



## OFFICER OPERATIONAL DECISION RECORD

This form should be used to record Operational decisions taken by Officers

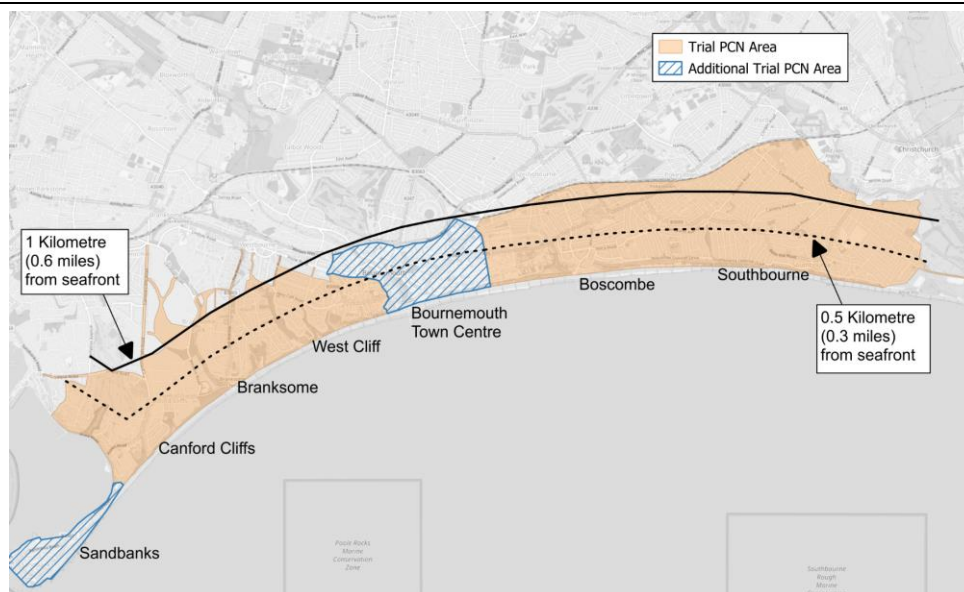
<b>Type of Decision:</b>	<b>Urgent Decision</b>		
<b>Decision Maker:</b>	Glynn Barton, Chief Operations Officer		
<b>Service Area:</b>	Parking Operations and Enforcement	<b>Date:</b>	28/07/2025
<b>Contact Name:</b>	Helen Taverner	<b>Tel No:</b>	01202 127938
<b>E-mail:</b>	Helen.Taverner2@bcpcouncil.gov.uk		
<b>Subject:</b>	Penalty Charge Notice and Associated Parking Charges Increased Rate Trial		
<b>Decision taken:</b> To implement the Department for Transport (DfT) authorised trial allowing BCP Council to issue Penalty Charge Notices (PCN's), and associated additional charges, at a higher rate in the area of BCP Council shown in <i>Diagram 1</i> below between 1 August 2025 and 31 August 2025 (inclusive).  <i>Diagram 1 – Areas approved for trial</i>			



### Reasons for the decision:

- The Secretary of State for Transport, the Rt Hon Heidi Alexander MP (SoS), wrote to the Leader of the Council, Cllr Millie Earl, on 17<sup>th</sup> July 2025 via email, offering BCP Council the opportunity to undertake a trial of issuing increased levels of PCN's (and associated charges) across a defined area within BCP Council during August 2025 (Appendix A).
- Due to the very short time available between the letter being received from the SoS to the start of the trial the decision to proceed is urgent to ensure the unique opportunity this offers is not missed
- On 21/07/2025 Cllr Herrett as Portfolio Holder shared the offer received from the DfT at the CMB/Cabinet Meeting using the slide deck attached at Appendix B. It is recognised that this meeting was not a decision-making body.
- The geographical area selected for the trial by the SoS was based on 2 seafront areas that were out to consultation relating to another project. These areas crucially omitted to include Sandbanks and Central Bournemouth which see two of the busiest areas of seafront parking contraventions. Moreover, the break between the two areas chosen by SoS is confusing for the public to understand and difficult to convey via signage. *Diagram 2 – Areas Selected for Trial* illustrates this.

