and inconsiderate parking in the district through a CPE scheme that includes Enforcement Agents issuing penalty notices for illegal parking.

Details

7. CPE in South Cambridgeshire will decriminalise illegal parking and therefore allow the relevant local authority, in this case CCC, to carry out the enforcement activity.
8. Alongside work to progress CPE in South Cambridgeshire, schemes are being progressed in Huntingdonshire and Fenland. All three areas will have different models to meet their individual needs and funding arrangements. The Police, who are currently responsible for parking enforcement, support the introduction of the schemes in all three areas. CPE is already in place in Cambridge City.
9. The GCP support for the scheme will require a funding agreement between CCC and the GCP. SCDC will be consulted as a valued partner but will not be a signatory to the agreement and will therefore not incur any costs.
10. It has already been established that CCC's current CPE back-office operation serving Cambridge City should be expanded to deliver CPE in South Cambridgeshire. This includes enforcement, administration, and debt recovery. This approach will keep costs as low as possible as it utilises existing systems and processes. All income generated from fines will also be retained by CCC to help offset costs.
11. A feasibility study has been completed by CCC to provide the financial modelling for the introduction of CPE in South Cambridgeshire. Table A in this report provides the breakdown.
12. CCC carried out modelling to ensure sufficient enforcement is available and commissioned work to ensure expected income generated is set at a realistic level. This information has been published in a November update to CCC's Highways and Transport Committee.

Table A: Cost of applying and operating the CPE scheme in South Cambridgeshire

| - | Year 1 | Year 2 | Year 3 | Year 4 | Year 5 | Total |
|--|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------------|
| Expenditure (inc. annual inflation uplift) | £121,000 | £125,000 | £129,000 | £132,000 | £136,000 | £643,000 |
| Revenue income | £71,000* | £95,000 | £95,000 | £95,000 | £95,000 | £451,000 |
| Deficit (Operational) | -£50,000 | -£30,000 | -£34,000 | -£37,000 | -£41,000 | - £192,000 |

*This assumes a gradual increase in number of Penalty Charge Notices issued in year 1. When the scheme is first introduced advisory notices will be used rather than immediately issuing penalty notices.

13. Cabinet should note that expenditure in Table A is based on the full additional costs of administering the South Cambridgeshire scheme. This includes two Enforcement Agents and the vans they need to visit a rural area and debt recovery.
14. CCC's experience shows that the level of penalty notices in an area remains relatively stable and does not tail off as people get accustomed to CPE.
15. CCC will maintain the actual costs of running the scheme and invoice GCP appropriately once income has been deducted. The Enforcement Agents will be part of a wider team so it is expected that there will be flexibility to reduce the level of enforcement if necessary.
16. GCP has agreed to cover the operational deficit of CPE in South Cambridgeshire for the first 5 years. After the 5-year period CCC will be duty bound to pick up these costs, but no formal agreement between GCP and CCC has yet been made. No potential future deficit of the scheme will fall to SCDC as the Council is not the Highway Authority.
17. A Traffic Regulation Order (TRO) review begun in early October 2021 and was completed by the end of the year. This work involved a team visiting each community to assess the current status of the lines and signs. A report is being created to detail the remedial work required, including costs of work, to ensure restrictions are compliant and enforceable prior to CPE rollout. The review was funded by GCP and they will cover the capital costs of the improvements needed. The actual cost of this is not yet known as costings can only be established after the audit has been carried out and assessed in detail.
18. Following feedback from SCDC members, we are aware of a small number of historical oddities regarding lines and signs exist in the district. For example, there is school signage and lines in Sawston where a school no longer exists. CCC and SCDC officers have agreed to review the remedial list and engage members to try and ensure oddities such as this are picked up so they can be addressed as part of the remedial works.
19. SCDC initiated conversations with GCP and CCC about CPE and has already stated its in principle support. Financial modelling has now been carried out to assess the viability and deliverability of the scheme and formal support is now sought before an application to DfT.
20. As a valued partner, SCDC will be consulted on a Funding Agreement between CCC and GCP and the application for CPE to DfT. The Funding Agreement will outline responsibilities and financial commitment. GCP's Executive Board will need to formally approve this. SCDC will not need to be a signatory.

21. Enforcement Agents are active 7 days a week for the Cambridge City CPE scheme. Morning and evening enforcement is also carried out. The same approach is envisaged for the South Cambridgeshire scheme, but the enforcement regime will be in over the first 18 months to fit with what is needed locally. The scheme will also include a reporting route so concerns of illegal parking can be made.
22. SCDC officers are working with CCC officers to see whether it is feasible for Enforcement Agents to leave a standard letter or advice note on vehicles that are parked inconsiderately. This would be done during their normal patrols with the aim of encouraging more considerate parking in the future.
23. Cambridgeshire County Council's expected timeline for the delivery of CPE is:
- September 2021 – CCC Highways and Transport Committee agreement for officers to prepare CPE application
 - September 2021 to September 2023 – Survey sign and lines, review Traffic Regulation Orders and commission remedial works to lines and signs
 - November 2021 to August 2022 – Prepare and approve CPE policy and funding agreements (GCP and CCC signatories for funding agreement in South Cambridgeshire)
 - January 2022 to June 2023 – Prepare and approve CPE application before also submitting to DfT
 - June 2022 to October 2023 – CPE implementation phase
 - October 2023 – CPE Designation Order Created and CPE brought into effect

Options

24. Cabinet provides their formal support for an application by CCC to the DfT to introduce CPE across South Cambridgeshire.
25. Cabinet could ask officers to provide further information before making their decision at a future meeting.
26. Cabinet may choose not to support the application to DfT by CCC.

Implications

27. In the writing of this report, taking into account financial, legal, staffing, risk, equality and diversity, climate change, and any other key issues, the following implications have been considered:-

Risks/Opportunities

28. Police capacity to actively enforce illegal parking is limited due to other priorities. If CPE is not pursued illegal and inconsiderate parking is expected to continue and may increase in the future due to the creation of new towns in the district.

Equality and Diversity

CCC will consider equality and diversity during the implementation process.

Climate Change

Illegal and inconsiderate parking is a factor that discourages people from using bicycles and making local journeys by foot. CPE will aid shift to greener forms of transport.

Health & Wellbeing

29. Encouraging more journeys by bicycle and foot has a positive impact on health and wellbeing.

Alignment with Council Priority Areas

Being green to our core

30. CPE supports a reduction in congestion and encourages more environmentally friendly methods of travel

Background Papers

[Cambridgeshire County Council's Highway and Transport Committee 7 September 2021 – agenda item 7](#)

[Cambridgeshire County Council's Highway and Transport Committee 4 November 2021 - agenda item 9](#)

Report Author:

Gareth Bell – Communications and Communities Service Manager
Telephone: (01954) 713289