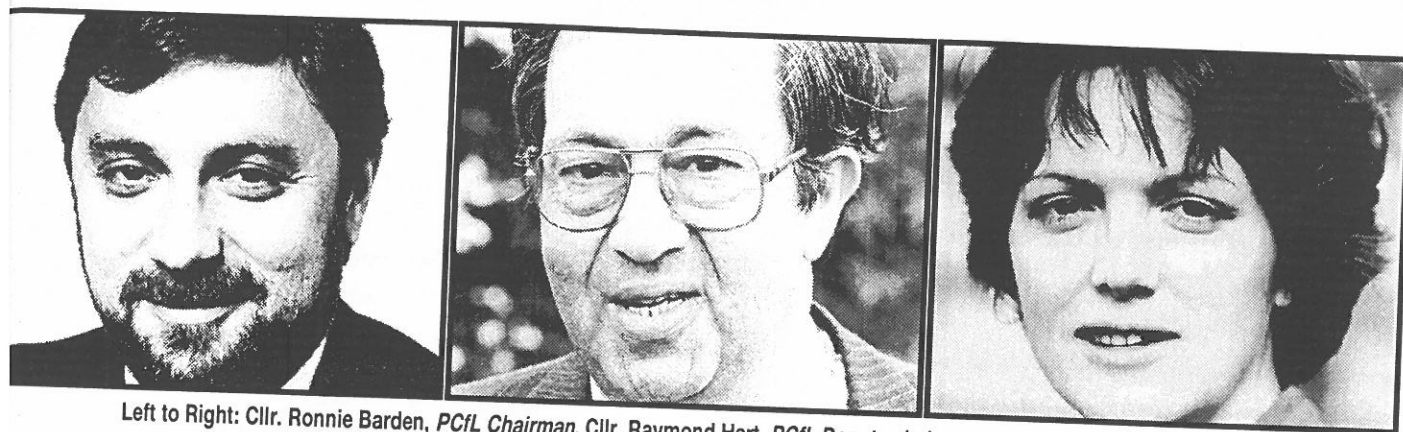


Annual Report 1992 — 1993

PARKING
COMMITTEE FOR
LONDON



Left to Right: Cllr. Ronnie Barden, *PCfL Chairman*, Cllr. Raymond Hart, *PCfL Deputy chairman*, Cllr. Sally Powell, *PCfL Sub-committee chair*.

Introduction

It gives us great pleasure to introduce the second Annual Report of the Parking Committee for London. You will find inside information on the development of the new parking scheme for London, and the concrete steps being taken to help London's councils implement the 1991 Road Traffic Act.

The Act will revolutionise parking enforcement in London. At the moment illegal parkers only stand a one in fifty chance of being caught - but in the future the odds will shorten dramatically, reducing congestion and freeing up parking spaces for the legal user. For the first time the rule makers - the boroughs - will be able to deploy their own resources to ensure that parking laws are complied with. The police will be freed of most of their obligations to deal with parking offences, and the benefits for motorists should be clear: they will find it noticeably easier to get around London and find a parking space when they arrive.

This year has seen the Parking Committee set the level of the new fines in London, assist boroughs in planning new parking operations and undertake to establish an adjudication service for the capital. The Committee now has its own staff and offices and has produced Britain's first ever Code of Practice on Parking Enforcement.

1993 will see the introduction of borough parking enforcement in Bromley, Lewisham, Hammersmith & Fulham and Wandsworth amongst other boroughs, and the Committee will be helping these and other boroughs achieve their objective of a higher quality parking service for the public.

Cllr. Ronnie Barden - Chairman

Cllr. Sally Powell - Vice chair and Sub-committee chair.

Cllr. Raymond Hart - Deputy chairman.

Background

The Parking Committee for London (PCfL) was established under the terms of the 1991 Road Traffic Act. Initially it was resourced by the Association of London Authorities (ALA) and the London Boroughs Association (LBA). It now has its own dedicated staff of six, with the Corporation of London acting as lead authority for "pay and rations" purposes.