***Diagram 2 – Areas Selected for Trial***



- Following consultation with and support from CMB/Cabinet at the meeting of 21/07/25 (noting that this is not a decision-making forum) to pursue the trial, Councillor Millie Earl as Leader, wrote to the SoS to request Sandbanks and Central Bournemouth are added to the trial area. Tom Hayes MP has written a similar letter requesting the same additional areas be authorised.
- On 25 July 2025 DfT responded to the Leader of the Council, Millie Earl approving the requested extension areas as per the *Diagram 1 – Areas approved for trial*. This letter can be seen in Appendix E – Trial Area Extension DfT Approval
- To allow the trial to run the DfT requested details and assurances from BCP Council as set out in the appendix to the letter from the SoS in Appendix A. A deadline to return this information was set by the DfT of 25<sup>th</sup> July 2025.
- The BCP Council officer response to the SoS letter was prepared and shared with the relevant Portfolio Holder, Cllr Richard Herrett, and the Leader of the Council – Cllr Mille Earl.
- Following support of senior officers, Cllr Herrett as the relevant Portfolio Holder and Cllr Mille Earl as Leader of the Council, the Head of Parking Operations and Enforcement sent Appendix C to DfT officers via email on 24 July 2025, ahead of the DfT deadline
- Officers are continuing work, at pace, to deliver this trial which it is hoped could result in positive outcomes, aiding the Council fulfil its Network Management duty (prescribed through the Traffic Management Act 2004), with improvements to:
  - access for properties and at junctions for larger vehicles
  - emergency service response times
  - fairness for those who do park considerably and legally
  - highway maintenance and refuse collection
  - pavements and verges through less damage
  - road safety
  - traffic flow and air quality

- Following the trial full analysis will take place in conjunction with the DfT to determine the next steps which could have an impact on all Local Authorities outside of London.

#### **Consultations undertaken:**

- Stakeholder feedback will be recorded throughout the trial to aid analysis of the trials impact, the end date of the feedback form is to be determined but it is aimed to have this live for a period of time post the end of the trial period. A link on the BCP Council website will be available for anyone wishing to provide feedback to do so; in addition, an email outlining the trial will be sent to a detailed stakeholder list inviting these organisations, groups and businesses to respond to the feedback.
- The seafront paid for parking consultation ends on 1 August 2025, this trial is separate to the seafront consultation. Consideration has been given to continuing to run the consultation throughout the period of the trial but it was felt key to keep them separate to be able to suitably analysis both elements of feedback and also the potential national focus on the trial which would not be relevant for the seafront paid for parking consultation.
- The conditions of the trial do include the measures required to publicise the trial widely using a variety of channels. To aid this a comprehensive communications plan has been put in place which include regular social media updates, radio coverage and media briefings.
- The SoS outlined a number of criteria that required approval by DfT officials prior to final approval being received. These criteria included:
  - Demonstrating sufficient parking capacity
  - The time period of the trial
  - The location of the trial
  - Publicity of the trial, including signage and collection of feedback
  - Evaluation of the trial, including weekly reporting
- BCP Council submitted a response to the criteria requirements on 24 July 2025, subsequently a meeting with DfT officials was held on 28 July 2025 to discuss the additional clarifications to requirements the DfT required before consideration of final approval could be given.
- The approaches being taken in relation to trial area, comms, signage, evaluation and timing of the trial are a direct result of the requirements from the DfT detailed as part of their written communication and discussions during meetings.
- The Leader and Portfolio Holder have been regularly updated on the progress of the project. An “All Councillor Briefing” is being planned in conjunction with Democratic Services prior to launch to ensure all Councillors, including Ward Councillors are aware of the trial before it is made public.

#### **Finance and Resourcing Implications:**

- The aim of the trial is to increase compliance, therefore issue fewer PCN's, however the Council need to be aware of the possible budget implications of this.

