

Swansea City Parking Services Annual Report 2020-21

1. Introduction

- 1.1 This document reports the performance of Swansea Council Parking Services from the 1st of April 2016 to the 31st of March 2017, financial year 2016 / 2017. The report sets out information on the performance for parking enforcement operations both in car parks and on-street.
- 1.2 Working under the powers derived from Part 6 of the Traffic Management Act 2004 parking operations are undertaken as follows:
- 1.3 The enforcement of parking regulations is carried out by Civil Enforcement Officers (CEOs) who serve penalty charge notices (PCN) either on the vehicle, or to the person believed to be the driver at the time of the contravention. In situations when the conduct of the driver towards the CEO prevents the officer from serving it in this manner, or the driver, drives off prior to the officer having an opportunity to serve the notice, the notice will be served by post. Contraventions can be picked up by our CCTV (closed circuit television) camera enforcement vehicle, the contraventions are then reviewed by a qualified CEO and the penalty notices sent by post to the registered keeper of the vehicle.
- 1.4 Penalty Charges vary on the level of contravention. Higher level contraventions incur a penalty of £70 or £35 if paid within 14 days, whilst lower level contraventions incur a penalty of £50 or £25 if paid within 14 days. The level of a contravention code is set out in the Traffic Management Act 2008 and not by the Council. Typically, a higher-level contravention is for parking in a location that is prohibited, such as on a yellow line, a lower-level contravention is for overstaying in a location where parking is allowed such as a limited waiting bay. A full breakdown of the contraventions by category is detailed below within the report for off-street (car parks) and for on-street enforcement.

Formal representations must be responded to within 56 days however the Council's aims to respond within 14 days.

- 1.5 If a formal appeal is rejected then the registered keepers of vehicles have a right of appeal to the Traffic Penalty Tribunal within 28 days from the rejection notice.

The Tribunal's independent adjudicators will then consider the merits of the case and the evidence of both parties and decide whether the PCN should be enforced or cancelled. Their decision is normally final unless challenged in the High Court.

While costs are rarely made, they can be in exceptional circumstances where either party has acted vexatiously.

There are only limited grounds that an appeal can be made on: -

- The contravention did not occur
- The penalty exceeded the amount that applied in the circumstances
- The relevant Traffic Regulation Order is invalid (not applicable for box junctions or bus stops)
- There has been a procedural impropriety by the Council
- A penalty was sent by post when the Council had no right to send it by post
- You were not the owner / the vehicle was on hire under a qualifying hire agreement
- The vehicle was taken without consent: e.g. stolen
- The penalty has already been paid

Adjudicators have no powers to allow an appeal made for other reasons, such as mitigation.

For further information you can visit the Tribunal's webpage:
www.trafficpenaltytribunal.gov.uk

The responsibility for the payment of penalty charge notices rests with the registered keeper of the vehicle. Unpaid notices are referred to the Traffic Enforcement Centre at Northampton County Court who issue debt recovery orders. These orders are passed to an Enforcement Agency who are empowered to recover the debt on behalf of the Council.

1.6 Apart from the legislative requirements of the Traffic Management Act 2004 the service must ensure full compliance with the following Statutory Instruments/Regulations introduced by the Welsh Government, which are available to view at <http://www.legislation.gov.uk>

1.7 The Civil Enforcement of Road Traffic Contraventions (General Provisions) (Wales) Regulations 2013.

The Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) (Wales) Regulations 2013.

The Civil Enforcement of Road Traffic Contraventions (Approved Devices) (Wales) Order 2013.

The Civil Enforcement of Parking Contraventions (Guidelines on Levels of Charges) (Wales) Order 2013.

The Civil Enforcement of Road Traffic Contraventions (Representations and Appeals) Removed Vehicles (Wales) Regulations 2013.

The Civil Enforcement Officers (Wearing of Uniforms) (Wales) Regulations 2008.

The Removal and Disposal of Vehicles (Amendment) (Wales) Regulations 2008.