In addition to its statutory functions, the Secretary of State for Transport has asked the Parking Committee for London to act as a forum for the co-ordination of boroughs' operation of their new powers, to ensure that enforcement is carried out consistently across London.

General Objectives of the Parking Service in London

- To improve compliance with regulations as far as possible
- To provide a high quality parking service which is understandable and understood by users
 - To provide direct links with the public in a user-friendly way
- To ensure the maximum collection of penalties due and the minimum number of penalties neither paid nor challenged
 - To provide the service at least at no net cost to the council tax payer
 - To use new technology to a maximum justified financially

General Objectives of the Parking Service in London

Activities 1992 – 1993

The PCfL has been engaged in a variety of work necessary for the successful implementation of the 1991 Road Traffic Act in London. The act placed certain statutory powers with the Parking Committee, and it also carries out a number of other functions.

The Parking Committee met twice, on the 22 September and the 15 December 1992. The Sub-committee, which deals with general management of the officers and resources of the PCfL, has met on seven occasions, on the 5 May, 7 July, 8 September, 20 October, 20 November 1992, and 19 January and 9 March 1993.

In the past twelve months the PCfL has determined the level of the new parking ticket – the Penalty Charge Notice (PCN) – in London. The level of the charge is to be in three bands, £30, £40 and £60, depending on the area in which the PCN is issued. The committee has determined that a discount of 50% shall apply to any ticket paid within 14 days of issue. In addition the Parking Committee has also agreed the following charges for: releasing a vehicle from a clamp – £38, releasing from a pound – £105, storage (per day) at a pound – £12 and disposal – £50. These charges are not subject to any discounts.

Initially the release charges have been set in line with current police practice. In future years they will be reviewed: if they represent an excessive margin over the cost of actually removing, releasing or storing the vehicle, the charges may be cut. If

the charges prove inadequate to cover the cost of removing, releasing or storing a vehicle, then the committee may raise the charge level appropriately.

Beyond setting the level of penalty and other charges, the Parking Committee's other primary statutory function is to establish and operate an Adjudication Service for motorists who receive a PCN but feel it was unfairly or improperly issued. The Adjudication Service will provide a no-nonsense and low-cost approach to settling disputes of parking tickets. The adjudicators will be lawyers, who make their decisions based on either postal evidence or a hearing with the motorist in person. The Committee has appointed Caroline Sheppard as Chief Adjudicator, to oversee the running of the new service.

The Adjudication Service will eventually providing hearings at a number of locations around London. The committee has secured use of Bagleys Lane Coroner's Court as a venue for the first adjudications, and other centres will be opened as more boroughs move towards the establishment of Special Parking Areas (SPAs).

