



Cabinet Member for Public Services

Time and Date

10.00 am on Monday, 22nd February, 2016

Place

Committee Rooms 2 and 3 - Council House

Public Business

1. **Apologies**

2. **Declarations of Interests**

3. **Minutes**

(a) To agree the minutes of the meeting held on 14th January 2016
(Pages 3 - 8)

(b) To agree the minutes of the joint meeting of the Cabinet Members for Business, Enterprise and Employment and Public Services held on 2nd February, 2016 (Pages 9 - 10)

(c) Matters arising

4. **Petition - The Management of Trees in Loudon Avenue** (Pages 11 - 26)

Report of the Executive Director of Place

To consider the above petition, bearing 26 signatures, which has been submitted by Councillor Mal Mutton, a Radford Ward Councillor, who has been invited to the meeting for the consideration of this item along with the petition organiser.

5. **e-petition - Reopen Stoney Road to all Traffic** (Pages 27 - 34)

Report of the Executive Director of Place

To consider the above e-petition bearing 9 signatures. The petition organiser has been invited to the meeting for the consideration of this item.

6. **Civil Parking Enforcement - Annual Report 2014 / 2015** (Pages 35 - 60)

Report of the Executive Director of Place

7. **Outstanding Issues** (Pages 61 - 64)

Report of the Executive Director of Resources

8. **Any other items of Public Business**

Any other items of public business which the Cabinet Member decides to take as matters of urgency because of the special circumstances involved

Private Business

Nil

Chris West, Executive Director, Resources, Council House, Coventry
Friday, 12 February 2016

Note: The person to contact about the agenda and documents for this meeting is Liz Knight / Michelle Salmon, Governance Services Officers, Tel: 024 7683 3072/3065, liz.knight@coventry.gov.uk/michelle.salmon@coventry.gov.uk

Membership: Councillor R Lancaster (Cabinet Member)

By Invitation: Councillor M Lapsa (Shadow Cabinet Member)

Please note: a hearing loop is available in the committee rooms

If you require a British Sign Language interpreter for this meeting
OR if you would like this information in another format or
language please contact us.

Liz Knight / Michelle Salmon

Governance Services Officers

Telephone: (024) 7683 3073/3065

E-mail: liz.knight@coventry.gov.uk / michelle.salmon@coventry.gov.uk

Coventry City Council
Minutes of the Meeting of Cabinet Member for Public Services held at 10.00 am on
Thursday, 14 January 2016

Present:

Members: Councillor R Lancaster (Cabinet Member)
Councillor M Lapsa (Shadow Cabinet Member)

Other Members: Councillor R Bailey
Councillor G Crookes (for the matter referred to in minute 61)

Employees:
P Boulton, Place Directorate
B Butterworth, Place Directorate
M Coggins, Place Directorate
D Joy, Resources Directorate
M Salmon, Resources Directorate
A Walster, Place Directorate
A Wright, Resources Directorate

Apologies: There were no apologies

Public Business

59. Declarations of Interests

There were no disclosable pecuniary interests declared.

60. Minutes

The minutes of the meeting held on 15th December 2015 were agreed and signed as a true record. There were no matters arising.

61. Petition - To Retain the Bollard Protecting the Pathway between Fosseway Road and Anchorway Road, Finham

The Cabinet Member considered a report of the Executive Director of Place that responded to a petition bearing 108 signatures, requesting the retention of the bollard protecting the pathway between Fosseway Road and Anchorway Road. The petition was submitted by Councillor Crookes, a Wainbody Ward Councillor, who attended the meeting and spoke in support of the petition together with the petition organiser, Mr Christopher Law. The resident of No 6a Anchorway Road, Mr Jag Singh, also attended the meeting.

In December 2012, the resident of 6a Fosseway Road was granted planning permission for the creation of a new vehicular entrance into his property off an adjacent pathway linking Fosseway Road with Anchorway Road. The new entrance was subsequently built and came into use.

Whilst the deeds for no. 6a granted private access rights over the pathway, it could not be demonstrated that they specifically granted access by motor vehicle. Therefore, in November 2014, following the receipt of complaints from other residents, the Council installed a bollard on the pathway preventing vehicles from using it to access the property. The resident of no. 6a successfully appealed to the Planning Inspectorate against this decision and a review was undertaken the result of which was to move the bollard a short distance further up the pathway to permit vehicular access to no. 6a, subject to various conditions, and this decision was communicated to residents in June 2015.

Councillor Crookes and Mr Law requested that the bollard be retained in its current position for the specific reason of protecting children using the pathway to access local schools from any potential danger posed by vehicles which may wish to use the pathway. They indicated that the pathway had been identified under the 'Safer Route to Schools' Scheme.

Mr Law referred to an appraisal of this issue by the City Council's Highways Officers and Rights of Way Officer in November 2011 that stated that Highways Officers object to this application because it involved a vehicle access across the adopted public footpath (RA 406) and would prejudice highway and pedestrian safety. The Highways Officer and the Rights of Way Officer met with the previous owner of No.6a on site on 16th November 2011 and advised him that they could not support his proposal for a vehicle access to the property via the footpath. The principle reason was pedestrian safety and the conflict it would cause between vehicles and pedestrians. The width between the garage wall to No. 7 and the boundary wall to No. 6 (when measured on site) was just 2.9m and this would not be sufficient for a pedestrian to wait in safety if a vehicle were to be travelling along the footpath. An additional issue would be the on-going maintenance of the footpath as it would not have been constructed to withstand frequent vehicle movements. The situation was confirmed to the current property owner prior to the completion of the purchase of the property.

Mr Law also referred to concerns of use of unauthorised vehicle crossings in and around Fossey Road and how this could impact on pedestrian safety. Following the Planning Inspectorate decision the Council's Highways Officers undertook a review. Assessment of the likely safety risks indicated that, in line with the Planning Inspectorate's Decision Notice, moving the bollard a short distance further up the pathway to enable the resident of No. 6a to access his property, would not compromise safety as safety risks were considered to be minimal. The resident of no.6a would be required to obtain the written permission of the land owner as a pre-condition, as only the land owner could legally permit access rights by motor vehicle over a footpath. A further assessment of the likely long-term maintenance implications and associated costs would also be required with the proposal that the costs of any necessary improvements to the construction of the pathway surface to enable it to bear vehicles, were borne by the owner of No. 6a Fossey Road. There was no requirement for an application for a footpath crossing as this was only necessary for classified roads.

There was no certainty to if and when the land owners permission would be granted, therefore as an interim measure bollards or similar features would be placed at the end of the pathway to prevent any vehicular encroachment.

The Council had powers under the Highways Act 1980 to address the use of unauthorised vehicle crossings.

The Legal Services Officer advised Mr Law of the options available to him if he felt that the Local Authority had made an incorrect decision in this matter.

RESOLVED that the Cabinet Member for Public Services:

- 1) Approves the relocation of the bollard to enable the resident of No. 6a Fosseway Road to use the short section of pathway to access the property from Fosseway Road, subject to, the resident first obtaining private vehicular access rights from the land owner and also to the resident agreeing to fund any necessary improvements to the construction of the pathway surface to enable it to bear vehicles.**
- 2) As an interim measure (pending the resident of No 6a Fosseway Road meeting the conditions identified in recommendation 1) above), approves that bollards or similar features are placed at the end of the pathway adjacent to Fosseway Road to prevent any vehicular encroachment on it.**
- 3) Endorses that appropriate action is taken to address unauthorised vehicular crossings in the adjoining area.**

62. Extension to the Hackney Carriage Vehicle Age Policy Exemption

The Cabinet Member for Public Services considered a report of the Executive Director of Place requesting the extension of the exemption for hackney carriages over ten years old to operate until 31st July 2016.

The Council was undertaking a review of its hackney carriage vehicle specification and its effect on the travel choices of the disabled community. The Authority had temporarily extended the age of hackney carriage vehicles that could be currently licensed, pending the outcome of the review. At a meeting on 10th December 2013 the Cabinet Member for Public Services resolved that "Approval be given to allow the use of hackney carriage vehicles over ten years old up until the 31st May 2014, subject to the vehicle passing the inspection test and also allowing the opportunity for a retest, if appropriate." Further, at a meeting of the 25th March 2014 the Cabinet Member resolved that "A further temporary exemption for hackney carriages over ten years old to operate until 31st December 2014, subject to the vehicle passing the inspection test and also allowing the opportunity for a retest, if appropriate be approved." Further, at a meeting of the 26th February 2015 the Cabinet Member resolved that "the exemption for hackney carriages over ten years old be further extended to operate until 31st January, 2016, subject to the vehicle passing the inspection test and also allowing the opportunity for a re-test if appropriate."

In view of the imminent expiry of the most recent deadline, a further approval is now required in respect of these hackney carriage vehicles.

RESOLVED that the Cabinet Member for Public Services agrees to further extend the exemption for hackney carriages over ten years old to operate until 31st July 2016, subject to the vehicle passing the inspection test and also allowing the opportunity for a re-test if appropriate.

63. London Road Cemetery - Application for Heritage Lottery Funding

The Cabinet Member for Public Services considered a report of the Executive Director of Place that detailed the stage 1 grant award from the Heritage Lottery Fund “Parks for People”, for the London Road Cemetery Restoration Project. The Chairman, Mr Woolly, of The Friends of London Road Cemetery Group, a group of volunteers who work to maintain and improve the Cemetery, was in attendance for this agenda item.

The Council, who owned the area, in partnership with Historic Coventry Trust, had developed a proposed outline scheme to restore the Grade 1 Listed Joseph Paxton designed Arboretum Cemetery, one of the top 5 historic cemeteries in the UK, as a visitor attraction, park for local people and education resource. The project would reinstate the original landscape design, repair of major features including the promenade and listed chapel and multiple monuments and graves. The project would include community engagement, educational and the empowerment and training for increased volunteer activities to improve future maintenance.

The outline scheme covered a number of interventions which would enhance the appearance and the future use of the London Road Cemetery and a number of external funding applications would be sought to form a funding package to cover the project. The activities that full parks Heritage Lottery funding would support included: landscaping of the Paxton Arboretum; restoration of the listed chapel; community involvement; educational programme; and future maintenance programme.

An application was made to The Heritage Lottery “Parks for People” in July 2015 for Stage 1 (Heritage Lottery Fund development stage) funding and had resulted in the partnership being awarded £305,800 towards the further development of the restoration scheme.

The Cabinet Member thanked the Friends of London Road Cemetery Group for their valuable work at the Cemetery and asked that this be placed on record.

RESOLVED that the Cabinet Member for Public Services:

- 1) Approves retrospectively the submission of the stage 1 application to Heritage Lottery Fund, “Parks for People” for the London Road Cemetery Project for £305,800.**
- 2) Authorises the Council to act as the accountable body for the Stage 1 grant award.**
- 3) Delegates authority to the Executive Director of Place and the Assistant Director of Legal and Democratic Services to finalise and enter into any necessary agreements in relation to the Heritage Lottery funding.**

- 4) **Approves a local contribution of £20,000 from the Council's own funds towards the development stage to be used in addition to Heritage Lottery funding.**
- 5) **Authorises applications to other funding providers to develop a funding package for delivery of a phase 2 submission, subject to Cabinet Member approval limits.**

64. **Outstanding Issues**

The Cabinet Member for Public Services noted a report of the Executive Director of Resources that contained a list of outstanding issues and summarised the current position in respect of each item. She agreed that the item headed "Petition – Longford Road Junctions with Oakmoor Road and Sydnall Road relating to Congestion and Road Safety Concerns" be deferred for consideration in March 2016 to enable the outcome of consultation, including discussion of the issue at Ward Forum meetings in February 2016, to be included in the report.

