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TROs/Parking Permits Task & Finish
27 January 2025

WELWYN HATFIELD COUNCIL

Minutes of a meeting of the TROS/PARKING PERMITS TASK & FINISH held on Monday 27 January 2025 at 5.00 pm in the Teams

PRESENT: Councillors

T.Mitchinson, T.Rowse and C.Watson

OFFICIALS PRESENT: S.McDaid, Executive Director (Resident Services and Climate Change)
E.Robova, Parking & Playground Services Manager
G.Sampson, Assistant Director (Regeneration and Economic Development)
E.Walker, Assistant Director (Public Realm)
Z.Al-Jawad, Executive Director (Place)

7. APOLOGIES AND SUBSTITUTIONS

We received apologies from councillors Alan Chesterman and Tony Skottowe.

8. MINUTES OF LAST MEETING

The minutes of the last meeting dated 13/01/2025 were agreed as an accurate record

9. DECLARATIONS OF INTEREST

There were no declarations of interest

10. METHODOLOGY & REVIEW OF TICKETS ISSUED

Eliska Robova (Parking & Playground Services Manager) and Geoff Sampson (Assistant Director Regen & EconDev) took the Group through the presentation, the following were the key points taken:

- Part 6 of TMA 2024 provided a single framework for civil enforcement by local authorities. Civil Parking Officers cannot exercise any discretions. Any disputes (PCN) are processed by back-office staff in line with legislation.

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- PCN Charges are set by legislation. High level PCN issued are set at £70 whereas lower-level ones are set at £50. The statutory process sets out how penalties are being issued and the process.

- PCN Stage

A PCN is issued at either £50 or £70 depending on its level, this amount can be discounted by 50% if it is paid within 14 days. The recipient can make an informal challenge.

- Notice to owner stage.

28 days from the original issue date a notice to the owner is issued. A formal representation to the council can be made.

- Representation stage

Dependant on the outcome of the representation you will be issued a notice of acceptance or rejection.

- Appeal stage

An independent adjudicator at traffic penalty tribunal reviews the issued PCN.

- Charge certificate stage.

After 35 days from the notice to owner stage (63 days after date PCN was first issued), the PCN increases by 50% (£75 or £105).

- Order for recovery stage

If after 14 days from the charge certificate stage the PCN remains unpaid, it will be increased by £10 to £85 or £115.

- Enforcement agent stage

QUESTIONS

Councillors had the following questions and received the following responses:

Why has Welwyn Hatfield asked East Herts to carry out civil parking enforcement on their behalf.

They have asked for this as there are 3 councils that are signed to the same contract and East Herts manages that, it also worked out more expensive to be independent.

Can the slides of this meeting be circulated to members

Yes they can be

11. INCOME AND EXPENDITURE FIGURES

Eliska Robova (Parking & Playground Services Manager) then took the Group through the income and expenditure table and the key points noted are as follows:

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- Income holds two streams, permit income, and penalty charge notice income. Their overall difference was £327,640 since 2022/23.
- Costs hold more outgoings, these are contract cost, officer time, recharges from other areas, recharges from other services, signs and lines and advertising. Their overall difference was £137,478 since 2022/23.

The overall position is £100,494 and has seen a £10,826 increase since 2022/23.

QUESTIONS

Councillors had the following questions and received the following responses:

Can you explain the difference between contract cost and officer time,

This relates to time it takes to enforce and Welwyn Hatfield officers time spent

Meeting ended at 5.30 pm

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