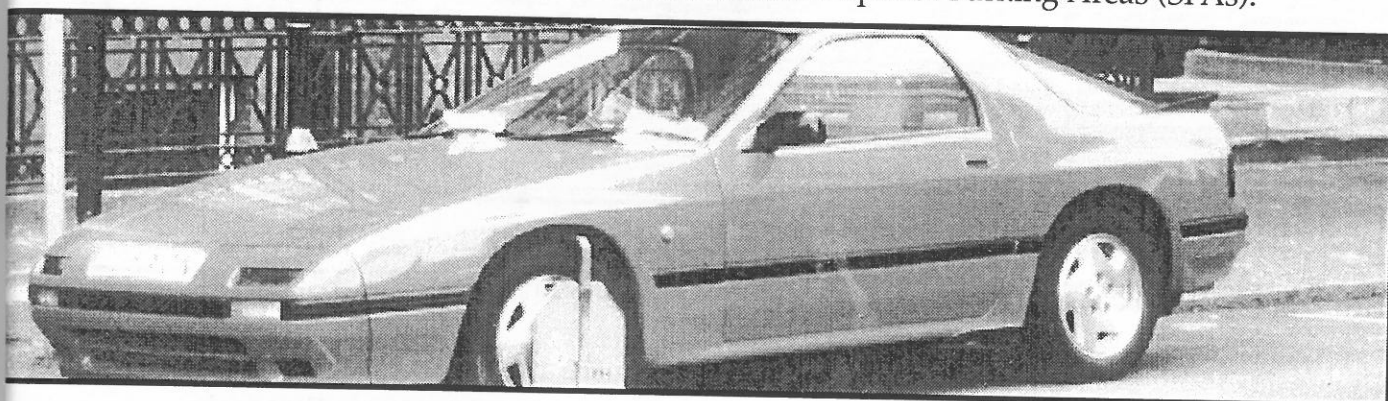


Photo: Courtesy LBL A/V

To assist in the implementation of the Adjudication Service, and to ensure that it is as "user friendly" as possible, the Committee has established a Users' Panel, comprising representatives of the Automobile Association, the Environmental Transport Association, the Freight Transport Association, the National Consumer Council, the Road Haulage Association, and the Royal Automobile Club.

In 1991 the ALA and the LBA, before the PCfL was established, identified the need for a Code of Practice on Parking Enforcement to assist boroughs in implementing the new provisions of the 1991 RTA. The Association of London Borough Engineers and Surveyors was commissioned to produce this work, and, under the editorship of Peter Morley, Chief Engineer at the London Borough of Bexley, the Code of Practice has been completed in time for the introduction of the new parking arrangements for London. Publication has been handled by specialist publishers Shaw and Sons on behalf of the PCfL.

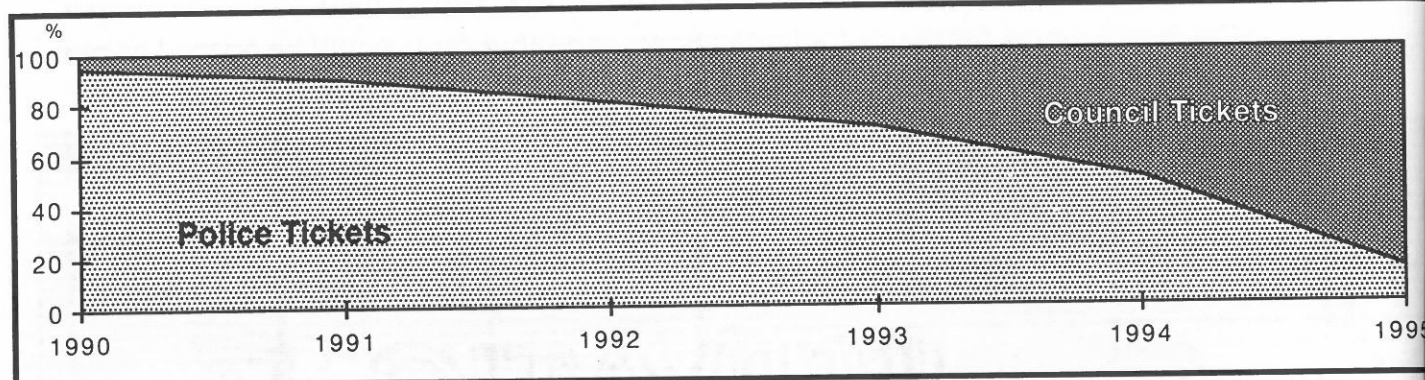
The PCfL, in order to assist boroughs further with implementation and to ensure a consistent approach across the capital, has organised a number of seminars for borough officers charged with implementing the RTA 1991. The subject matter covered has been diverse, including: Applications to the Secretary of State, Provision of Payment Facilities and Representation & Adjudication. Attendance is typically very

high. In addition PCfL officers have met regularly with project officers in the boroughs in order to assist with the planning of the implementation of the RTA 1991.

In addition the London Parking Director has visited each London borough at least once to discuss in detail their plans for implementing the 1991 RTA.

The PCfL has also maintained contact, through a series of meetings, with the Metropolitan Police. Officers of the force have also joined PCfL seminars to help disseminate their knowledge on handling parking practice. The PCfL also maintains links with the City of London Police.

Diplomats have often been criticised, perhaps unfairly, for poor observation of parking rules and restrictions. The PCfL has held a briefing for diplomatic missions



Percentage of parking tickets issued by Police and Local Authorities (Historical and Anticipated) in London.

based in London in order that they understand the new system of parking law enforcement, in conjunction with the Foreign and Commonwealth Office Protocol Department.