65. **Any other items of Public Business**

There were no other items of public business.

(Meeting closed at 11.40 am)

This page is intentionally left blank

Coventry City Council
Minutes of the Meeting of Joint Meeting of Cabinet Members Business, Enterprise and Employment and Public Services held at 12.00 pm on Tuesday, 2 February 2016

Present:

Members:

Councillor R Lancaster (Cabinet Member for Public Services)

Councillor K Maton (Cabinet Member for Business, Enterprise and Employment)

Councillor R Brown (Deputy Cabinet Member for Business, Enterprise and Employment)

Councillor G Crookes (Shadow Cabinet Member for Business, Enterprise and Employment)

Councillors J Lepoidevin and P Male, Woodlands Ward Councillors

Councillor R Lakha

Employees (by Directorate):

Place: N. Clews, S. Morris, A Walimia, A Walster

Resources: S. Bennett, J. Sprayson

Apology:: Councillor J McNicholas (Deputy Cabinet Member for Business, Enterprise and Employment)

Councillor Lapsa, Shadow Cabinet Member for Public Services

Public Business

1. Appointment of Chair for the Meeting

RESOLVED that Councillor Maton be appointed as Chair of the Joint Meeting.

2. Declarations of Interest

There were no declarations of interest.

3. Acquisition of Land at Bannerbrook Park for Public Open Space

The Cabinet Members considered a report of the Executive Director of Place which indicated that following a long running issue in the Bannerbrook Park Development on the future provision of street cleaning and grounds maintenance between the developer Permisson and residents, the City Council have been

approached by Persimmon Homes South Midlands to manage an area of land as public open space.

The report sought approval to acquire approximately 4.8 acres of open space land from Persimmon Homes South Midlands to Streetscene and Greenspace Portfolio, Place Directorate. The cost of acquiring the land will be nil consideration, however, the freehold transfer will include a maintenance bond of £127,135 to cover a 10 year period and one-off cost of £2, 097 for remedial works on existing trees.

The Cabinet Members recognised issues raised by Ward Councillors at the meeting in relation to residents' concerns regarding the maintenance of other areas of open space within the Bannerbrook Park development, but noted that these issues were private matters, to which the City Council has no privity of contract. The Cabinet Members also noted that officers had indicated to the developer that they were open to further discussions in relation to other areas of open space.

RESOLVED:-

- (1) That the Cabinet Member for Business, Enterprise and Employment approves the acquisition of the land shown edged red on the plan attached to the report to the Place Directorate on the terms now indicated.**
- (2) That the Cabinet Member for Public Services accepts the said land to be held within the portfolio of Streetscene and Greenspaces and maintained by the Council as Public Open Space on the basis set out in the report.**

4. Any Other Items of Urgent Public Business

There were no other items of urgent public business.

(Meeting closed at 12.25 pm)



Public report
Cabinet Member

22 February 2016

Name of Cabinet Member:

Cabinet Member for Public Services – Councillor Lancaster

Director Approving Submission of the report:

Executive Director, Place

Ward(s) affected:

Bablake

Title: Petition - The Management of Trees in Loudon Avenue.

Is this a key decision?

No

Executive Summary:

In April 2015 the Trees & Woodlands Team received a complaint from a resident of Loudon Avenue between Streetfield Road and Barker Butts Lane about the tree root activity from the street trees, in relation to the risk that they present to the nearby houses for subsidence damage and potential claims against the Council. After an assessment of the level of risk presented by the trees in this section of Loudon Avenue, The Arboricultural Services Officer concluded that 4 trees needed to be replaced out of 21 trees to reduce the likelihood of a future subsidence event occurring at the properties of 21 to 29 Loudon Avenue.

Beyond this work, a continuing evaluation of the level of risk presented by the trees would be conducted by the Trees & Woodlands Team, in the southern section of Loudon Avenue, to further reduce the level of risk. This may require the reduction in the number of trees present in the southern section Loudon Avenue. Phasing the work over two to three years will allow the work to undertake within yearly budgets and not affect service delivery elsewhere. Highway Tree Policy, appendix L to the Highway Asset Management Plan requires all highway trees to be replaced on a two for one basis.

The work to remove the current trees was to be undertaken during November and consultation letters, notifying the local residents of the work were sent out on the 27 Oct 2015.

On the 17th November 2015 the Council received a petition bearing 25 signatures requesting the removal of 50% of the trees (every other tree) along Loudon Avenue.

There are three sections to Loudon Avenue, each with trees as follows. Poole Road to Leofric Street 12 trees, Leofric Street to Steeplefield Road 15 trees and Steeplefield Road to Barker' Butts Lane 21 trees. The southern section of the avenue is overstocked in relation to the two other sections. The purpose of having trees in residential roads is to provide enhancing amenity greening and to soften the harshness of buildings and structures. The higher number of trees

present in this section of the avenue has made the trees become more of a nuisance to the local residence than an enhancing feature.

Recommendations:

The Cabinet Member for Public Services is recommended to approve:

1. The reduction of the number of trees in the southern section of Loudon Avenue, between Steeplefield Road and Barkers' Butts Lane from 21 to 12 by removing trees in a pattern that will leave a balanced level of amenity greening.
2. Replacement trees being planted in the nearby Moseley Park on the 2 for 1 basis and retaining the overall tree canopy cover for this area, but also further enhancing Moseley Park.

List of Appendices included:

Highway Tree Policy. Appendix L to the Highway Asset Management Plan.

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report title: Petition – The Management of Trees in Loudon

1. Context (or background)

- 1.1 In April 2015 the Trees & Woodlands team received a complaint from a resident of Loudon Avenue about the tree root activity from the street trees, in relation to the risk that they present to the nearby houses for subsidence damage.
- 1.2 After an assessment of the level of risk presented by the trees in the southern section of Loudon Avenue, The Arboricultural Services Officer concluded that 4 trees needed to be replaced to reduce the likelihood of a future subsidence event occurring at the properties of 21 to 29 Loudon Avenue.
- 1.3 Beyond this work, a continuing evaluation of the level of risk presented by the trees would be conducted by the Trees & Woodlands Team, in the southern section of Loudon Avenue, to further reduce the level of risk. This work identified that a reduction in the number of trees present in the southern section Loudon Avenue would be required. Phasing the work over two to three years would allowed the work to be undertaken within yearly budgets and not affect service delivery elsewhere.
- 1.4 The work to remove the current trees was to be undertaken during November and consultation letters, notifying the local residents of the work were sent out on the 27 October 2015.
- 1.5 On the 6 November 2015 the council received a petition bearing 25 signatures requesting the removal of 50% of the trees (every other tree) on Loudon Avenue. The petition read:

“We the resident of Loudon Avenue would like a reduction of 50% of the trees in Loudon Avenue (removing every other tree). We think this would greatly reduce the damage done by trees to the surrounding features. Namely the road, damage to walls and movement of house structures. This would retain valuable green amenity. Trees have been removed further up Loudon Avenue and appear every 25 metres not every 12 metres as they do between Barker Butts Lane and Steeplefield Road. We look forward to your reply as we know you are about to start work in the area.”

2. Options considered and recommended proposal

- 2.1 Option 1 – Remove 9 trees to reduce the total number of trees in this section of Loudon Avenue from 21 to 12. This will spread out the presence of trees in this section to match the other two sections of Loudon Avenue. The cost of this work is £3708 and can be funded from the tree maintenance budget.



2.2 Option 2 – Remove 9 trees as above and replace them on a 2:1 ratio with 18 young trees in the nearby Moseley Park on a two for one basis. This option almost meets the petitioners’ requirements, retains street tree amenity, satisfies the Highway Tree Policy and increases the numbers of trees present in the area. The cost of this work is £6678 and could be funded from the tree maintenance budget. The plan below indicates the new tree positions. Exact positions will be determined during the planting process.



2.3 Option 3 - Remove all 17 remaining Pollarded trees and replace them with new trees. This will maintain the numbers of trees present at 21 and meet the Highway Tree Policy needs on tree replacement but would not meet the petitioners request and the long term risk to properties would remain in the long term. The cost of this work is £12,117. This level of cost

could not be funded by the tree maintenance budget, without significant adjustments to other work.

- 2.4 Option 4 – Remove all 17 remaining pollarded trees and replace only 9 trees, providing a total of 12 young trees. This option provides the best balance of amenity greening and tree subsidence risk management for the long term. The cost of this work is £10,137. This level of cost could not be funded by the tree maintenance budget, without significant adjustments to other work.
- 2.5 Option 2 is the recommended option as it responds to the issues raised by the residents but maintains the level of trees within the local area.

3. Results of consultation undertaken

- 3.1 There has been no consultation because of the petition being received.

4. Timetable for implementing this decision

- 4.1 Immediately. Feb/March 2016.

5. Comments from Executive Director, Resources

Financial implications

The costs associated with the recommended option can be met from within existing revenue budgets.

5.2 Legal implications

The Council is obliged to consider any petition received with five or more signatories.

Officers will be required to have regard to any existing Tree Preservation Orders which may have been placed on the trees in question in order to protect them. This will determine whether the trees can be removed.

The Council's Highway Tree Policy, (appendix L to the Highway Asset Management Plan) required all highway trees to be replaced one for one as addressed in this report.

6. Other implications

None

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

This contributes to improving the environment and neighbourhood that people live in.

6.2 How is risk being managed?

As part of the on-going systematic inspection and management process the Urban Forestry Unit will continue to evaluate the level of risk presented by highway trees and undertake such actions as necessary to reduce or mitigate that risk.

6.3 What is the impact on the organisation?

None.

6.4 Equalities / EIA

There are no equality implications

6.5 Implications for (or impact on) the environment

All trees will be replaced so there are no environmental impacts.

6.6 Implications for partner organisations?

None

Report author(s):

Name and job title: Tim Wetherhill, Arboricultural Services Officer

Directorate: Place

Tel and email contact: 02476 83 1283 tim.wetherhill@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Andrew Walster	Assistant Director – Place Directorate	Place Directorate	10 th Feb 2016	
Nigel Clews	Assistant Director – Place Directorate	Place Directorate	12 th Feb 2016	12 th Feb 2016
Lara Knight	Governance Services Co-ordinator	Resources	8 th Feb 2016	8 th Feb 2016
Other members				
Names of approvers for submission: (officers and members)				
Finance: Cath Crosby	Lead Accountant – Business Partner	Resources	8 th Feb 2016	8 th Feb 2016
Legal: Rob Parkes	Legal Services	Resources	8 th Feb 2016	8 th Feb 2016
Director: Martin Yardley	Director - Place Directorate	Place		
Members: Councillor Rachel Lancaster	Cabinet Member (Public Services)		8 th Feb 2016	8 th Feb 2016

This report is published on the council's website:

www.coventry.gov.uk/councilmeetings

Appendices

Highway Tree Policy. Appendix L to Highway Asset Management Plan.