- The issuing of PCN's is not linear and is reliant on many factors such as the weather and events. Table 1 below shows the number of PCN's issued over the last 3 Augusts along with the income derived from those PCN's.
- PCN income will not necessarily be received in the same month the PCN was issued, and it can take several months for the statutory right to appeal to be followed before payment is made.
- It is probable that given the significantly higher rates of PCN, shown in Table 2 below that more people will chose to challenge, increasing the workload of the Parking Officer Team and delaying receipt of payment.
- It is not possible to accurately forecast the financial impact of this trial, however given the aim is to reduce the number of contraventions occurring, and therefore less PCN's issued, but with the amount of fine being higher there is potential for income remaining the same or reducing.
- All PCN Income must be recorded and accounted for as per Section 55 of the Road Traffic Regulation Act. In addition to this it is prudent for the income derived through this trial to be ringfenced and recorded separately to allow for analysis and in the worst-case scenario allow for refunds should the trial itself be successfully challenged and we are instructed to pay back the fines.
- The cost to deliver this project is estimated to be in the region of £50k, including £20k for signage, £10k for comms and an additional amount for potential software development.

*Table 1 – August PCN Data 2022 to 2024*

Month/Year	Number of PCN's Issued	Income Received
August 2022	9,276	£272,166.77
August 2023	9,177	£266,835.82
August 2024	10,718	£304,424.11

*Table 2 – PCN Amounts During the Trial Period*

Item	Lower		Higher	
	Current	Trial	Current	Trial
<b>PCN Amount</b>	£50	£110	£70	£160
<b>Discounted Amount</b>	£25	£55	£35	£80
<b>Charge Certificate</b>	£75	£165	£165	£240
<b>Debt Registered Stage</b>	£85	£175	£175	£250
<b>Additional Parking Charge</b>	Current		Trial	
<b>Release from Wheel Clamp *</b>	N/A		£100	
<b>Release from Car Pound</b>	£105		£280	
<b>Storage Fee (per day)</b>	£12		£55	
<b>Disposal Fee</b>	£50		£100	

Due to the significant amount of officer time focused on the planning, implementation, delivery and review of the PCN trial, this will impact on the delivery

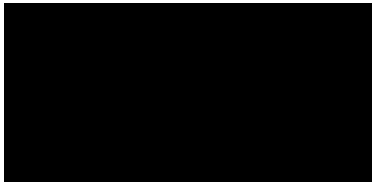
of other objectives. Regular reviews of the resource requirements will be undertaken to ensure we are meeting the DfT requirements whilst also delivering on internal requirements, any concerns to this will be flagged with senior officers.

***Comment of the Councils Director of Finance***

**Name: Matthew Filmer**

**Date: 28/07/25**

**Signature:**



**Legal Implications:**

The Traffic Management Act 2004 provides that the Secretary of State may give permission to a local authority to depart from the guidelines issued to set the levels of charges relating to civil enforcement of parking.

The Secretary of State has granted the necessary permission, subject to BCP Council complying with the relevant conditions stated in the same.

The officers responsible for planning and implementing the trial must satisfy themselves, seeking legal advice as may be necessary, that the conditions within the Secretary of State's permission has been satisfied.

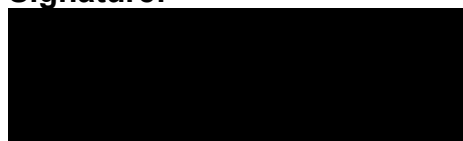
The nature of the very limited timescale set within the Secretary of State's permission for the trial to take place, it is not possible to seek the agreement of Cabinet to approve the implementation of the trial in the normal way.

Due to the large geographical nature of the trial in that it covers two or more Wards, this would be classed as a key decision and given the urgency ie the timeframe set by the Secretary of State, an urgent decision can be taken by the relevant Chief Officer in consultation with the Portfolio Holder pursuant to the Scheme of Delegation as set out in the Constitution. This urgent decision should also approve the alteration to the fees and charges associated with this trial period. Cabinet will be notified of this decision at its next meeting.

