



DEMOCRATIC AND ELECTORAL SERVICES

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Date:	10 November 2017	Direct Line:	01895 837225/837224

Dear Councillor

ENVIRONMENT POLICY ADVISORY GROUP (SBDC)

The next meeting of the Environment Policy Advisory Group (SBDC) will be held as follows:

DATE: MONDAY, 20TH NOVEMBER, 2017

TIME: 6.00 PM

VENUE: ROOMS 8 & 9 COMBINED, SOUTH BUCKS DISTRICT COUNCIL

Only apologies for absence received prior to the meeting will be recorded.

Yours faithfully

Jim Burness

Director of Resources

To: The Environment Policy Advisory Group (SBDC)

Audio/Visual Recording of Meetings

Please note: This meeting might be filmed, photographed, audio-recorded or reported by a party other than South Bucks District Council for subsequent broadcast or publication.

If you intend to film, photograph or audio record the proceedings or if you have any questions please contact the Democratic Services Officer (members of the press please contact the Communications Officer).

Declarations of Interest

Any Member attending the meeting is reminded of the requirement to declare if he/she has a personal interest in any item of business, as defined in the Code of Conduct. If that interest is a prejudicial interest as defined in the Code the Member should also withdraw from the meeting.

A G E N D A

1. **Apologies for absence**
2. **Minutes**
To receive the minutes of the meeting of the PAG held on 19 June 2017. **(5 - 8)**
3. **Declarations of Interest**
4. **Reports from Members**
5. **Current Issues**
6. **REPORTS LIKELY TO LEAD TO PORTFOLIO HOLDER RECOMMENDATION TO CABINET**
7. **Portfolio Budget 2018/19** **(9 - 15)**
Appendix A: Environment Portfolio 2017/18 Budget Proposals **(16 - 37)**
8. **Littleworth Common Ownership update** **(38 - 41)**
Appendix A: Plan of Site **(42)**
9. **Beaconsfield Old Town Common Land Update** **(43 - 47)**
Appendix A: Beaconsfield Common Land **(48)**
Appendix B: Scheme of Management **(49 - 53)**
Appendix C: Byelaws **(54 - 56)**
10. **Car Park Strategy and Annual Car Park Review** **(57 - 59)**
Appendix A - Car Park Strategy and Neighbouring Authority Charges **(60 - 81)**
Appendix B - Annual Parking Report 2016/17 **(82 - 104)**
11. **REPORTS FOR INFORMATION/DISCUSSION**
12. **Weed Spraying** **(105 - 108)**
13. **Any Other Business**

14. **Exempt Information (if required)**

"That under Section 100(A)(4) of the Local Government Act 1972 following item of business is not for publication to the press or public on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act."

The next meeting is due to take place on Tuesday, 6 March 2018

ENVIRONMENT POLICY ADVISORY GROUP (SBDC)

Meeting - 19 June 2017

Present: Mrs Sullivan (Chairman)
Mr Read and Mr D Smith

Also Present: Mr Walters

Apologies for absence: Mr Bradford, Mr Harding and Miss Hazell

1. MINUTES

The minutes of the meeting of the PAG held on 6 December 2016 were received.

With regards to item 21 - waste containers – the Waste Services Manager provided clarity around the process of ensuring that charges are introduced to developers for new properties as soon as the Council is notified of them through the LRPG.

2. REPORTS FROM MEMBERS

None received.

3. CURRENT ISSUES

Presentation on Street Cleansing

The PAG received a presentation on Street Cleansing by the Council's Waste Services Manager.

The presentation covered the following

- The Waste & cleansing contract
- Street cleansing responsibilities
- The Biffa Crew deployment
- Background to the service covering road sweeping and litter picking
- The Code of Practice and grades of cleanliness
- The grading principles in both relevant highway and hard surface setting
- The grading principles in soft surface setting
- Response times
- The work of Barrowmen in zone 1
- Ancillary services
- Short term and long term options for the future

The PAG thanked the Waste Services Manager for the presentation and requested that the presentation be made available to all Members of the Council. The PAG also requested that a map of the zones be circulated to all Members. It was noted that it would be useful if the

Environment Policy Advisory Group (SBDC) - 19 June 2017

presentation and zones map could also be made available to residents on the Council's website to aid their understanding of how the service works.