This page is intentionally left blank

APPENDIX L: HIGHWAY TREE POLICY

1.0 Introduction and History

This Strategy sets out how Coventry's roads and street have been planted with trees and how the City Council proposes to maintain them in the future. The aim of the strategy is to protect, promote the benefits of and enhance our highway trees and to recognise the beneficial contribution that these trees make towards the character and appearance of the City. The Council has the responsibility for nearly 14,000 trees associated specifically with its highways and a detailed survey is currently underway to collect position, species, age, dimensions, condition and to collect this important data in an appropriate software package. This work is scheduled to be complete in July 2009 and will assist tree maintenance immeasurably.

1.1 The History of Coventry' Highway Trees

The name of Coventry comes from the pre 1000 AD name of Cofa's Tree, given to the area cleared by the Britons in what would become known as the Forest of Arden in order to establish an agricultural settlement. Tradition maintains that Cofa's Tree stood in what is now known as Broadgate.

Due largely to our predecessors, we in Coventry enjoy a city which has a considerable number of trees associated with the highways. The Victorians planted many roads and streets with trees from the very short species list that they had available to them like Lime, London Plane and Chestnut. During the inter war period and post war period many new roads and streets were planted with trees to make Coventry one of the most tree-populated cities in the country.

When the Lime and London Plane trees became too large they were managed by pollarding. This practice was, however, discontinued in the mid 1970's and growth was left more or less unchecked until the early 1990's. In October 1992 a regime of maintenance was adopted by the Transportation and Highways Committee to bring the majority of highway trees under stricter control in order to reduce the high numbers of damage claims being received, to improve peoples living environment by allowing more light into properties and to permit high sided vehicles to pass more freely.

2.0 The Benefits of Street Trees in cities

2.1 Benefits

The benefits of trees have long been acknowledged. But in the last decade there has been very significant reinforcement of the need for action on a worldwide scale to protect and conserve trees. In 1994 "Sustainable Development: The UK Strategy" was published as Britain's response to the 1992 UN Conference on Environment and Development, the "Earth Summit" in Rio de Janeiro. An important recommendation of this meeting was that individual countries should prepare strategies and action plans to implement the agreements. Local Agenda 21 was an outcome of the Summit and states as one of it's objectives "...to encourage authorities to develop long-term strategies for the management and care of trees in their ownership. These strategies should plan for the eventual replacement of old trees; enable authorities to take advantage of new opportunities for tree planting provided by other urban improvement measures...and integrate awareness of the contribution which trees can make to the quality of life in urban areas into the full range of local authorities activities"

The value of trees in towns has been known throughout the world since earliest times. Towns and cities everywhere bear testament to the value of the municipal tree.

Research in the late 20th century increasingly has shown a clear and positive correlation between a person's view of trees and recovery from illness and maintenance of general health.

2.11 Urban Trees and Pollution

Since concern about the effects of acid rain became widespread, a great deal of research has been undertaken worldwide into trees and pollution. Trees absorb carbon monoxide, nitrogen dioxide, and carbon dioxide and, of course produce oxygen. By reducing levels of pollutants in the air we breathe, trees have a positive effect on the environment and human health. Trees also intercept large amounts of particulates that are a bi-product of combustion and increasingly implicated in the current asthma epidemic. Small particles which may be most damaging to people, are most effectively contained by trees. Studies in the U.S. show that an urban forest of 49 hectares will intercept between 48 and 170 pounds of particulates per day.

2.12 Trees in the Urban Landscape

Trees are amongst the most important landscape features in our towns and cities. Carefully located, a single tree can have a major impact on a street scene or view. Trees can define and give character to spaces, frame views, lead the eye to important landmarks and screen unsightly features. They can soften the appearance of large structures or barren areas and provide interesting colour, texture and movement that change with the seasons.

2.13 Noise reduction

Trees and other vegetation can play an important role in attenuating noise through reflecting and absorbing sound energy. One estimate suggests that 7db noise reduction is achieved for every 33m of forest whilst other reported field tests show apparent loudness reduced by 50% by wide belts of trees and soft ground.

3.0 Value of Council owned Trees

3.1 Actual value of trees

Many different ways of valuing trees have been developed to meet different needs and the City Services Arboriculture Team apply the most appropriate method of identifying the relevant value of a tree or group of trees. These include The Council for Tree and Landscape Appraisers method, the Helliwell method and the Council's own tree asset valuation method that is used in the HAMP asset valuations.

3.2 Property values

Several studies have analysed the effect of tree cover on the price of residential house sales and have concluded that values of properties in tree lined areas may, on average, be up to 6% greater than in similar areas without trees (Wolf, 1998 (c)).

4.0 Highway Tree Management

4.1 Programmed Maintenance of Street Trees

A Maintenance Strategy for all Council owned trees, including a Risk Analysis section, is being developed by the City Council and will eventually include all the Highway Trees to which this document specifically relates. The Citywide strategy document will define a cyclical regime of inspection for all trees at no greater than 5 year intervals.

4.2 Frequency of Pruning

A large number of Coventry' Street trees are of Lime and London Plane species. Because of their forest type growth they could be considered unsuitable to the modern urban environment. However they are there and until their condition requires them to be removed, they are subjected to regular pruning, termed semi or secondary pollarding, and barrel growth removal. This work will continue with the regularity and at the frequency set by the maintenance programme. Regular review of this programme will ensure that the frequencies are correct for each road or street and that the trees continue to provide a vital amenity value to the area.

4.3 Tree management to ensure healthy growth and development.

Appropriate tree management is needed, particularly in an urban area like Coventry, to ensure that trees are properly cared for through the various stages of their growth and development and to enable trees to thrive in a city environment. As part of that management, maintenance work will need to be undertaken to trees, from time to time to maintain them in a healthy condition and ensure optimum conditions for growth. Younger trees in particular need careful and more intensive management to help them develop into healthy mature trees in future years. Undertaking this work at the correct time of year is important, both for the trees health and for wildlife preservation needs.

We also need to take care of our veteran trees to ensure that they are not removed prematurely and that they pose no danger to the public. All management of veteran trees in the highway will be carried out in line with industry best practice on managing veteran trees.

4.4 Types of Pruning For Trees

There are many different types of pruning undertaken to manage trees. They are listed and described below as acceptable methods and good practice within the industry and the authority. Generally the Council will use the target techniques for pruning set out in BS 3998 and the European Tree Pruning Guide. Tree officers will use Risk Assessment procedures to identify the extent of work needed and these assessments will take into account the Authority's statutory obligations including consideration of protected species under the Wildlife and Countryside Act 1981. Where evidence of birds nesting is found no work will be carried out until the nesting season is over.

4.41 Crown Thinning - This reduces the density of the tree's crown without changing the shape and form of the tree. Thinning reduces the amount of foliage and allows more light through the canopy or crown. It is ideal for admitting more light to gardens and windows and allows crossing and rubbing branches to be cleared.

4.42 Crown Lifting - This essentially means pruning off lower limbs close to the trunk to give more clear space below the crown which is essential for street trees and useful for allowing more light into gardens. It also prevents low branches obstructing paths, drives etc.

4.43 Crown Cleaning - Cleaning consists of the removal of all dead, dying and diseased wood and rubbish accumulating in forks. It also includes the removal of objects such as wire, ropes, clamps and

boards where this can be done without inflicting further damage on the tree. Cleaning out may consist of the removal of unwanted climbing plants, such as Ivy or Clematis, from the crown of a tree.

4.44 Crown Reduction - The tree crown is reduced by shortening branches, usually carried out all round the crown or canopy to maintain a balanced shape. It is useful for preventing branches touching buildings, roofs and guttering. It also prevents branches obstructing street signs, lighting and high vehicles.

4.45 Root Pruning - Cutting tree roots is highly undesirable and can affect the health and safety of a tree. Root pruning is a very specialised operation that should only be undertaken with the support and supervision of the Arboriculturalist. Pruning of buttress or other major roots can make the tree unstable. There are strict guidelines relating to severance of tree roots. Severance of more than 30% of a tree's root system is quite likely to cause slow dieback and eventual death of a mature tree.

4.46 Pollarding - This involves pruning all the branches from a tree at a certain height, usually between 2 and 5 metres above ground level. Since ancient times pollarding has been a traditional method for cutting timber and then allowing re-growth. It should normally be commenced when the tree is still young and then repeated at regular intervals through the life of the tree. It is now essentially a method of controlling the growth of the tree and to restrict the size of its crown. Pollarding is traditional in some localities and for certain species but it can be detrimental to the appearance of individual trees. There is a case for pollarding veteran trees to allow them to be retained without compromising public safety. Many ancient trees are in fact pollards, though locally these are rare.

4.47 Coppicing - This is a similar practice to pollarding, but in this method the tree is cut back close to ground level to promote multiple stem re-growth. Whilst this is generally used to promote stem growth for commercial harvesting it can be a useful practice for amenity and for conservation; for example coppicing willows along riverbanks to help bank stabilisation and for wildlife habitat.

4.48 Barrel Growth removal - This work is the removal of small shoots from the trunk or barrel of the tree to improve visibility along the highway, particularly at junctions. The growth is removed to a range of different heights from 3 metres to 6 metres, depending on the tree's proximity to nearby buildings.

4.49 Felling - This operation is the complete removal of a tree down to a stump. It may involve careful dismantling of the branch structure to avoid surrounding features like houses and gardens. Because of the complexity of this operation and the differing equipment required it is sometimes necessary to leave a tree stump and return at another time to remove it. When this happens, stumps will be left 1.5 metres high to remove the possibility of trip hazards. The Council will resist the removal of any established tree unless it is dead, dying or diseased or is identified as needing removal as a result of a Risk Assessment or planning consent. It may also be necessary to allow the felling of a mature tree if it is obstructing a public highway or Right of Way or if it is causing an illegal nuisance to an adjoining property.

5.0 Duties and Responsibilities

5.1 Owners of trees owe a duty of care and are legally obliged to carry out regular inspections to ensure that any foreseeable hazards can be identified and made safe. As a responsible landowner Coventry City Council has introduced a system of regular inspection and monitoring of its Highway trees, which is part of the Risk Management Strategy, mentioned earlier in this document. We will encourage other landowners to do likewise.

5.2 Owners of any trees that are a potential nuisance or danger to the public, or to public property will be asked to carry out remedial work. In the event of failure to carry out work we will use statutory powers to implement essential works and recharge the costs to the owner.

5.3 Coventry City Council has powers under the Highways Act 1980 Section 154, The Local Government (Miscellaneous Provisions) Act 1976 Section 23 & 24 and in common law to ensure that members of the public are not put at risk when using the highway and these powers extend to cover highway trees.

6.0 Assessment of Requests For Pruning.

6.1 These guidelines outline Coventry City Council's approach to street tree management work and describe in broad terms, situations where we are likely to consider pruning, felling or other forms of tree management work for our street trees. Trees do require work from time to time, for example to reduce risk and liability, or to ensure that people are not deprived of a reasonable right of enjoyment of their property. All work to our trees will normally be carried out by specialist Arboricultural teams and will be in accordance with current UK and EEC legislation, guidance, British Standards and Codes of Practice, where they apply.

Guidelines for determining whether or not requests for pruning of Coventry City Council managed trees should lead to action are listed below.