The London Parking Director, Nick Lester, has addressed a number of conferences, meetings and seminars throughout the year, including the Association of Transport Co-ordinating Officers conference in March, the Parking Control and Enforcement - the New Act conference organised by PTRC in December, the TRL Parking Seminar, the Transportation Planning seminar organised by the Institution of Civil Engineers in March and the British Parking Association conference. The Chief Adjudicator, Caroline Sheppard, accompanied the Minister for Transport in London, Steven Norris, on a fact finding visit to Chicago, and has consulted extensively with the Lord Chancellor's Department over the procedures for appointing parking adjudicators.

It has been determined that, after the transfer of parking enforcement powers to local authorities, PCfL will need to offer certain services to boroughs on the basis that they can be more efficiently provided centrally. One such service is a public information centre for the drivers of vehicles that have been towed away or clamped, a payment exchange service to re-direct money paid for parking offences to the wrong borough, a single training specification for all London's Parking Attendants, central public relations work and Information Technology (IT) - in particular the provision of a central link to the Driver and Vehicle Licensing Agency (DVLA) in order that owner

details can be obtained for each of the authorities, and the maintenance of a persistent parking ticket evaders database. The IT requirements of PCfL have been assessed, and a contract has been let to Touche Ross to act as consultant and project manager for the procurement of a suitable IT system and related services.

The letting of a second major contract is currently progressing, that is the production of a training specification. The training of Parking Attendants will to a common standard is crucial to the successful implementation of the RTA 1991, and the PCfL

Subjects Covered in Parking Seminars

Parking Enforcement

Additional Parking Charges

Joint Services

Provision of Payment Facilities

Borough Finance Officers, Borough Solicitors, Borough Public Relations Officers

Representations/Adjudication

Applications to the Secretary of State

Subjects covered in PCfL seminars.

would like a single training specification to be drawn up. Consultants Admiral Training have been commissioned to produce a training specification, and it is anticipated that this will lead to a formal vocational training qualification for parking attendants.

A key component in the PCfL's work is the provision of adequate information for the public on the new parking scheme and its implementation. The PCfL organised a press briefing on the nature of the new system in March 1993, which resulted in a large amount of coverage in the London regional news media. London Parking Director Nick Lester has also conducted a number of interviews on future parking policy.

Future Plans & Recommendations

The first Special Parking Areas (SPAs) will be operating in London in mid-1993. The PCfL plans to continue to assist boroughs as they approach implementation with further seminars and meetings at the boroughs. The PCfL will continue to raise public levels of awareness of the new parking scheme in particular, and the need to observe parking laws in general, over the coming year, through the use of the media, and the production of leaflets and other materials for the public. The PCfL will seek to achieve the highest level of compliance with parking laws possible, and will support the boroughs in every way to promote considerate parking.

Staffing, Administration and Offices

The PCfL has hired its first full-time dedicated staff during 1992. Nick Lester, formerly Planning and Transport Officer of the ALA, was appointed London Parking Director. Caroline Sheppard, a lawyer with specialist knowledge of parking enforcement, was appointed Chief Adjudicator. Brenda Grant provided administrative support on secondment from the ALA. Barry Hornett, a local government officer with



PCfL Staff (Left to Right): Mike Allaway- PA to Parking Director, Barry Hornett- Administration & Finance Officer, Nick Lester- London Parking Director, Caroline Sheppard- Chief Adjudicator, Gary Law- Communications Officer, Margaret Brown- PA to Chief Adjudicator

many years senior management experience, was appointed Administration and Finance Officer, Margaret Brown was appointed to act as assistant to the Chief Adjudicator, and Mike Allaway appointed to act as assistant to the Parking Director.

Gary Law, formerly a journalist at LBC Radio, was appointed Communications Officer and began work for the PCfL in April. Brenda Grant left the PCfL shortly before Christmas in order to pursue her career in a new post at the House of Commons.