- 1.8 The service must ensure that our Enforcement Agents, who are appointed to recover unpaid penalty charge notices, comply with the requirements of: The Taking Control of Goods Regulations 2013: and

The Taking Control of Goods (Fees) Regulations 2014

These regulations can be viewed at <http://www.legislation.gov.uk>
- 1.9 Before any enforcement can take place a Traffic Regulation Order must be introduced which will clearly state the extent of the restriction that is in place. The Orders can be viewed at the following link on the Traffic Penalty Tribunal's website: <http://tro.parking-adjudication.gov.uk>
- 1.10 The statutory guidance to local authorities on the civil enforcement of parking contraventions issued by the Welsh Government requires each local authority to produce an annual report. This report forms an important part of accountability and the transparency given by regular and consistent reporting will help both elected Members and the public understand the processes adopted to manage parking throughout the Swansea area.
- 1.11 The service must ensure that our Enforcement Agents, who are appointed to recover unpaid penalty charge notices, comply with the requirements of: The Taking Control of Goods Regulations 2013: and the Taking Control of Goods (Fees) Regulations 2014

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- 1.11 The following pages of this report contain information regarding on street and off-street activities during the reporting period and covers penalty charge notices issued, correspondence dealt with including appeals and complaints, staffing levels and expenditure and income details. Further information regarding Parking Services can be found on our website at <http://www.swansea.gov.uk/parking> which includes a link to previous Annual Reports.

2. Off-Street Parking

- 2.1 Swansea Council has a total of 53 car parks listed in 'The Swansea Council (Off-Street, Parking Places) (Pay and Display) Consolidation Order 2008'.
- 2.2 Three City Centre multi-storey car parks are pay on exit whilst all other car parks are pay and display. In addition, there are two park and ride car parks located on the peripheries of the city, which operate as pay on foot car parks.
- 2.3 In addition to an enforcement role, the Parking Services section is responsible for the effective administration and maintenance of all car parks.
- 2.4 There are 86 payment stations located throughout the city, and these are maintained by staff who are also responsible for the collection and reconciliation of the cash from these machines. During the 2020/21 budget year this totalled £1,705,293.89 including season tickets, staff parking and other miscellaneous income.
- 2.5 Car park charges vary with car parks designated as 'long stay,' 'short stay,' 'foreshore,' 'suburban' and 'city centre.' In addition, 12 car parks are currently identified as free. 2 car parks are designated for season ticket holders only and one solely for the use of blue badge holders.
- 2.6 During the reporting period a total of 6,265 penalty charge notices were issued in respect of contraventions detected in our car parks. Table 1 below identifies the various contraventions split between the higher rate (£70) and lower rate (£50) contraventions.

Table 1

Contravention Code	Contravention Description	Number of PCNs (Penalty Charge Notices) issued
Off Street - Higher Rate		
70	Parked in a loading area	23
81	Parked in a restricted area	90
85	Parked in a permit bay	207
87	Disabled person's parking	463
92	Obstruction	118
	Total	901
Off Street - Lower Rate		
80	Parked longer than permitted	14
82	Parked after payment expired	352

83	Parked without clear display	3,883
84	Feeding the meter	1
86	Parked beyond the bay markings	1,013
93		101
	Total	5,364
Off Street Higher and Lower Rate	Grand Total	6,265

3. On-Street Parking

- 3.1 The variety of parking orders in place relating to parking restrictions throughout the City and County of Swansea presents a challenge to the enforcement staff due to the large geographical area.
- 3.2 Parking operations in the Swansea City area include enforcement of controlled parking zones such as in the city centre, St Thomas, Sandfields, and the Enterprise Park many resident permit parking schemes, time restricted, loading, and disabled bays, pay and display bays and many single and double yellow line restrictions.
- 3.3 In January 2015 Swansea Council introduced a CCTV Camera Enforcement Vehicle to help where traditional methods of on-foot enforcement has not been effective in meeting our aim of reducing parking contraventions to improve road safety and reduce congestion. Before introducing the vehicle, a wide-range publicity campaign was undertaken which included leaflets being given out to all school pupils.
- 3.4 During the reporting period a total of 15,417 on-street Penalty Charge Notices were issued by Civil Enforcement Officers patrolling on foot. Table 2 identifies the various contraventions for the reporting period split between higher rate (£70) contraventions and lower rate (£50) contraventions.