6.2 Safety

Where there is a clear and foreseeable threat to the personal safety of residents or visitors or to property that is directly related to the condition of a tree, action will be taken to minimise that risk.

Unfounded fear of a tree or its threat will not normally result in action to prune the tree.

6.3 Obstruction of the Highway

The Council will seek to ensure that adequate clearance of the highway for the type of traffic using that highway is maintained at all times. Complaints about low branches over the highway will be considered and acted upon promptly.

6.4 Obstruction of street lights and road signs

The Council will endeavour to ensure that trees under their management do not obscure road signs or prevent street lamps from illuminating the highway.

The purpose of street lamps is to illuminate the public highway and where adequate illumination of the highway is present the Council will not normally take action to improve the levels of illumination of private property by pruning trees.

6.5 Daylight Loss

There is no right to light with regard to trees, so action will normally only be considered where the separation between the tree and the window of the nearest habitable room is less than 2 metres from the tree and the exclusion of light is unreasonable.

A 'habitable room' means a dining room, lounge, kitchen, study or bedroom but specifically excludes WCs, bathrooms, utility rooms, landings and hallways.

6.6 Television and other radio equipment

There is no right to good reception of any signal type. The TV licence does not guarantee or grant an adequate signal and in many cases it is possible to resolve issues of poor reception involving trees by finding an engineering solution.

6.7 Leaves, Seeds and Fruit

Leaves and seeds are carried freely on the wind and are largely outside the control of Coventry City Council. Clearing of leaves from gutters and pathways and weeding of self-set seeds are considered to be normal routine seasonal maintenance which property owners are expected to carry out. Pruning will not normally be undertaken to attempt to reduce the fall of leaves, seeds or fruit.

6.8 Honeydew

As with leaves, honeydew is not readily controllable by pruning and cleaning of affected surfaces is considered to be routine maintenance. Pruning will not normally be considered solely as a way of alleviating problems with honeydew.

6.9 Subsidence

Tree related subsidence damage is a complex issue and each case will need to be considered on an individual basis. An increasing number of insurance claims and mortgage enquiries relate to possible or actual subsidence of structures and buildings of various kinds. Insurance companies will frequently refer to an adjacent council owned tree and demand its removal or commence a claim against the Authority. Council trees are an easy target for many structural ills in nearby buildings.

Where damage has occurred the Council will require that adequate assessment and monitoring is undertaken to demonstrate that the tree is involved and that such evidence be submitted in support of any request for action. Monitoring of the subsidence or other damage, by expert professionals over an extended period of time is essential to establish the true reason for the problem. It must be remembered that the removal of a large tree can cause 'heave' which is the opposite effect to that which is planned.

Requests for action based on an un-quantified possibility of damage occurring at an unspecified point in the future will not be considered unless there are other overriding reasons to take action.

6.10 Direct Root Damage

As with subsidence, cases of direct root damage will be considered on an individual basis after detailed investigation and confirmation that the roots in question are in fact part of the adjacent council owned tree and not some other plant or tree.

6.11 Drain Blockage

As with subsidence, the council will require that adequate assessment is undertaken to establish that a trees roots are invading a drain. The most appropriate remedial action will be decided upon which has a balance between the nuisance experienced by individuals and the benefits offered by the tree to the wider community.

6.12 Footway crossing applications involving trees.

Where Coventry City Council receives an application for a footway crossing and there is a tree in the footway or verge, considerations will be made as follows.

- Does the property already have the right of access satisfied by another access for example at the rear? If yes, the application will be turned down and the tree will remain. If not, the tree may be removed to allow construction of the footway crossing providing other criteria set out in the Domestic Footway Crossing Policy are satisfied.

- Does the excavation needed to construct the proposed crossing, impinge on the. Root Protection Area as defined in British Standard 5837: 2005 Trees in Relation to Construction Recommendations? If yes, then the individual situation is to be considered by the City Services Arboricultural Officer to establish the extent of potential damage to roots. If no, the footway crossing application can proceed.

7.0 Tree Planting

7.1 New tree planting is at the heart of this strategy. Trees take decades to mature and to contribute fully to the treescape and local environment. The City is now benefiting from the foresight of previous generations and their tree planting policies. Many of Coventry's highway trees date from Victorian times and from between the wars with individual trees from very much earlier periods. Coventry City Council will plant a new tree to replace every tree felled in the highway. The replacement will be in the same location as the tree removed, or as close as possible unless circumstances dictate otherwise. Overall there will be no net loss in tree numbers in the highway and careful maintenance and replacement will ensure an increasing tree population in the future.

7.2 City streets offer a very unnatural environment for trees and they need special care and protection to fulfil their purpose. This can be costly. Streets are where most of our services cables, pipes and overhead wires are found, together with junction boxes, letter and telephone boxes, street lights, signs and access chambers. The presence of this equipment above and below ground makes it difficult to find large enough spaces to plant trees. In residential areas verges have often been surfaced with tarmac and many people now have driveways. Vandalism, traffic pollution, road salt and other pollutants also affect the health and life expectancy of tree species and must be carefully considered in species selection and siting.

7.3 Tree planting and establishment will be carried out in accordance with the City Services Tree Planting Procedure. This adopts good Arboricultural practice and guidance promoted by government agencies and professional institutions. We are committed to achieving a very high standard of workmanship and setting a good example to others.

The challenge will be to constantly increase public awareness of the city's highway trees, their importance and their contribution to the streetscape both aesthetically and environmentally. Consideration must also be given to the continuing development of this strategy document so that it keeps pace with ever changing threats to our trees from continuing urbanisation, increases in road traffic, imported diseases and other factors which are detrimental to the health of the City's trees.

The Authority should consider other medium term policies including the development of a volunteer tree warden scheme, the training of all Council employees who are directly or indirectly associated with trees to increase their awareness of tree issues, the establishment of procedures to protect trees from damage during highways and utilities work and the reappraisal of the use of the recently revised TPO legislation to protect specimen trees.

The Highway Asset Management Plan is intended to support and further the aims of this strategy and the Tree Policy in general.



Cabinet Member for Public Services

22 February 2016

Name of Cabinet Member:

Cabinet Member for Public Services – Councillor Lancaster

Director Approving Submission of the report:

Executive Director of Place

Ward(s) affected:

Cheylesmore

Title:

Report – Petition – Re-open Stoney Road to all Traffic

Is this a key decision?

No

Executive Summary:

An e-petition of 9 signatures has been received requesting the removal of the bus gate on Stoney Road allowing access to all traffic.

The bus gate was installed in April 2012.

In accordance with the City Council's procedure for dealing with petitions, those relating to traffic management issues are heard by the Cabinet Member for Public Services.

The cost of introducing road traffic measures is usually funded from the Highways Maintenance and Investment Capital Programme budget through the Local Transport Plan.

Recommendations:

Cabinet Member for Public Services is recommended to:

1. Note the concerns of the petitioners.
2. Endorse that no further action is undertaken at the current time, but the location continues to be monitored.

List of Appendices included:

Appendix A – Location plan showing location of bus gate/lane

Appendix B – Table of comparison of changes to traffic flow data.

Other useful background papers:

Planning Committee Report 6, 24 March 2011 and Planning Application No. OUT/2011/0036

Cabinet Member (City Services) meeting 14 June 2011, Report - Proposed Traffic Regulation Order prohibiting right turn in to and out of Michaelmas Road

Cabinet Member (City Services) meeting 13 December 2011, Report - Proposed Traffic Regulation Orders creating Bus Lane on Stoney Road and 20mph Speed Limit

Cabinet Member (City Services) meeting 27 March 2012, Report – Objection to proposed modification to Traffic Regulation Order relating to Bus Gate on Stoney Road

Cabinet Member (City Services) meeting 11 December 2012, Report – Petitions (i) request for removal and (ii) request to retain - Stoney Road Bus Gate

Cabinet Member (City Services) meeting 30 July 2013, Report Back - Stoney Road Bus Gate Monitoring

Copies of reports available at modern.gov.coventry.gov.uk

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report title:

Report – Petition – Re-open Stoney Road to all Traffic

1. Context (or background)

- 1.1 An e-petition of 9 signatures has been received requesting the removal of the bus gate on Stoney Road allowing access to all traffic.
- 1.2 The bus gate was installed in April 2012 as part of works associated with traffic mitigation measures relating to the Friargate Development. The introduction of the bus gate in effect reduced the volume of traffic able to travel on Stoney Road in a southwest bound direction (towards Leamington Road). It is enforced by the City Council using a CCTV camera.
- 1.3 In December 2012, 8 months after the installation of the bus gate, two petitions were considered one requesting the removal of the bus gate and one that the bus gate was retained. In response it was approved that the bus gate remained and monitoring was undertaken. A location plan showing the position of the bus gate is shown in Appendix A.
- 1.4 Following consideration of the results of traffic monitoring, the number of changes that were being made to the road layout within the area and the bus gate having the anticipated effect of reducing through traffic, in July 2013 the Cabinet Member endorsed that the bus gate was retained with an on-going programme of monitoring

2. Options considered and recommended proposal

- 2.1 The petition advises

“The right turn from Manor Road onto Stoney Road as one exits from the train station was turned into a bus lane one year ago, forcing all other traffic onto one of two alternative routes that were already congested at peak times, exacerbating the congestion. This petition is to remove the bus lane, making the road available again to all traffic and thus easing the congestion. Speed bumps can be put on Stoney Road, if there is a concern about cars speeding.”

- 2.2 The options considered in response to this petition are:

- i) Retain the bus gate
- ii) Remove the bus gate.

- 2.3 Traffic count data was collected before the installation of the bus gate and regular monitoring has continued. The main changes to traffic flows considered when the decision was taken to retain the bus gate in July 2013 are shown in the table in Appendix B, together with a comparison of latest traffic flows undertaken in November 2015.
- 2.4 Changes are still taking place in the area, which includes the use of temporary traffic arrangements, including road closures due to the on-going development works. Currently access on to the ring road from Manor Road is prevented, which will have an effect on traffic flows as drivers use alternative routes.
- 2.5 The results show that traffic has increased on Quinton Road. However mitigation measures have been installed at the junction of Quinton Road/Dauntney Road to assist the flow of traffic.

- 2.6 In considering the continuing changes in the area, including the necessary use of temporary traffic arrangements, the results of the monitoring undertaken so far and the continuation of this monitoring; it is recommended that the bus lane is retained.

3. Results of consultation undertaken

- 3.1 No consultation has been undertaken in regard to the request received.

4. Timetable for implementing this decision

- 4.1 Subject to the recommendation being approved monitoring of the traffic flows in the area will continue to be undertaken.

5. Comments from Executive Director of Resources

- 5.1 Financial implications

The cost of introducing road traffic schemes is funded from the Highways Maintenance and Investment Capital Programme budget through the Local Transport Plan

- 5.2 Legal implications

The Council is obliged to consider any petition received with five or more signatories.

Road Traffic Regulation Act 1984 allows the Council to make a Traffic Order in the interests of preserving or improving the amenities of an area provided it has given due consideration to the effect of such an order.

In accordance with Section 122 of the Road Traffic Regulation Act 1984, when considering whether it would be expedient to make a traffic order the Council is under a duty to have regard to and balance various potentially conflicting factors e.g. the convenient and safe movement of traffic (including pedestrians), adequate parking, improving or preserving local amenity, air quality and/or public transport provision.

