

Traffic Management Sub-Committee

06 March 2025



Reading
Borough Council
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Title	Parking Services Annual Report 2023-2024
Purpose of the report	To note the report for information
Report status	Public report
Report author	Elizabeth Robertson, Assistant Parking Services Manager
Lead Councillor	Councillor J Ennis
Corporate priority	Thriving Communities
Recommendations	<ol style="list-style-type: none">1. That members note the contents of this report and that the previous annual reports are available on the Council's website.2. That members note the annual report for 2023-2024 will be published in March 2025.

1. Executive Summary

- 1.1. The Traffic Management Act 2004 states that each local authority with Civil Enforcement should publish an Annual Report about their enforcement activities covering financial and statistical data.
- 1.2. Appendix 1 Parking Services Annual Report 2023-2024

2. Policy Context

- 2.1. The Council is a Civil Enforcement Authority under the Traffic Management Act 2004 and is therefore required to produce an Annual Report.

3. The Proposal

- 3.1 Reading Borough Council took up statutory powers under the Road Traffic Act 1991 (as amended) in 2000 to become a Special Parking Area (SPA) taking over parking enforcement from the Police. In April 2008 every Local Authority with SPA powers became a Civil Enforcement Area (CEA) under the Traffic Management Act 2004 (TMA). One of the requirements of the TMA is that each Local Authority submit an Annual Parking Report. The Secretary of State's Statutory Guidance to Local Authorities on the Civil Enforcement of Parking, Bus Lane and Moving Traffic Contraventions sets out the minimum information to be included in the Annual Report.
- 3.2 The Statutory Guidance requires that as a minimum the Local Authority must include financial details relating to total income and expenditure on the parking services activities and statistical information relating to the number of Penalty Charge Notices (PCNs) issued, paid, cancelled, and challenged.
- 3.3 The annual report for 2023-2024 includes the Statutory Guidance requirements and includes information for Residents Parking Permits, Blue Badge Issues and Enforcement, Car Parks, Pay and Display and Freedom of Information requests.
- 3.4 The Cabinet report in January 2011 stated future reports were to be published on the Council's website. The previous annual reports are available through the Council's website at: [Freedom of information \(FOI\) - Reading Borough Council](#)
- 3.5 The Annual Report for 2023-2024 is intended to be published in March 2025.

- 3.6 The Traffic Management Act 2004 sets out the appeals process that recipients of Penalty Charge Notices must follow if they believe they have grounds for the ticket to be cancelled. There are 3 sequential stages to this process as set out below:
- An Informal Challenge to the Council
 - A Formal representation to the Council upon receipt of the Notice to Owner
 - An Appeal to the Traffic Penalty Tribunal if representation to the Council is unsuccessful.
- 3.7 The appeals process for Bus Lane & Moving Traffic Penalties is the same except there is no informal challenge to the Council, as the first notification is the “Notice to Owner” notice.
- 3.8 A legal requirement is for the Council to provide an address where these can be sent. The Council provides a dedicated postal address for motorists to correspond with and has a secure online facility for direct representation to be made against the penalties.
- 3.9 An important element of the process is the requirement for the registered keeper of the vehicle (i.e., the person named on the vehicle registration document or the registered hirer) to communicate directly with the Council. This means that a third party can only act on the registered keeper’s behalf if legally authorised to do so. Therefore, there are very limited circumstances in which an MP or Councillor can act for someone else.

4. Contribution to Strategic Aims

- 4.1. The Council’s new Corporate Plan has established three themes for the years 2022/25. These themes are:
- Healthy Environment
 - Thriving Communities
 - Inclusive Economy
- 4.2. These themes are underpinned by “Our Foundations” explaining the ways we work at the Council:
- People first
 - Digital transformation
 - Building self-reliance
 - Getting the best value
 - Collaborating with others
- 4.3. Full details of the Council’s Corporate Plan and the projects which will deliver these priorities are published on the [Council’s website](#). These priorities and the Corporate Plan demonstrate how the Council meets its legal obligation to be efficient, effective and economical.
- 4.4. This report contributes to the Council’s Corporate Plan Themes as set out below

Healthy Environment

Parking restrictions can assist in preventing obstructive, hazardous or other nuisance parking. In some situations, inconsiderate parking can pose safety risks or result in difficulties for residents and businesses. Many parking issues can create delays or accessibility obstructions for users of the network such as pedestrians, cyclists, domestic vehicles, delivery vehicles, emergency services and public transport.

Parking enforcement of the restrictions can help to reduce some of these parking issues. They can lead to more efficient traffic flow, clearer footways, reductions in Highway safety risks and more efficient parking management/containment. These can lead to lower vehicle emissions, the removal of barriers toward the greater use of sustainable and healthy transport modes and the greater appeal for local communities to consider Play

Street initiatives. The proposals will contribute to the Council's goal of making the town carbon neutral by 2030

5. Environmental and Climate Implications

- 5.1. The Council declared a Climate Emergency at its meeting on 26 February 2019 (Minute 48 refers).
- 5.2. There are no direct Environmental or Climate implications arising from this report. This report is for publishing a Parking Services Annual report about Reading Borough Council's enforcement activities.

6. Community Engagement

- 6.1. The Annual Report will have wider accessibility by being published on the Council's website.

7. Equality Implications

- 7.1. Under the Equality Act 2010, Section 149, a public authority must, in the exercise of its functions, have due regard to the need to—
 - eliminate discrimination, harassment, victimisation and any other conduct that is prohibited by or under this Act;
 - advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it;
 - foster good relations between persons who share a relevant protected characteristic and persons who do not share it.
- 7.2. It is not considered that an Equality Impact Assessment is relevant as this is an information report.

8. Other Relevant Considerations

- 8.1. Not Applicable.

9. Legal Implications

- 9.1. The Local Authority is required to produce an Annual Report under the Traffic Management Act 2004.

10. Financial Implications

- 10.1. As reported in the Annual Report.

11. Timetable for Implementation

- 11.1. Not applicable.

12. Background Papers

- 12.1. There are none.

Appendix

1. Parking Services Annual Report 2023-2024