Table 2

Contravention Code	Contravention Description	Number of PCN's issued
On Street - Higher Rate		
01	Parked in a restricted street	2,551
02	Loading in a restricted street	1,214
06	Parked without clear display	222
12	Parked in a residents' place	4,162

14	Parked in an electric place	1
16	Parked in a permit space	69
21	Parked in a suspended bay	1
23	Wrong class of vehicle	48
25	Parking in a loading place	2,091
26	Double parked in a Special Enforcement Area (SEA)	118
27	Dropped footway in a SEA	276
40	Disabled person's parking	757
41	Diplomatic vehicles	1
42	Police vehicles	1
45	Taxi Rank	254
46	Clearway	6
47	Restricted bus stop or stand	68
48	Restricted school area	9
99	Pedestrian crossing	55
	Total	11,904
On Street - Lower Rate		
04	Parked in a meter bay	1
05	Parked after payment expired	33
08	Parked at out-of-order meter	1
22	Re-parked in the same place	174
24	Not parked correctly	117
30	Parked longer than permitted	3,187
63	Parked with engine running	0
	Total	3,513
On Street Higher and Lower Rate	Grand Total	15,417

3.5 Penalty Charges Notices issued by post whereby it could not be served to the vehicle at the time of the contravention i.e., a vehicle drives away

Table 3

Contravention Code	Contravention Description	Number of PCN's issued
Higher Rate – Off Street		
70	Parked in a loading area	1
81	Parked in a restricted area	1
82	Disabled person's parking	2
	Total for Category	4
Lower Rate – Off Street		
83	Parked without clear display	2
	Total for Category	2
Higher Rate – On Street		
01	Parked in a restricted street	9
02	Loading in restricted street	32
06	Parked without clear display	2
12	Parked in a residents' place	1
16	Parked in a permit space	1
25	Parked in a loading place	6
27	Dropped footway in a SEA	2
40	Disabled person's parking	3
45	Taxi rank	4
47	Restricted bus stop or stand	3
99	Pedestrian crossing	7
	Total for Category	70
Lower Rate – On Street		
24	Not parked correctly	2
30	Parked longer than permitted	10
	Total for Category	12
Off and On Street Higher and Lower Rate	Total for Penalty Charges Notices issued by post	88

3.6 CCTV Penalty Charge Notices issued via the Camera Car.

Table 4

Contravention Code	Contravention Description	Number of PCN's issued
02J	Loading in restricted street	2,649
45J	Taxi rank	573
46J	Clearway	140
47J	Restricted bus stop or stand	715
48J	Restricted school area	270
99J	Pedestrian crossing	479
	Total of Penalty Charge Notices issued via the Camera Car	4,826

4. Summary of all Penalty Charge Notices issued

Table 5

Financial Year	Off Street Higher Rate	Off Street Lower Rate	On Street Higher Rate	On Street Lower Rate	Postal Off Street Higher Rate	Postal Off Street Lower Rate	Postal On Street Higher Rate	Postal On Street Lower Rate	CCTV	Total PCNs issued
2020/21	901	5,364	11,904	3,513	4	2	70	12	4,826	26,596