There is an obligation under the Road Traffic Regulation Act 1984 to advertise our intention to make Traffic Orders and to inform various stakeholders, including the Police and the public. The Authority is obliged to consider any representations received. If representations are received these are considered by the Cabinet Member (Public Services).

The 1984 Act provides that once a Traffic Order has been made it may only be challenged further via the High Court on a point of law (i.e. that the Order does not comply with the Act for some reason).

The same considerations as detailed above apply equally where a traffic order is varied or revoked.

6. Other implications

- 6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?**

The bus gate was one of a number of measures proposed to mitigate against and protect residents from the potential traffic management issues arising from the Friargate development.

The introduction of new businesses and developments within Coventry contribute to the City Council's core aim of a prosperous Coventry, making Coventry an attractive and enjoyable place to be, encouraging a creative, active and vibrant City. A City that works for jobs and growth.

6.2 How is risk being managed?

None

6.3 What is the impact on the organisation?

None

6.4 Equalities / EIA

None.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

None

Report author(s)

Name and job title:

Caron Archer, Team Leader (Traffic Management)

Directorate:

Place

Tel and email contact:

024 7683 2062, caron.archer@coventry.gov.uk

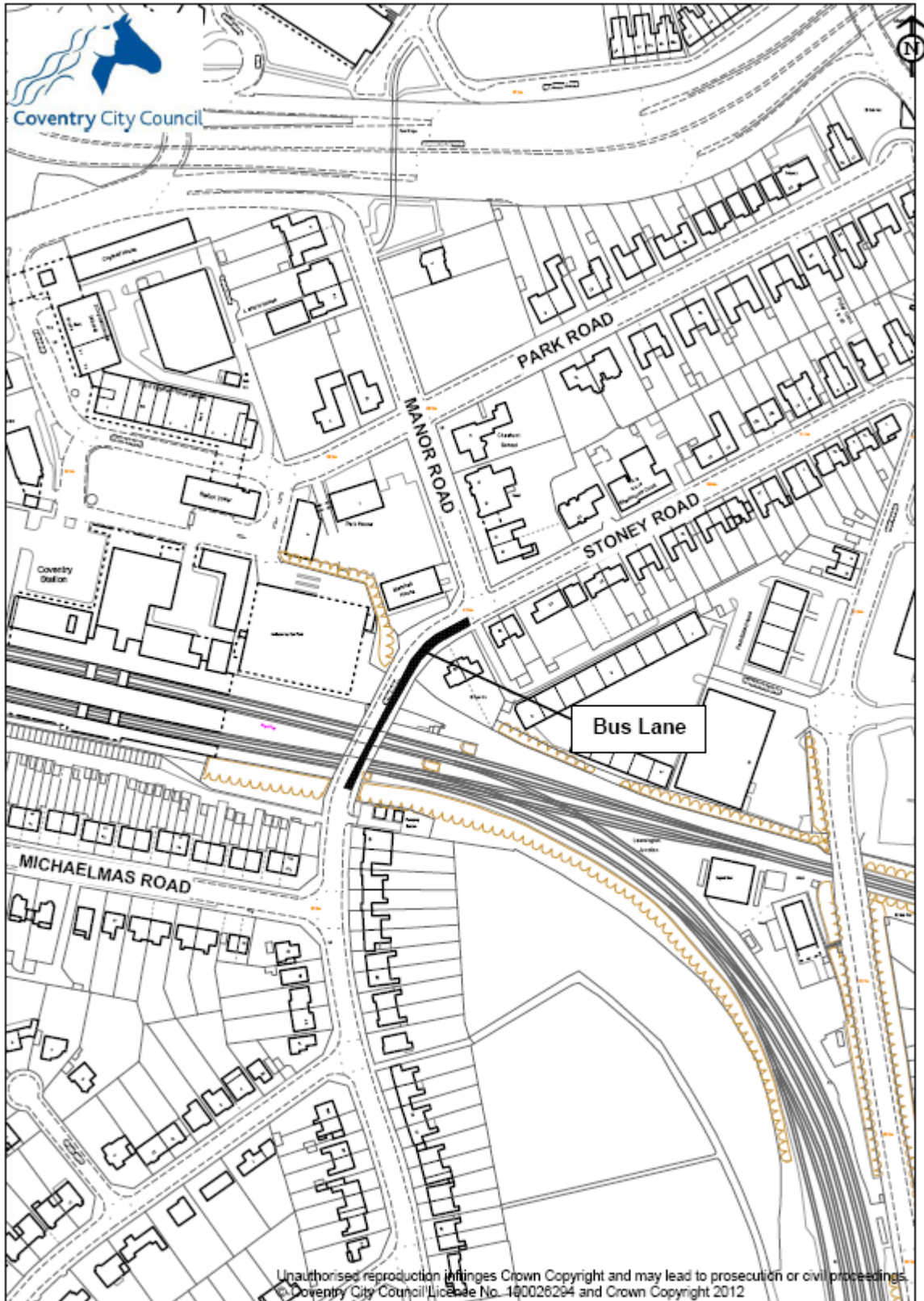
Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Colin Knight	Assistant Director (Planning, Transport and Highways)	Place	03.02.2016	
Karen Seager	Head of Traffic and Network Management	Place	03.02.2016	08.02.2016
Jas Bilen	HR Manager	Resources	09.02.2016	09.02.2016
Liz Knight	Governance Services Officer	Resources	03.02.2016	04.02.2016
Other members				
Names of approvers: (officers and members)				
Finance: Graham Clark	Lead Accountant	Resources	09.02.2016	09.02.2016

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Legal: Rob Parkes	Senior Solicitor	Resources	08.02.2016	08.02.2016
Other members: Councillor Lancaster	Cabinet Member for Public Services		08.02.2016	08.02.2016

This report is published on the council's website: moderngov.coventry.gov.uk

Appendix A – Location Plan showing location of Bus Lane



Appendix B – Table of comparison of changes to traffic flow data after installation of bus gate.

Location	Direction	Increase/Decrease in average daily traffic flow (reported July 2013)	Explanation for change (reported July 2013)	Increase/Decrease in average daily Nov 2015 (compared to before bus gate installed)
Stoney Road (between Quinton Rd and Manor Rd)	Westbound	-1497	Less traffic as route no longer being used as a cut through.	-1426
Stoney Road (between Asthill Grove and Orchard Crescent)	Southbound	-2111	Less traffic as route no longer being used as a cut through.	-2178
Manor Road (between Park Road and Stoney Road)	Southbound	-1043	Less traffic southbound and more northbound as drivers travelling away from station using Junction 6, as 'easier' following installation of signals and no longer using Stoney Road as cut through	-681
Manor Road (between Park Road and Ring Road)	Northbound	+1529		Road currently closed
Humphrey Burtons Road	Westbound	-1546	Less traffic as route no longer being used as a cut through.	-1656
Warwick Road	Northbound	-1654	Figures have varied each time monitored, in December traffic volume increased, possible due to Christmas shopping	-1882
Warwick Road	Southbound	+2537		+1426
Quinton Road	Southbound	+575	Increase as it is an alternative route to travelling southbound on Stoney Road	+1505
Mile Lane	Northbound	+589	Increase as it is an alternative route to travelling southbound on Stoney Road. However, June figure likely to have been influenced by roadworks on London Rd	+311



Public report Cabinet Member Report

Cabinet Member for Public Services

22nd February 2016

Name of Cabinet Member:

Cabinet Member for Public Services - Councillor Lancaster

Director Approving Submission of the report:

Executive Director, Place

Ward(s) affected:

All

Title:

Civil Parking Enforcement – Annual Report 2014 / 2015

Is this a key decision?

No

Executive Summary:

This report seeks approval for the Civil Parking Enforcement Annual Report 2014 / 2015 which is included as appendix 1 to this Cabinet Member Report.

Recommendations:

The Cabinet Member for Public Services is recommended to:

1. To approve the Civil Parking Enforcement Annual Report 2014/15 (included as appendix 1 to this Cabinet Member report).

List of Appendices included:

Civil Parking Enforcement Annual Report to the Department for Transport 2014/2015

Other useful background papers:

None

Has it been or will it be considered by Scrutiny?

No

Has it been or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

**Report title:
Civil Parking Enforcement – Annual Report 2014 / 2015**

1. Context (or background)

- 1.1 Coventry City Council became a Decriminalised Parking Enforcement (DPE) Authority in April 2005 under legislation contained in the Road Traffic Act 1991. Subsequently, in 2008, the relevant parts of the Road Traffic Act 1991 were replaced by Part 6 of the Traffic Management Act 2004, which introduced new arrangements for 'Civil Parking Enforcement' (CPE).
- 1.2 At that point the Department for Transport (DfT) made it a requirement for parking enforcement authorities to issue an annual report detailing certain financial, statistical and other information relating to parking enforcement performance. The information is required to be placed in the public domain to ensure transparency and accountability.
- 1.3 Regular and consistent reporting of CPE matters helps to keep the public abreast of performance and to understand what improvements are planned or are happening. It also provides a framework through which performance can be benchmarked with other authorities. The Annual Report is an opportunity for the local authority to outline its plans and the initiatives it will use to help deliver improvements.

2. Options considered and recommended proposal

- 2.1 Following Cabinet Member approval, it is proposed to submit the report to the Secretary of State for Transport and other key stakeholders. Copies will also be made available via the Council's website.
- 2.2 It is proposed to produce and make available a report on an annual basis in the October following the end of the financial year to which it relates.

3. Results of consultation undertaken

- 3.1 None

4. Timetable for implementing this decision

- 4.1 Subject to approval, the annual report for 2014/15 will be published by the end of March 2016

5. Comments from Executive Director, Resources

- 5.1 Financial implications
Under Section 55 of the Road Traffic Regulation Act 1984, as amended by the Traffic Management Act 2004, parking enforcement authorities are required to keep an account of all on-street parking income and expenditure in relation to their functions as an enforcement authority. An accurate financial summary of on-street parking income and expenditure for the previous financial year is contained within the 2014/15 Annual Report.
- 5.2 Legal implications
Section 55 of the Road Traffic Regulation Act 1984 (as amended) requires each enforcement authority to maintain a separate parking account. In addition, DfT guidance issued under the Traffic Management Act 2004 requires each authority to prepare and publish an annual civil parking enforcement report which must include financial information from the parking account.

6. Other implications

6.1 How will this contribute to achievement of the Council's key objectives / corporate priorities (corporate plan/scorecard) / organisational blueprint / Local Area Agreement (or Coventry Sustainable Community Strategy)?

The enforcement of parking restrictions contributes to the expeditious movement of traffic on the road network which improves the accessibility and reliability of public transport and other public services.

6.2 How is risk being managed?

None

6.3 What is the impact on the organisation?

There is a potential for negative reputational damage to the Council if the Council does not effectively tackle the issues of illegal and unsafe parking. Equally, there is likely to be a negative reputational impact to the Council if the correct procedures are not followed.

6.4 Equalities / EIA

There are no negative impacts or adverse impacts on any particular groups as a result of parking enforcement. Civil Parking Enforcement has a positive impact of keeping traffic moving and removing obstructive parking which is to the detriment of pedestrians and the most vulnerable members of the community.