In the discussion which followed the presentation, the PAG raised some concerns regarding areas where there was an issue with littering and flytipping. PAG members were invited to meet with the Waste Services Manager following the meeting to look into these areas further. A suggestion was made to work in partnership with schools to help clean up areas around schools in the District.

RESOLVED that the presentation be noted and that a copy of the presentation and a map of the zones be circulated to all members.

4. **BEACONSFIELD COMMON LAND**

The PAG received a report which updated Members about the Common Land and Waste of the Manor land in Beaconsfield Old Town and the responsibilities/ limitations of the Council. The report sought the Portfolio Holder's agreement to restrict the Council's management of the land in line with the clauses set out in the Scheme of Management and recent Council Legal advice.

Members were advised that the need for the Council to limit expenditure of public money had identified a need to review the management situation in Beaconsfield Old Town. A recent Legal Review had clarified the responsibilities of the Council with regard to Common Land and Waste of the Manor Land.

In the discussion which followed, with regards to the Common Land, the PAG requested that greater clarity be provided on what parcels of land the Council is responsible for including CL36, CL37, CL38, CL39 and that information be provided on what parts of the land the Council has already devolved maintenance to. Furthermore, the PAG requested that clarification be provided on section 6(e) of the Copy of the Scheme in connection with the regulation of motor vehicles. The PAG, being mindful of the possibility of legal challenges, were of the opinion that the Council should enter into further discussions with the other parties to discuss possible ways forward.

With regards to the Waste of the Manor land, whilst recognising that the Council does not have a duty or responsibility in respect of the land outside the registered Scheme described as "waste of the manor" as it is not registered common land, the PAG were of the opinion that there may be times when it would be in the Council's interest to work with other parties and therefore the Council should arrange a meeting with the other parties to discuss areas of mutual benefit.

Having considered the advice of the PAG, the Portfolio Holder **AGREED** the following

Common Land:

- 1) that greater clarity be provided on what parcels of land the Council is responsible for including CL36, CL37, CL38, CL39;
- 2) that information be provided on what parts of the land the Council has already devolved maintenance to;
- 3) that clarification also be provided on section 6(e) of the Copy of the Scheme in connection with the regulation of motor vehicles; and

Environment Policy Advisory Group (SBDC) - 19 June 2017

- 4) that the Council enters into further discussions with the other parties to discuss possible ways forward

Waste of the Manor land:

Whilst recognising that the Council does not have a duty or responsibility in respect of the land outside the registered Scheme described as "waste of the manor" as it is not registered common land, there may be times when it would be in the Council's interest to work with other parties and therefore the Council should arrange a meeting with the other parties to discuss areas of mutual benefit.

5. UPDATE ON FIGHTING FOOD WASTE PROJECT

The PAG received a report which updated Members on the approach for the county wide Fighting Food Waste project to be delivered through the Waste Partnership for Buckinghamshire.

The Waste Partnership for Buckinghamshire submitted a bid to DCLG's fund for increasing recycling rates and the partnership was awarded £838,600 for its proposed 'Fighting Food Waste' project. The aim of the project was to encourage more residents to recycle their food waste; this would increase recycling rates and also represents the lower cost option for processing food waste.

A base data gathering exercise identified that 50% of Buckinghamshire residents use their food recycling service but of that 50%, only a proportion of food waste was being captured. The Partnership Delivery Team for the project have looked at best practice examples provided by the Waste Resource Action Programme (WRAP). In terms of providing effective communications, the preferred approach had been agreed by the Environment Cabinet Members across the partnership.

The PAG were advised that it was proposed that a communications package containing a leaflet, a roll of caddy liners and a bin sticker for the residual bins be delivered to Buckinghamshire residents with wider communications taking place to promote food recycling and food waste reduction. Further data gathering exercises would take place to monitor the effectiveness of the campaign.

RESOLVED that the report be noted.

6. ANY OTHER BUSINESS

None.