Higher = £70 contraventions Lower = £50 contraventions

5. Staffing

5.1 The staffing establishment during 2020/21 was as follows: -

- 1 Parking Services Manager
- 1 Car Parks Manager
- 1 Civil Parking Enforcement Manager
- 1 Car Parks Supervisor
- 1 Civil Enforcement Supervisor
- 1 Back Office Supervisor
- 1 Senior Car Parks Officer
- 3 Senior Civil Enforcement Officers
- 3 Cashiers
- 21 Civil Enforcement Officers (CEO)
- 6 Park and Ride Attendants
- 7 PCN (Penalty Charge Notice) Processing/Back Office Staff (FTE)

6. Correspondence

- 6.1 It is every driver's or owner's right to challenge the validity of a Penalty Charge Notice (PCN) or to present mitigating reasons as to why the PCN should not be paid. The challenge/appeals process is set out in legislation and information relating to this process is included on the Council's website – <http://www.swansea.gov.uk/parking>. The website contains details on the statutory grounds for cancelling a notice and sets out the mitigation and evidence required to allow the appellant every opportunity to present the necessary information.
- 6.2 There is clear and informative guidance to ensure that the Council's Back Office team deal with all incoming correspondence in a consistent and transparent manner.
- 6.3 The Council is obliged to consider and respond to correspondence at any stage in the process and the legislation requires responses to be sent in a timely manner. Whilst the legal requirement is to provide a response within a 56 days period, the Council aims to respond to all challenges within 14 days. Unfortunately, due to the high number of appeals received occasionally this may take longer than 14 days to respond.
- 6.3 During the reporting period a total of 12,306 items of correspondence relating specifically to Civil Parking Enforcement (CPE) has been entered onto our case management system as being received, which is detailed in Table 6 below.

Table 6

Correspondence Stats In by Type (Notice)	City and County of Swansea
Yearly Between 01/04/2020 and 31/03/2021	
Type	Type Count
CPE - Incoming - TPT Result Received	2
CPE - Incoming - Additional Evidence	64
CPE - Incoming - Complaint	40
CPE - Incoming - Email	1,413
CPE - Incoming - Email - General	26
CPE - Incoming - General Document	170
CPE - Incoming - General Document - No Response Required	441
CPE - Incoming - In Time Witness Statement with Revoking Doc	87
CPE - Incoming - N244 INCOMING	4
CPE - Incoming - Payment Plan Request	256
CPE - incoming - PCN enquiry	3
CPE - Incoming - Post CC	612
CPE - Incoming - Post NTO (Notice to Owner)	1,612
CPE - Incoming - Pre NTO-Appeal	1,357
CPE - Incoming - Refund Request	8
CPE - Incoming - Tec Result Received	156
CPE - Incoming - TPT Appeal	67
CPE - Incoming OOT Statement Case Is Pre Bailiff	14

CPE - Incoming OOT Statement Case with The Bailiff	154
Incoming - Breathing Space Notification	31
Incoming - IVA - General	10
Incoming - Online - Post NTO - Representation	866
Incoming - Online - Pre NTO - Challenge	3,484
Incoming - VQ615 response received from DVLA	3
Incoming - VQ616 response received from DVLA	26
Incoming Document - Returned Case - Andrew James Enforcement	215
Incoming Document - Returned Case - Excel	1,155
Outgoing - VQ616 form requested with DVLA	30
Report Total:	12,306