During 1991 the PCfL obtained a short-term lease on its own small suite of offices, at 14, Buckingham Palace Road. Prior to this it had operated from space provided by the ALA. It is not anticipated that the number of full-time staff at the PCfL offices will grow beyond ten, however, new office premises will be needed in the next twelve months to take account of adjudication requirements.

Glossary of Terms & Abbreviations

ALA	Association of London Authorities
TRL	Transport Research Laboratory
DoT	Department of Transport
DVLA	Driver and Vehicle Licencing Agency
IT	Information Technology
LBA	London Boroughs' Association
PCN	Penalty Charge Notice
PCfL	Parking Committee for London
PTRC	Planning and Transport Research and Computation
RTA 1991	Road Traffic Act
SPA	Special Parking Area

Financial Statements

PARKING COMMITTEE FOR LONDON

Audited Accounts for 1992/3

INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 1993

	Notes	1993	1992
INCOME	2	410,412	75,075
EXPENDITURE			
Accommodation		23,849	3,641
Staffing Costs		121,874	15,434
Computer Costs		7,459	1,026
Overheads		6,632	14,183
		<u>215,814</u>	<u>34,284</u>
Operating Result		194,598	40,791
INTEREST RECEIVABLE		<u>24,145</u>	<u>212</u>
RETAINED SURPLUS FOR THE YEAR		218,743	41,003
Balance Brought Forward		<u>41,003</u>	<u>-</u>
RETAINED SURPLUS CARRIED FORWARD		<u>£259,746</u>	<u>£ 41,003</u>
		=====	=====

PARKING COMMITTEE FOR LONDON

BALANCE SHEET 31 MARCH 1993

	Notes	1993	1992
FIXED ASSETS			
Tangible fixed assets	3	23,075	-
CURRENT ASSETS			
Debtors and prepayments	4	34,244	37,512
Cash at bank and in hand		244,667	31,501
		<u>278,911</u>	<u>69,013</u>
CURRENT LIABILITIES			
Creditors and accruals	5	42,240	28,010
Net Current assets		<u>236,671</u>	<u>41,003</u>
		<u>£ 259,746</u>	<u>£ 41,003</u>
		=====	=====
FINANCED BY			
Income and Expenditure Account	6	259,746	41,003
		<u>£ 259,746</u>	<u>£ 41,003</u>
		=====	=====

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 1993

1 - ACCOUNTING POLICIES

The Committee has adopted the following accounting policies which should be read in conjunction with the financial statements which have been prepared under the historical cost convention.

i) - Income and Expenditure

Income is recognised in the period to which it relates, and expenditure is charged in the period in which it is incurred.

ii) - Fixed assets and depreciation

Fixed assets are stated at cost less depreciation. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset evenly over its useful life as follows:-

Furniture and fittings	10% on cost
Computer Equipment	25% on cost

2 - INCOME		1993	1992
Borough levies for the period	409,992	75,075	
Other income - publication sales	420	-	
	<u>£ 410,412</u>	<u>£ 75,075</u>	
	=====	=====	

3 - TANGIBLE FIXED ASSETS

	Computer Equipment	Furniture & Equipment	Total
Cost Additions	16,828	11,616	28,444
Depreciation Charge for the year	4,207	1,162	5,369
Net Book Value 31 March 1993	<u>£ 12,621</u>	<u>£ 10,454</u>	<u>£ 23,075</u>
	=====	=====	=====

PARKING COMMITTEE FOR LONDON

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 1993

4 - DEBTORS AND PREPAYMENTS

Levies receivable	2,275	36,400
Sundry debtors and prepayments	31,969	1,112
	<hr/>	<hr/>
	£ 34,244	£ 37,512
	=====	=====

5 - CREDITORS AND ACCRUALS

Association of London Authorities	31,971	26,390
Other creditors and accruals	10,269	1,620
	<hr/>	<hr/>
	£ 42,240	£ 28,010
	=====	=====

6 - TAXATION

The Parking Committee for London is exempt from charges to Income Tax, Corporation Tax and Capital Gains Tax under S519, Income and Corporation Taxes Act 1988.

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