The meeting terminated at 7.45 pm

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SUBJECT:	Portfolio Budgets 2018/19
REPORT OF:	Councillor Luisa Sullivan – Environment Portfolio Holder
RESPONSIBLE OFFICER	Jim Burness – Director of Resources
REPORT AUTHOR	Jacqueline Ing – Principal Accountant 01494 732292 jing@chiltern.gov.uk Chris Marchant – Head of Environment
WARD/S AFFECTED	All

1. Purpose of Report

- 1.1. To provide Members with information on the draft revenue budget for 2018/19, including the context of the overall financial position facing the Council for the coming year.
- 1.2. This report provides summary information on the budgets and highlights issues for consideration. The accompanying booklet presents the detailed information to assist Members in their decision making.

RECOMMENDATION

Members are requested to advise the Portfolio Holder on the approval of the following items for onward submission to Cabinet:

- the 2018/19 revenue budget; and
- the 2018/19 fees and charges.

2. Context to the 2018/19 Budget

- 2.1. At the start of the process to set the 2018/19 budget and council tax it is helpful to be aware of the context within which we will be taking decisions over the coming months. The Council's Medium Term Financial Strategy, which was approved by the Council in autumn 2016, identifies eight priority issues to address over the coming years, in order for the Council to progress its aims and objectives and at the same time balance over the period its income and expenditure. The priorities are set out below.

Priority	Pressure/Issue
Financial Stability & Resilience	Ending of Government grant from 2017/18, payment of tariff from 2019/20. Forecast funding gap by 2020 of £1.6m+ Funding coming totally from local resources from 2017/18 makes SBDC more vulnerable to impact of economic recession. Major capital projects exceed available capital

Priority	Pressure/Issue
	resources
Local Housing Needs	At end of 2016/17 60+ families in temporary accommodation. Increasing numbers on local housing waiting list. Affordability issues have led to RSL development largely ceasing in the area.
Parking Strategy	Capacity issues in car parks in Gerrards Cross and Beaconsfield. Parking issues in Iver.
Maximising use of Property Assets	Need to generate additional income to help bridge funding gap. Need to identify housing sites Car parking issues
Leisure needs, including Farnham Park	GLL contract renewal in 2020. Potential impact of closure of Evreham Centre in 2020. Evreham operation is subsidised by SBDC. Issues from Open Spaces needs review. Improving the financial position of the Farnham Park site. Financial performance of Academy site leads to need to redevelop the site
Supporting local businesses	Expanding and improving broadband quality and coverage in the area. With increased reliance on business rates funding important to sustain and grow tax base.
The local environment	Concern over impact of major developments in Iver area. Implications of Local Plan and any green belt release.
Joint Working including Transformation	Need to address funding gap forecast to arise by 2020 from ending of Government grant. Responding to changing needs of residents and customers. Need to maintain drive for efficiency in service delivery.

2.2. The Medium Term Financial Strategy in the autumn of 2016 identified a potential funding gap in the coming years. There are known issues such as homelessness and potential changes to the New Homes Bonus grant that will increase this figure unless further cost reduction/income generation measures are taken.

2.3. In responding to the position the Council recognised that there is no one single solution to deal with these service and financial issues. The Council is currently tackling the issue by embarking on a number of key projects or programmes, principally:

- Increasing the supply of temporary accommodation available to the Council in order to contain and then reduce homelessness costs. This included projects such as

property acquisitions and/or leasing schemes, and the Bath Road redevelopment and planning application for this site is due to be submitted later this year.

- Develop new income streams by acquiring and managing residential properties, and appropriate commercial property investments, via a company (Consilio) wholly owned by the Council. The Property company has now been established and the Council will be asked to approve the first business plan during this financial year. It is envisaged that the company will take over and manage the residential properties developed on the Gerrards Cross former Police Station site.
- Reduce its operational costs by transforming service delivery with Chiltern DC, including vacating and renting out one building at Capswood, and through the Customer Experience Strategy which is aiming to improve customer service and increase efficiency.