6.4 There were 27,254 pieces of correspondence were sent out during the reporting period which is detailed in Table 7.

Table 7

Correspondence Stats Out by Type (Notice)	City and County of Swansea
Yearly Between 01/04/2020 and 31/03/2021	
Type	Type Count
Bus Lanes - CC	1
CCTV - Accept - On Hire	32
CCTV - Accept - On Hire - No Docs	4
CCTV - Charge Certificate	1,113
CCTV - PCN	5,047
CCTV - Post CC - Reject General	55
CCTV - Rejection	7
CCTV - Rejection - Discounted Offered	307
CCTV - Rejection - Full Payment Required	7
CCTV - Warning Notice	1
CPE - Accept Information Provided - Mental Health Issues	1
CPE - Acknowledgement Letter	322
CPE - Blank Letter	19
CPE - Case Pack	24
CPE - Deferred Payment Letter	1
CPE - Further Challenge - No Progression	22
CPE - Incoming - Supporting Evidence	4
CPE - In time - 14 Day Letter	51
CPE - Late Witness Statement	126
CPE - No Further Action (Pre-Stage)	3
CPE - No Longer Living at Address Letter	42
CPE - No Payment	1
CPE - Outgoing - Email Response	86
CPE - Outgoing - Payment Plan Agreed	132
CPE - Outgoing - PCN appeal response	2
CPE - Outgoing - Response to Complaint	1
CPE - Outgoing - Underpayment Letter - Covid - Post TE3 TE9	2
CPE - Outgoing Document	83
CPE - Outgoing Email	1,457
CPE - Outgoing General Blank Letter	2
CPE - Outgoing Underpayment Letter	29

CPE - Outgoing Underpayment Recovery Letter	1
CPE - Payment Plan - Not Accepted	1
CPE - Post CC - Accept General	39
CPE - Post CC - Reject General	185
CPE - Post NTO - Accept - Any Other Decision	380
CPE - Post NTO - Accept - CEO Error	36
CPE - Post NTO - Accept - Contravention Did Not Occur	1
CPE - Post NTO - Accept - Error Has Occurred	1
CPE - Post NTO - Accept - Hire Company	1
CPE - Post NTO - Accept - Invalid TRO	1
CPE - Post NTO - Accept - Not Keeper - No Docs	63
CPE - Post NTO - Accept - Not Keeper - With Docs	33
CPE - Post NTO - Accept - On Hire	188
CPE - Post NTO - Accept - On Hire - No Docs	387
CPE - Post NTO - Accept - Paid In Full	3
CPE - Post NTO - Accept - Procedural Impropriety	1
CPE - Post NTO - Code 01 - Reject - SYL	1
CPE - Post NTO - Code 02 - Accept	1
CPE - Post NTO - Code 12 - Reject	1
CPE - Post NTO - Code 25 - Reject	1
CPE - Post NTO - Code 27 - Reject	1
CPE - Post NTO - Code 40 - Accept	1
CPE - Post NTO - Code 83 - Accept	1
CPE - Post NTO - Reject	209
CPE - Post NTO - Reject - Discount Offered	244
CPE - Pre NTO - Accept - Affixed to Wrong Vehicle	1
CPE - Pre NTO - Accept - Any Other Decision	140
CPE - Pre NTO - Accept - Blue Badge Evidence Provided	2
CPE - Pre NTO - Accept - CEO Error	43
CPE - Pre NTO - Accept - Face Down P&D Ticket Provided	4
CPE - Pre NTO - Accept - LC2 Permit Provided	1
CPE - Pre NTO - Accept - Paid In Full	1
CPE - Pre NTO - Accept - Problem with Signs or Lines	1
CPE - Pre NTO - Code 01 - DYL Accept	49
CPE - Pre NTO - Code 01 - SYL Accept	14
CPE - Pre NTO - Code 01 DYL - Reject	201
CPE - Pre NTO - Code 01 SYL - Reject	51
CPE - Pre NTO - Code 02 - DYL Kerb Stripe - Accept	20
CPE - Pre NTO - Code 02 - DYL Kerb Stripe - Reject	90
CPE - Pre NTO - Code 02 - SYL Kerb Stripe - Accept	6
CPE - Pre NTO - Code 02 - SYL Kerb Stripe - Reject	6
CPE - Pre NTO - Code 05 - Accept Appeal	1
CPE - Pre NTO - Code 06 - Accept Appeal	10
CPE - Pre NTO - Code 06 - Reject Appeal	13
CPE - Pre NTO - Code 12 - Accept	292
CPE - Pre NTO - Code 12 - Reject	656
CPE - Pre NTO - Code 16 - Accept Appeal	4
CPE - Pre NTO - Code 16 - Reject Appeal	5
CPE - Pre NTO - Code 22 - Accept Appeal	9
CPE - Pre NTO - Code 22 - Reject Appeal	16
CPE - Pre NTO - Code 24 - Accept Appeal	3
CPE - Pre NTO - Code 24 - Reject Appeal	12