**Name: Janie Berry**

**Date: 29 July 2025**

**Signature:**



## **Risk Assessment:**

### Risks of carrying out the trial

- The financial cost of carrying out the trial could be significant if a successful legal challenge is brought leading to the refunding of all PCN income during the trial; this type of trial has never been carried out before and so there is no comparable data to understand the likelihood of this.
- As this trial is the first of its kind and it is being delivered at pace there is a higher-than-normal chance of mistakes being made which may jeopardise the trial, therefore this project carries a high level of reputational risk. To mitigate this risk as much as possible a working group has been established and is meeting on a daily basis ensuring risks are raised at the appropriate level as and when they are identified.
- Resource across the Council, particularly in the Parking Team, has been entirely diverted to the preparation for delivery of this unexpected trial, therefore other projects including some business-as-usual work has been put on hold, risking service delivery.
- As the trial is being carried out throughout August many officers have annual leave booked depleting what is already a small team delivering the trial. This does not impact Civil Enforcement Officers who remain at full availability through the summer as per Standard Operating Procedures. Details on absences are being collated to allow early oversight and remedying of resourcing pressures can be considered.

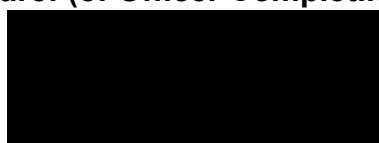
### Risks of not carrying out the trial

- Local and national media outlets are already aware of the proposed trial and have already run stories. As well as this local MP's have publicised the trial through social media channels. Therefore, the reputational risk of not progressing given that the public believe this is happening is high.
- This trial is essential to demonstrate that increasing the financial deterrent leads to improved compliance with parking regulations. Without conducting the trial, we will lack the necessary evidence to support the Department for Transport (DfT) in raising Penalty Charge Notice (PCN) levels—not only within BCP Council but across England. For BCP Council, failure to proceed will likely result in continued non-compliance with parking restrictions, posing risks to public safety and hindering access for emergency services.

**Name: Helen Taverner**

**Date: 25/07/2025**

**Signature: (of Officer Completing Assessment)**



**Impact Assessments:**

An Equalities Impact Assessment screening has taken place and is attached at Appendix D, a summary of which is provided below:

- The positive impact that this will have on the travelling public, including all those with protected characteristics, aiding the Council fulfil its Network Management duty (prescribed through the Traffic Management Act 2004), outweighs the avoidable potential negative impact on those on low incomes.

**Information for publication:****Background Papers**

Appendix A – SoS Letter to the Leader of BCP Council Offering August Trial

Appendix B – Trial of Additional Parking Charges and PCN Presentation July 2025

Appendix C – BCP Council Officer Response to DfT Proposed PCN Level Trial July 2025

Appendix D – Equalities Impact Assessment Conversation Screening Tool

Appendix E – Trial Area Extension DfT Approval

Any declaration of interest  
by the Officer responsible  
for the decision

Nature of Interest

**Note:** No Officer having a personal financial interest in any matter should take a decision on that matter. Other interests of a non-disqualifying matter should be recorded here.

Any conflict of  
interest declared  
by a Cabinet  
Member who is  
consulted by the  
Officer taking the  
decision

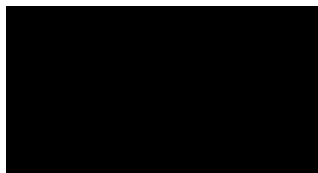
Name of Cabinet  
Member

Nature of interest

Details of any  
dispensation  
granted by the  
Monitoring  
Officer

**Decision taken by:** Glynn Barton, Chief Operations Officer

**Signature:**



**Date Decision Effective:** 30.07.25

**Note:** A record of this decision should be kept by the Service Area within which the decision falls.



\* delete as appropriate