6.5 Implications for (or impact on) the environment

None

6.6 Implications for partner organisations?

The civil enforcement of on-street parking restrictions encourages motorists not to break the law by parking illegally. It also reduces the need for Police resources to deal with these offences, thereby enabling the Police to devote greater attention to tackling higher level crime and disorder.

It also has a positive impact on other key stakeholder such as public transport operators by deterring and reducing illegal parking at bus stops, thereby contributing towards public transport accessibility and reliability.

Report author(s):

Paul Bowman

Name and job title:

Paul Bowman, Team Manager (Parking Services)

Directorate:

Place

Tel and email contact:

024 76834243

Paul.bowman@coventry.gov.uk

Enquiries should be directed to the above person.

Contributor/approver name	Title	Directorate or organisation	Date doc sent out	Date response received or approved
Contributors:				
Graham Clark	Lead Accountant	Resources	9/2/16	10/2/16
Jonathan Hagan	Business Analyst	Place	9/2/16	9/2/16
Names of approvers: (officers and members)				
Martin Yardley	Executive Director	Place	11/2/16	
Colin Knight	Assistant Director Planning, Transportation & Highways	Place	9/2/16	10/2/16
Karen Seager	Head of Traffic and Transportation	Place	9/2/16	9/2/16
Phil Helm	Finance	Resources	9/2/16	10/2/16
Rob Parkes	Senior Solicitor	Resources	9/2/16	9/2/16
Liz Knight	Governance Services	Resources	9/2/16	10/2/16
Jasbir Bilen	Human Resources	Resources	9/2/16	10/2/16
Julie Fairbrother	Corporate Communications	Resources	9/2/16	11/2/16
Councillor Rachel Lancaster	Cabinet Member for Public Services			

This report is published on the council's website:
www.coventry.gov.uk/councilmeetings

Appendices

Appendix 1 – Civil Parking Enforcement Annual Report (April 2014 to March 2015)

Civil Parking
Enforcement
Annual Report

April 2014 to
March 2015

Civil Parking Enforcement Annual Report 2014/2015

Contents	Page
Foreword	2
Section 1 – Introduction	3
Section 2 –Legal Background	4
Section 3 – The Role of Parking Services	6
Section 4 – Developments and Areas for Service Improvements	11
Section 5 – Operational Performance	14
Section 6 – Annual Accounts	17

Foreword

By Councillor Rachel Lancaster (Cabinet Member – Public Services)

Welcome to Coventry's Parking Services' Annual Report for 2014/15. This report details the achievements of the service, and how they relate to the Council's objectives and priorities for managing traffic on the road network.

Parking activities are integral to the Council's transport strategies but getting the balance right between the demands for parking and the needs of Coventry's growing population continues to be a challenge. We understand that parking enforcement is not always popular with some people but it is absolutely vital if we are to improve road safety, traffic flow and access for essential public services.

This was a milestone year for Coventry's Civil Parking Enforcement operation, as it marked the tenth year since we became a Decriminalised Parking Enforcement (DPE) Authority. Even though we are 10 years on, there is no let-up in the demand for parking enforcement as a considerable number of people continue to park indiscriminately, inconsiderately and illegally.

Many readers will be aware that the Council is facing unprecedented pressures on financial resources and that we have adopted a key set of principles known as Kickstart to ensure that we continually review what we do and how we do it to deliver service improvements at a reduced cost.

It is more important than ever that the limited resources available are spent to best effect and so Parking Services have introduced a couple of initiatives that will help ensure we improve road safety, traffic flow, the efficiency and cost effectiveness of the service. I am specifically referring to the implementation of an ANPR camera car to undertake enforcement outside of schools and the introduction of paperless parking permits in areas where we have 'Residents only' parking schemes in place. Both of these initiatives are proving to be beneficial and further details are included later in this report.

We will continue to explore the use of innovation and technologies to achieve our objectives and to help improve the Parking Service.

We welcome your feedback and suggestions on any parking issues or improvements to the service that we can provide.

You can contact us in the following ways:

- By e-mail at parking.enforcement@coventry.gov.uk
- By phone on 024 7683 3400
- By post at Coventry City Council, Parking Services, P. O. Box 3943, Coventry, CV1 2PY



Councillor Rachel Lancaster
Cabinet Member (Public Services)

Section 1 – Introduction

Mission Statement

“Parking Services is dedicated to improving road safety and maximising traffic flow on behalf of customers through effective monitoring and enforcement of on and off street parking. Services will be delivered in a sensitive and professional manner by valued, trained and motivated staff who act as ambassadors for Coventry City Council in the execution of their duties”.

Parking Policies

Coventry City Council aims to undertake Civil Parking Enforcement in a fair, transparent and consistent manner in line with the principal objectives of Part 6 of the Traffic Management Act 2004.

We conduct our activities in compliance with legislation and best practice.

Our policies and procedures are reviewed regularly to ensure that they are relevant and appropriate to the current and projected levels of parking demand.

The key objectives for Parking Enforcement in Coventry are to:

- support the aims of the Council’s wider transport strategies and plans
- minimise traffic congestion
- improve traffic flow
- improve road safety
- improve access for emergency, public transport and public service vehicles
- promote considerate parking and compliance with parking restrictions

Balancing the demands for parking and the needs of Coventry’s residents, visitors, businesses, disabled people and shoppers is vital to the success of the city and the movement of traffic across the road network. We endeavour to ensure the Parking Enforcement operation is effective in supporting, delivering and achieving these goals.

In setting our policies we have taken account of:

- existing and projected levels of demand for parking
- the availability of on-street and off-street parking spaces
- the regulating, monitoring and controlling of on and off-street parking
- the justification and accuracy of Traffic Regulation Orders
- consultation with local people and businesses on a range of parking needs
- the quality of street signing and road markings that indicate parking restrictions
- the level of enforcement necessary to promote compliance

Section 2 – Legal Background

The Road Traffic Regulation Act 1984 authorised local authorities to make Traffic Regulation Orders in order to control traffic movements and parking provision within their areas.

Responsibility for the monitoring of the majority of traffic offences (such as parking on ‘yellow lines’) initially remained with police officers and traffic wardens. The West Midlands Police (WMP) and the traffic wardens were employed by the WMP and issued Fixed Penalty Notices for parking offences.

The Police service became increasingly unable to provide the resources necessary to either deal directly with parking offences, or to fund and manage the traffic warden service. The consequences of the lack of enforcement, in terms of road safety and congestion, were deemed unacceptable and, in order to address the problem, the Government introduced the Road Traffic Act 1991 (RTA 91).

This enabled local authorities to establish Special Parking Areas, within which parking offences were decriminalised and became a civil matter under the auspices of the local authority. Traffic wardens originally employed by the Police became known as Parking Attendants and subsequently were employed directly, (or indirectly), by the local authority. Parking Attendants could then undertake the enforcement of parking contraventions within the designated special parking areas.

Penalty Charge Notices (PCNs) could be issued for breaches of the parking restrictions within those areas. The local authority would retain the monies received from the payment of PCNs to help fund the parking enforcement operation.

The initial objective was that decriminalised enforcement operations would be self-funding. Whilst raising revenue was not the aim of enforcement, any surplus of funds at the end of the financial year could be spent to either improve off-street parking facilities, or on other specified transport related matters.

Adoption of RTA 91 powers was mandatory for London boroughs but optional for other local authorities outside of London. The local authorities that adopted the new powers were known as Decriminalised Parking Enforcement (DPE) Authorities. Coventry City Council adopted these powers and became a DPE Authority on 5th April 2005. At this time the responsibility for monitoring parking restrictions and the enforcement of parking contraventions transferred from the WMP to Coventry City Council.

The introduction of the parking related sections of Part 6 of the Traffic Management Act 2004 (TMA 2004) on 31st March 2008 subsequently changed the legal framework. The new legislation widened the scope of local authority parking enforcement. It aimed to introduce greater openness, consistency and professionalism within parking operations and largely harmonised the regulations applicable to authorities inside London with those relating to authorities outside of London (including Coventry).

As a result of the introduction of the TMA 2004, decriminalised parking enforcement became known as Civil Parking Enforcement (CPE) and Parking Attendants were re-named Civil Enforcement Officers (CEOs).

The Secretary of State for Transport has stated that CPE is a means of achieving transport policy objectives. Raising funds is not the objective of CPE and authorities should not set revenue targets or targets based upon a level of penalty charge notices to be issued.

The introduction of TMA 2004 also required greater communication by local authorities of their parking policies and recommended that this could be achieved in part, through the publication of information on websites.

Our website is <http://www.coventry.gov.uk/parking>.

Section 3 – The Role of Parking Services

Coventry City Council's Parking Services is responsible for the management of parking restrictions which includes the enforcement of on-street and off-street parking in the city.

The Council directly employs the Civil Enforcement Officers (CEOs) who carry out the enforcement operation and also the administrative staff who deal with all aspects of the payments, representations and appeals procedure.

During the course of 2014/15 Coventry City Council's Parking Services comprised 1 Manager, 3 Parking Supervisors, 24 Civil Enforcement Officers, 1 Business Analyst, and 11 Appeals Officers.

Parking Services is part of the Traffic and Transportation Group that is within the Council's Place Directorate. The current structure was the result of a review of the Traffic and Transportation group in 2013 that was fully implemented in the 2014/15 financial year.

A review of the Council's customer-facing departments saw the Appeals Officers transfer from Parking Services to the Corporate Customer Services. This change will be fully embedded during the 2015/16 financial year.

The main areas of responsibility for Parking Services include:

- Civil Parking Enforcement of:
 - City Centre Restricted Parking Zone (RPZ)
 - city-wide on and off street parking restrictions
 - Residents' Parking Schemes
 - Red Route
- maintenance of Council run car parks and associated equipment
- bus lane enforcement.

Civil Parking Enforcement

The Council tries to discourage indiscriminate and inconsiderate parking by promoting parking that is compliant with the traffic regulations (i.e. parking restrictions) and is in line with our parking policies.

In Coventry, we try to ensure that the level of enforcement that we provide is reasonable, affordable, proportionate and effective.

Parking enforcement is undertaken by staff working a shift pattern during Monday to Sundays.

The CEOs are easily identifiable - wearing Coventry City Council uniforms - and patrol the city either on foot, in cars or on mopeds. They operate hand-held computers together with digital cameras to record and monitor parking infringements, and where necessary to issue Penalty Charge Notices (i.e. a parking ticket).

Depending on the type of parking contravention the penalty charge will either be £70 for serious offences (e.g. parking on double yellow lines) or £50 for less serious offences (e.g. parking for longer than permitted in a limited waiting bay). The charge will be reduced by 50% (to incentivise prompt payment) to either £35 or £25 respectively if it is paid within 14 days. However, if the penalty charge remains unpaid or is not challenged it may increase. Motorists cannot pay the reduced charge and then challenge the PCN.

Further information in regard to the Penalty Charge Notice process can also be found on Coventry City Council's website at www.coventry.gov.uk/parking.

There are approximately 60 different types of parking offences that may result in a penalty charge being issued, including the following:

- parking on double or single yellow lines
- stopping on yellow zigzag lines outside schools
- stopping at white zigzags lines at pedestrian crossings
- parking at a dropped kerb
- parking for longer than permitted in a limited waiting area
- parking in a residents' parking zone without displaying a valid permit or ticket
- parking in a taxi rank or at a bus stop
- stopping where prohibited (e.g. on a red route)

A full list of the different levels of parking offences can be found at www.coventry.gov.uk/parking.