CPE - Pre NTO - Code 25 - Accept	81
CPE - Pre NTO - Code 25 - Reject	188
CPE - Pre NTO - Code 26 - Accept Appeal	4
CPE - Pre NTO - Code 26 - Reject Appeal	13
CPE - Pre NTO - Code 27 - Accept Appeal	5
CPE - Pre NTO - Code 27 - Reject Appeal	37
CPE - Pre NTO - Code 30 - Accept Appeal	83
CPE - Pre NTO - Code 30 - Reject Appeal	301
CPE - Pre NTO - Code 40 - Accept Appeal	39
CPE - Pre NTO - Code 40 - Reject Appeal	61
CPE - Pre NTO - Code 45 - Accept Appeal	4
CPE - Pre NTO - Code 45 - Reject Appeal	22
CPE - Pre NTO - Code 46 - Reject	2
CPE - Pre NTO - Code 82 - Accept Appeal	28
CPE - Pre NTO - Code 82 - Reject Appeal	43
CPE - Pre NTO - Code 83 - Accept	476
CPE - Pre NTO - Code 83 - Reject	378
CPE - Pre NTO - Code 83 - Reject - Civic Centre - No P&D Ticket	66
CPE - Pre NTO - Code 83 - Reject - Face Down Ticket	5
CPE - Pre NTO - Code 85 - Accept Appeal	5
CPE - Pre NTO - Code 85 - Reject Appeal	23
CPE - Pre NTO - Code 86 - Accept Appeal	10
CPE - Pre NTO - Code 86 - Reject Appeal	113
CPE - Pre NTO - Code 87 - Accept Appeal	46
CPE - Pre NTO - Code 87 - Reject Appeal	66
CPE - Pre NTO - Code 99 - Accept	1
CPE - Pre NTO - Code 99 - Reject	3
CPE - Pre NTO - Reject	213
CPE - Pre NTO - Reject - Controlled Zone	13
CPE - Pre NTO - Reject - CPZ (Controlled Parking Zones) Sandfields 2018	4
CPE - Pre NTO - Reject - Salubrious Place Car Park	2
CPE - Request Death Certificate	1
CPE - TE3 TE9	3,254
CPE - TEC (Traffic Enforcement Centre) - Accept - OOT	4
CPE - TEC - Reject - OOT	126
CPE - TEC - Reject - OOT 14 Days	120
CPE - TEC to TPT - Closed or Cancelled	3
CPE - TEC to TPT - Enforce	3
CPE - TPT - Case Dismissed	7
Wales - Charge Certificate	3,393
Wales - Notice to Owner	5,505
Wales - Reg 10 PCN NTO	87
Report Total:	27,254

6.5 Challenges and Representations (appeals) made within the normal 56-day appeals process, were as shown in Table 8 (it should be noted, that the summary below is the outcome for individual cases and each case may have numerous items of correspondence). The breakdown of the informal challenges and formal representations are detailed in Table 6.

Appeal Statistics

Table 8

	Accepted	Rejected
Informal Challenges (Pre-Notice to Owner appeal stage)	1,382	1,586
Formal Representations (Post Notice to Owner Stage)	1,134	778

- 6.6 Outside of the normal appeals process 2,431 letters were received (detailed in Table 6) after the Charge Certificate letter had been sent out.
- 6.7 If a Formal Representation is rejected then the motorist can progress their case to the Traffic Penalty Tribunal which is a free independent adjudication service. During the reporting period 131 case files were referred to the Tribunal. The preparation of each file of evidence is extremely time consuming as all documents relating to the case need to be reviewed and checked. A full submission setting out the arguments supporting the Council's case must be prepared. 49 cases were accepted by the adjudicator and 27 rejected with 49 cases not contested by the Council following a review of the circumstances and/or consideration of any additional mitigating evidence provided.
- 6.8 There were 2,595 cases of the 26,596 Penalty Charge Notices issued were stopped either because an appeal was accepted or because the case could not be pursued. This represents 9.75% and is within the 20% that we were originally advised would be unrecoverable. Cases may not be pursued for example because the owner of the vehicle could not be identified or because the Enforcement Agency has returned the case to us because they could not secure payment.
- 6.9 Below is a table providing statistics of the number of complaints received during 2020/2021 budget year, figures below are based on an average, as statistics for complaints were only maintained from January 2020 onwards, due to the pandemic.

Complaint Statistics for Parking Services

Table 9

Section	Number of Complaints Received
Car Parks	16
Civil Parking Enforcement	228

7. Financial Reporting

- 7.1 The Parking Services budget is split into 3 account areas and the income and expenditure for 2020/21 is as follows: -

Parking Services Actual Expenditure 2020/21

Table 10

	Car Parks	Civil Parking Enforcement CPE	Park & Ride P&R
	£	£	£
Employees	443,793	1,129,639	87,252
Premises	80,510	-2,270	-4,112
Transport	38,275	10,657	0
Supplies and Services	373,785	199,761	-5,717
Third Party Payments	-19,903	-95	83,433
Internal Debits	7,854	0	0
Total Expenditure	924,314	1,337,693	160,857
Total Income	3,998,883	1,771,652	-147,915
Total Surplus (Deficit)	3,074,569	433,959	(12,942)

- 7.2 The Civil Parking Enforcement account received income from on-street Pay and Display charges and Penalty Charge Notices. Table 3 overleaf sets out the income from these sources. The income derived from on-street charges and enforcement both on and off-street is subject to the constraints imposed by Section 55 of the Road Traffic Regulation Act 1984, as amended from October 2004 by section 95 of the Traffic Management Act 2004 and Regulation 26 of the Civil Enforcement of Parking Contraventions (General Provisions) (Wales) Regulations 2013.

- 7.3 Sub section 2 of the 1984 Road Traffic Regulation Act states;

(2) At the end of each budget year any deficit in the account shall be made good out of the [general fund] [or, in Wales, council find], and (subject to subsection (3) below) any surplus shall be applied for all or any of the purposes specified in subsection (4) below and, as far as it is not so applied, shall be appropriated to the carrying out of some specific project falling within those purposes and carried forward until applied to carrying it out.

- 7.4 This section of legislation ring fences any surplus for specific purposes including the provision or maintenance of off-street parking, highway improvements and environmental issues.

Table 11

Source of Income	Income
Penalty Charge Notices	1,098,125.24
On-Street Pay & Display	8,451.09
Total	1,106,576.33

- 7.5 The expenditure associated with these operations, which offsets income from the on-street charges and payments of penalty charge notices, amount to £1,337,693 (this is the Total Expenditure for CPE shown in Table 7).
- 7.6 There was a reported surplus of £587,770 (as shown in Table 7, Total Surplus for CPE).
- 7.7 As stated in paragraph 7.3 any surplus must be used for specific purposes. During the reporting period the two Park and Ride schemes operated by the Council reported a loss of £12,942 (as shown in Table 7 Total Surplus (Deficit) for P&R).
- 7.7 Park and Ride car parks provide a sustainable transport option to motorists visiting the city either on a regular or one-off basis. The resulting reduction in traffic flow into the City Centre not only reduces congestion but also helps reduce pollution levels, which are difficult to manage on the arterial routes into and out of the City Centre. Park and Ride services also support the business community by providing affordable parking for city centres workers and shoppers. There is therefore a need to ensure the continued operations of these valuable services.
- 7.8 Therefore, during this pandemic year the Civil Parking Enforcement budget encountered an annual loss of £231,116.67 (as shown in Table 7, Total Surplus for CPE).