Challenges, representations and appeals

The Penalty Charge Notices that are issued by the CEOs contain details of how to pay, or appeal against the issue of a parking ticket.

The vehicle owner may dispute the issuing of a parking ticket and Council staff will deal with all enquiries relating to either the payment, challenge or the formal representation processes.

If a formal representation is rejected by the Council the vehicle owner may appeal against this decision to an independent adjudicator. Further information on the appeals process can be found at www.patrol-uk.info.

All officers who deal with appeals are trained in parking procedures. Officers give due consideration to any extenuating circumstances, and have the discretion to cancel PCNs in line with the Council's policy.

The team aim to respond to correspondence in the time periods recommended by the Secretary of State. Currently these are:

- 14 days for challenges
- 21 days for representations

Regardless of the outcome of a challenge or representation, we aim to ensure that the customer receives a prompt response and where applicable, that they are informed of the reasons for the decision or any further steps they may take.

For other correspondence, such as e-mails, the aim is to respond within 10 working days, in line with Coventry City Council's corporate policy.

Statistical information relating to challenges, representations and appeals can be found later in this report.

City Centre Restricted Parking Zone

In 2012, Coventry's city centre became a restricted parking zone. This resulted in:

- creation of on street pay and display parking bays
- parking restricted to marked bays only
- the removal of all double yellow lines within the city centre

Drivers are informed of the restrictions by gateway signs as they enter the city centre, and repeater signs on roads within the city centre.

This has been very successful, and in 2014/15 Phase 2 of the project was implemented. This extended the area covered by pay and display bays to just beyond the border of Coventry's Ring Road, which encompasses the city centre.

The pay and display bays limit the duration of parking to a maximum of 2 hours or 4 hours depending on the location. This encourages a greater turnover of parking spaces and supplements the spaces available off-street in car parks. From an enforcement perspective, the introduction of the pay and display bays resulted in a decrease in the number of PCNs issued as members of the public have tended to comply with these restrictions better than the limited wait restrictions that preceded them. As a result we are able to allocate our staff resources differently and more efficiently to tackle parking problems in other areas.

Residents' Parking Schemes

Parking and the ability to park on street is an issue that is regularly raised by the public, especially in areas where residents do not have any off-street parking facilities. Residents' Parking Schemes can be an effective way to provide parking in such areas and there are 10 schemes in operation within the city at present.

Residents' permit schemes are designed and implemented by the Council's Traffic Management Team. Thereafter, Parking Services are responsible for issuing permits to residents and the enforcement of the schemes.

Currently there are schemes in the following areas of the city:

- The Ricoh Arena (operational on rugby and football match days and event days only)
- Walsgrave Hospital
- The Charterhouse
- The Butts
- Starley Road
- Swanswell
- Hillfields
- Middleborough Road
- Railway Station (Manor Road, Park Road, Stoney Road)
- University of Warwick

We are planning to introduce two new Resident's Parking Schemes in the following areas during 2015/16:

- Earlsdon
- Cheylesmore (West & East)

Further information about the individual schemes can be found at <http://www.coventry.gov.uk/residentsparking>.

In total, approximately 18,000 properties are within Residents' Parking Schemes. Traditionally, vehicles parked within a scheme were required to display either a valid resident's permit or visitor's permit. Failure to do so has resulted in a Penalty Charge Notice. For information on the future of residents' and visitors' permits, see section 4.

Car Parks

In 2012, the management of Coventry's public car parks transferred back to the Council from CV One and the staff who had previously worked for CV One were assimilated into Parking Services. Subsequently, the job roles were redefined and as a result our team of Civil Enforcement Officers now has responsibility for undertaking parking enforcement *and* the management of the Council's car park facilities.

Coventry City Council has 17 car parks and one coach park within the city centre, the full details of which are available at www.coventry.gov.uk/carparks

The car parks are a mix of pay and display and pay on foot (i.e. barrier controlled) car parks.

In addition to the standard car park tariffs, the details of which are available at www.coventry.gov.uk/carparks, season tickets are also available to members of the public.

In addition to the Council run car parks, there are five other privately run car parks in the city centre. In total, this offers a parking capacity of approximately 4,100 spaces.

Dispensation (Waiver) Permits

If vehicles are required to park on restrictions whilst carrying out their business activities (e.g. contractors undertaking property repairs, furniture removals etc.) a dispensation permit can be issued.

Permits are specific to the vehicle, time and location. Applications for dispensation permits must be made in writing at least three days before the permit is needed.

Further information about dispensation permits can be obtained by writing to parking.permits@coventry.gov.uk

Other Activities Undertaken

The Council works in partnership with other agencies and organisations (e.g. Blue Badge Team, Police, Abandoned Vehicles Team, DVLA) to ensure that parking facilities and kerb space are not being misused, abused or to report any suspected criminal activities.

The Council will continue to rigorously enforce the improper use of disabled parking bays and fraudulent or misuse of Blue Badges so that disabled parking spaces are occupied by genuine Blue Badge holders.

For further information regarding Blue Badge applications please visit:

http://www.coventry.gov.uk/info/117/parking/590/disabled_blue_badge_scheme

Section 4 – Developments & Areas for Service Improvement

Pay and Display Machines

There are pay and display machines both on-street and in off-street parking locations in Coventry. They have two features that are less common than in other local authorities:

- a large number of the machines are solar powered
- the machines communicate via a “MESH” wireless network.

Although other local authorities use solar powered machines, it is thought we have more than most towns or cities in the country. This reduces the running costs of the machine and also avoids the need to undertake the expensive excavation and reinstatement of footpaths and roads.

Traditionally, pay and display machines communicate using SIM cards – similar to mobile phones. In Coventry, the city centre is covered by a wireless MESH (radio) network which allows the machines to communicate without the need for SIM cards. Aside from the cost benefits, the MESH can also be used to allow other communications within the city (e.g. traffic signals).

In 2015/16, we expect to extend the use of the MESH network to provide live car park information to LED variable message signs (VMS) around the Ring Road and interactive information totems located around the city centre.

Residents’ Permit Schemes - Virtual Permits

Since the introduction of Residents’ Permit Schemes to Coventry in 2005, the schemes have been based on a traditional approach using paper permits. Initially, this took the form of a “tax-disc style” permit for residents, and scratch cards for their visitors, but in recent years, partly due to the prohibitive cost of the scratch cards, reusable and transferrable visitor permits similar in design to the residents’ permits, were introduced instead.

The city’s largest Residents’ Parking Scheme is located around the Ricoh Arena and is operational during football match and major event days at the stadium. The scheme covers approximately 12,500 residential properties. During the 2013/14 football season, Coventry City Football Club (CCFC) played their home fixtures in Northampton which meant that the parking scheme was largely redundant and it was allowed to naturally expire. However, in September 2014 Wasps Rugby Club (WRC) bought the Ricoh Arena and CCFC again returned home to Coventry with immediate effect. At that stage, the parking scheme became essential and so it was quickly reinstated and renewed.

At this point we decided to introduce a new way of operating the scheme using a paperless or ‘virtual’ permit that is both more efficient and cost effective. The virtual permit scheme was introduced in conjunction with our partner, MiPermit. A resident can now register for a permit either online or by phone, where they set up their own account. This account allows the resident to set up a limited number of resident and / or visitor permits. The details are then communicated to the handheld computers that the CEOs use when they are patrolling, so they can check whether or not the vehicle has a valid permit.

This new process of registering for a virtual permit was introduced in March 2015 and so far over 8,000 permits have been registered using the new system.

During the coming year we plan to use the Ricoh Arena paperless scheme as the blueprint for other Residents' Parking Schemes to follow.

Self-Service Options

With the advancement of technology and the drive for efficiency within the public sector, people within Coventry are being encouraged to use the self service options available to them. Within Parking Services, people wishing to pay a PCN can do so by:

- online - via the Parking Portal <http://payments.coventry.gov.uk/public/NReg/QuickPay.aspx>
- using the self-service machines located in the Council House
- automated telephone line

In addition, payment is still accepted by cheque or by credit / debit card payment over the phone by speaking to one of our Customer Services staff.

By providing better information about the self service options, and encouraging people to use them, officers' time is freed up to process challenges, representations and other correspondence. In 2014/15, over 70% of PCNs were paid using one of the self-service options available.

Automatic Number Plate Recognition (ANPR) CCTV Vehicle

In March 2015, we began a one year trial of an ANPR Camera Enforcement vehicle. The Traffic Management Act 2004 gives powers to councils to enforce parking contraventions using "approved devices" such as CCTV cameras, where enforcement by a foot-patrolling Civil Enforcement Officer is difficult or not practical.

In Coventry, we have approval to use the ANPR camera car to enforce the following parking restrictions:

- yellow zig zag lines outside schools
- the red route
- urban clearways
- taxi ranks
- bus stop clearways
- where there is a loading / unloading ban.

Some motorists regularly abuse these parking restrictions and the Council receives numerous complaints and enquiries from the general public about dangerous parking at these locations. It is hoped that the ANPR camera car will help to tackle the problem and act as a deterrent to motorists.

Our intention is to focus the 12 month trial on areas outside schools to enforce 'School Keep Clear' markings (the yellow zig zags) as this is a very high safety priority for us. The purpose of the vehicle is to assist the foot-patrolling Civil Enforcement Officers in keeping these areas safe for pedestrians during the school drop-off and pick-up times.

Following the trial, a review will be undertaken to evaluate and assess the success of the trial before deciding whether or not to continue to use the ANPR camera enforcement.

Areas for Service Improvement 2015/16

We will continue to review and evaluate the effectiveness of the Civil Parking Enforcement function and seek to identify solutions to any issues arising.

We have a number of key challenges for 2015/16 that we will focus on. These include but are not limited to:

- more effective enforcement of foreign vehicles
- dealing effectively with motorists who persistently park in contravention of restrictions and do not pay the penalty charge
- tackling systematic abuse of the Blue Badge (disabled parking) scheme
- the removal of vehicles that are causing an obstruction where the issue of a Penalty Charge Notice is in itself insufficient
- enhancing payment facilities in on-street pay and display locations and in some car parks
- improving signage and parking guidance systems.

Section 5 - Operational Performance

One of the key requirements of the Annual Report is that the local authority publishes statistical, financial and other information about the performance of the Civil Parking Enforcement operation. The following data is provided in compliance with the DfT's requirement.

Penalty Charge Notices – On and Off Street

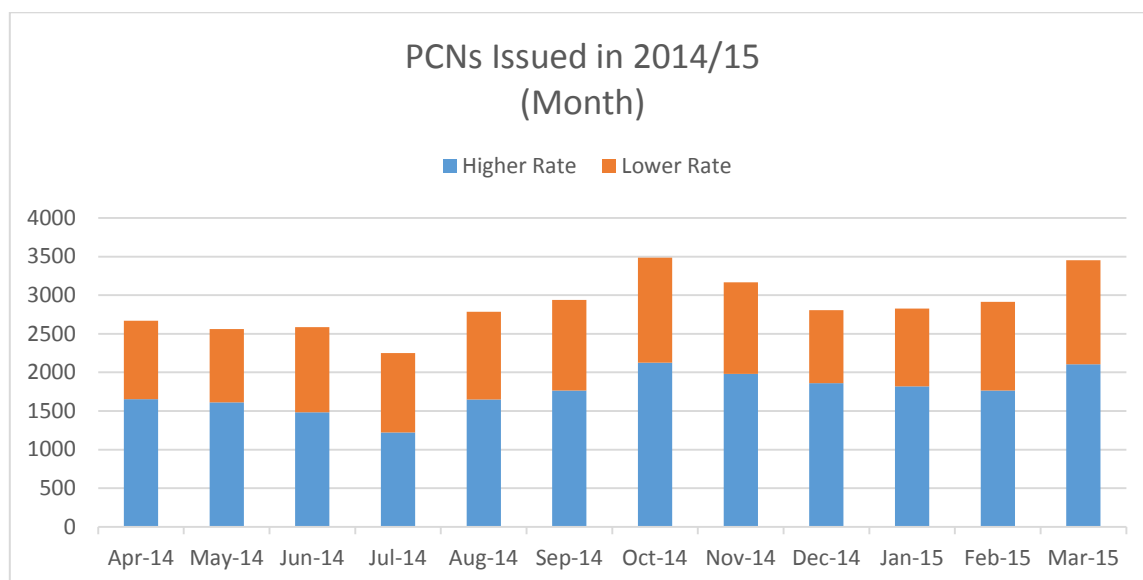
A total of 34,450 Penalty Charge Notices were issued by Coventry's CEOs from 1 April 2014 to 31 March 2015.

The breakdown between on and off street contraventions and the higher and lower rate is shown in Table 1 below.

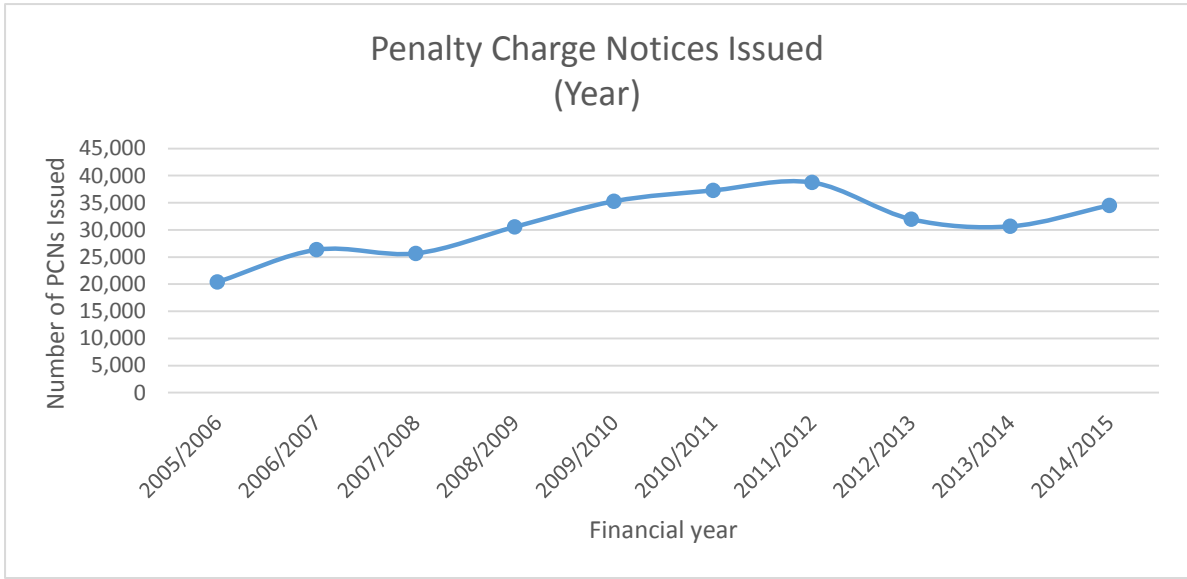
	On-street	Off-street	Total
Higher rate	20,338 (59.0%)	712 (2.1%)	21,050 (61.1%)
Lower rate	10,991 (31.9%)	2,409 (7.0%)	13,400 (38.9%)
Total	31,329 (90.9%)	3121 (9.1%)	34,450

Table 1: Breakdown of PCNs issued by higher and lower rate and on and off street location

These figures are illustrated further in the following graph.



The graph over the page shows the number of PCNs issued over each of the 10 years that Coventry City Council has undertaken civil parking enforcement. You can see the decrease in the number of PCNs issued after the 2011/2012 financial year, which coincided with the introduction of the City Centre RPZ.



The following statistics show how the Parking Services operation performed during 2014 / 2015.

Required	Total PCNs	On Street	Off Street	ANPR Car (On-Street)
Number of higher level PCNs issued	21,050	20,338	712	44
Number of lower level PCNs issued	13,400	10,991	2,409	0
Number of PCNs paid	22,971	20,861	2,110	39
Number of PCNs paid at discount rate	18,675	16,916	1,759	34
Number of PCNs against which an informal or formal representation was made	6,612	5,760	852	2
Number of PCNs cancelled as a result of an informal or formal representation	3,122	2,587	533	2
Number of PCNs written off for other reasons	1,853	1,729	124	0
Number of vehicles immobilised	0	0	0	0
Number of vehicles removed	34	34	0	0
Number of appeals to adjudicators	112	Unknown	Unknown	0
Number of appeals refused	23	Unknown	Unknown	0
Number of appeals non-contested	55	Unknown	Unknown	0
Percentage of higher level PCNs issued	61.1%	64.9%	22.8%	100.0%
Percentage of lower level PCNs issued	38.9%	35.1%	77.2%	0.0%
Percentage of PCNs paid	66.7%	66.6%	67.6%	88.6%
Percentage of PCNs paid at discount rate	54.2%	54.0%	56.4%	77.3%
Percentage of PCNs against which an informal or formal representation was made	19.2%	18.4%	27.3%	4.5%
Percentage of PCNs cancelled as a result of an informal or formal representation	9.1%	8.3%	17.1%	4.5%
Percentage of PCNs written off for other reasons	5.4%	5.5%	4.0%	0.0%
Percentage of appeals to adjudicators	0.3%			0.0%
Percentage of appeals refused	0.1%			0.0%
Percentage of appeals non-contested	0.2%			0.0%
Total PCNs	34,450	31,329	3,121	44

Section 6 – 2014/15 Annual Accounts

Parking enforcement is often criticised as being a money-making exercise for local authorities. The TMA 2004 clearly states that parking activities should never be used for this purpose, and that any surplus money raised by enforcement must be used on traffic or parking facilities.

The table below details the income and expenditure for the financial year 2014/15. The figures for the previous financial year have been included for comparison.

Annual Parking Account		
	2014/15	2013/14
	£ 000	£ 000
ON AND OFF STREET PARKING		
Payments		
Payments of PCNs	(1,540)	(1,377)
Total	(1,540)	(1,377)
Expenditure		
Employees	740	729
Transport	17	15
Professional fees (e.g. DVLA, TEC, TPT)	69	31
Council internal overheads	91	89
Other running costs	580	424
Repayment of initial set up costs	0	190
Total Expenditure	1,497	1,478
(Surplus)/Deficit	(43)	101

This page is intentionally left blank



Cabinet Member for Public Services

22 February 2016

Name of Cabinet Member:

Cabinet Member for Public Services – Councillor R Lancaster

Director Approving Submission of the report:

Executive Director of Resources

Ward(s) affected:

None

Title:

Outstanding Issues

Is this a key decision?

No

Executive Summary:

In May 2004 the City Council adopted an Outstanding Minutes System linked to the Forward Plan, to ensure that follow up reports can be monitored and reported to Members. The attached appendix sets out a table detailing the issues on which further reports have been requested by the Cabinet Member for Public Services so she is aware of them and can monitor progress.

Recommendations:

The Cabinet Member for Public Services is requested to consider the list of outstanding issues and to ask the Member of the Management Board or appropriate officer to explain the current position on those which should have been discharged at this meeting or an earlier meeting.

List of Appendices included:

Table of Outstanding Issues.

Other useful background papers:

None

Has it or will it be considered by Scrutiny?

No

Has it, or will it be considered by any other Council Committee, Advisory Panel or other body?

No

Will this report go to Council?

No

Report author(s):

Name and job title:

Liz Knight
Governance Services Officer

Directorate:

Resources

Tel and email contact:

Tel: 024 7683 3073

E-mail: liz.knight@coventry.gov.uk

Enquiries should be directed to the above person.

This report is published on the council's website: www.coventry.gov.uk/meetings

	Subject	Date for Further Consideration	Responsible Officer	Proposed Amendment to Date for Consideration	Reason for Request to Delay Submission of Report
1	<p>City Centre Maintenance Contract</p> <p>Further report providing an update on the City Centre Review transfer process and seeking approval for future maintenance standards (Minute 55 of Cabinet Member for Public Services refers – 15th December 2015).</p>	September, 2016	<p>Executive Director of Place</p> <p>Graham Hood</p>		
2	<p>Residents' Parking Schemes</p> <p>A list of outstanding residents' parking schemes, including Stoke Row, be reviewed and a report to be presented to a future meeting on the outcome of the review (minute 5/14 of Cabinet Member for Public Services refers – 19th June 2014).</p>	April, 2016	<p>Executive Director of Place</p> <p>Caron Archer</p>		
3	<p>The Introduction of an ANPR Camera Car to Enforce Dangerous and Illegal Parking</p> <p>Further report on the results of the 12 month trial period with recommendations (Minute 17/14 of Cabinet Member for Public Services refers – 7th July, 2014).</p>	February, 2016	<p>Executive Director of Place</p> <p>Paul Bowman</p>	March, 2016	

4	<p>Petition – Safety Measures on Swan Lane</p> <p>Further report on progress following 12 months of implementation (Minute 75/14 of Cabinet Member for Public Services refers – 19th January, 2015).</p>	September, 2016	<p>Executive Director of Place</p> <p>Caron Archer</p>		
5	<p>Petition – Speeding Problems on Hockley Lane</p> <p>Further report on progress following 12 months of implementation (Minute 75/14 of Cabinet Member for Public Services refers – 19th January, 2015).</p>	March, 2016	<p>Executive Director of Place</p> <p>Caron Archer</p>		
6	<p>Petitions – Longford Road Junctions with Oakmoor Road and Sydnall Road relating to Congestion and Road Safety Concerns</p> <p>Further report with results of traffic study and solution for the Longford Road/Oakmoor Junction (Minute 97/14 of Cabinet Member for Public Services refers – 17th March, 2015).</p>	March, 2016	<p>Executive Director of Place</p> <p>Caron Archer</p>		<p>Report deferred from February 2016 to enable the outcomes of the consultation, including discussion of the matter at the February Ward Forums, to be included in the report.</p>
7	<p>Petitions – Parking on the Grass Verge at Princethorpe Way</p> <p>Report deferred to allow for further consultation with all residents (Minute 98/14 of Cabinet Member for Public Services refers – 17th March, 2015)</p>	June, 2016	<p>Executive Director of Place</p> <p>Caron Archer</p>		<p>Report deferred to enable a meeting to be arranged for further consultation with residents.</p>

* Identifies items where a report is on the agenda for your meeting