- 2.4. If these projects and programmes are progressed as planned over the next two years then the Council should be able to continue to balance its finances and avoid significant frontline service reductions.
- 2.5. The draft budgets do not include any proposals to expand services that would increase the Council's cost base.
- 2.6. All services are now provided by joint teams with Chiltern DC.
- 2.7. The Chiltern & South Bucks Joint Committee on 24th July 2017 agreed that from 2018/19 the standard cost split should be amended to CDC 58% / SBDC 42%, and this should be used for all joint services apart from Revenues & Benefits and Waste.

The reason for this change was to make the cost splits more logical, and by standardising the vast majority of cost splits this will simplify the administrative process of allocating costs between the two Councils.

Furthermore amending the standard cost split to 58%/42% brings this in line with the original cost sharing intention, of the costs being shared broadly in line with population.

This change has an impact on individual areas, in that the cost shares will be different between 2017/18 and 2018/19, however the effect on the budgets overall is minimal as demonstrated by the following table

	Customer and Business Support £'000	Environment £'000	Healthy Comm £'000	Planning £'000	Resources £'000	Total impact to SBDC £'000
Change to Cost Share	104	35	64	-141	-71	-9

3. Budget Assumptions

3.1. The budgets have been prepared in accordance with the following inflation assumptions:

- Salaries inflation of 1%
- Contracts inflation 3.3% (unless different rate specified within contract)
- Business rates 3.3%
- Gas 0%, Electricity 7% and Water 3.3%
- Insurance 2%
- Other 0%

4. Summary Revenue Budgets

4.1. The draft budgets presented to Members at this stage represent the net direct running costs of services. They do not contain the apportionment of support services such as accommodation, IT, finance etc. These will be included in the final approved budgets, once the budgets for these support services have been set. The budgets reflected in this report are therefore the direct costs under the Portfolio Holder's control.

4.2. The budgets have been reviewed by the appropriate service manager for any material volume changes or changes related to maintaining current service standards.

4.3. The net budget figures for the Portfolio are shown below. A more detailed breakdown by service is shown within the booklet.

4.4.

Actuals 2016/17 £'000	Budget 2017/18 £'000	Draft Budget 2018/19 £'000
1,724	1,628	1,811

4.5. The increase from the current year's approved budget to the 2018/19 draft budget is £183k (11.2%). The main changes are detailed below:

	£'000	Comment
2017/18 Budget	1,628	
Change in Salaries - Salary inflation - Change in staffing at SMPG	18 -5	Share of costs from joint waste team Retirement of Cemetery Superintendent partially offset with establishment of an additional admin post
Inflation - On expenditure	91	Largely from waste contract that is linked to RPI and fuel indices

	£'000	Comment
Unavoidable increases		
- Waste Contract	44	MRF costs not fully covered
	30	Less income received from the sale of paper
- Car Parks	13	RingGo fees not previously budgeted for
Savings / Income Increases		
- Waste contract	-9	Increased income recycling credits
	-22	Increased green waste income
	-17	Additional income from Schedule 2 properties
Other Changes		
- Changes to Cost Share	35	Cost share split between CDC and SBDC adjusted per Joint Committee 24 th July 2017
- Other minor changes	5	
2018/19 Draft Budget	1,811	

4.6. Further details of the budgets for each area are shown within the booklet.

5. Commentary on Budgets

Main Elements of the Budget

5.1. The main elements of this budget are as follows.

- The refuse, recycling and street cleansing contract with Biffa Municipal Ltd is the Council's largest single contract. It changes annually in line with the indices chosen by the Council at the tendering stage.
- This budget also includes the management of three cemeteries and Stoke Poges Memorial Gardens. The main challenges here are increasing income to help offset costs.
- Income and expenditure relating to the pay and display car parks. Note that the budget has not provided for any increase in pay and display fees. A further report will be presented to Councillors at a future meeting.

Budget Priorities

5.2. The budget reflects the following Council priorities.

- Provide great value services
- Conserve the environment
- Promote sustainability.

Risks

5.3. When considering the proposed budgets for the coming financial year it is important to be aware of the risks within the budgets. For this Portfolio the main risk areas are:

- Changing levels of recycling volumes of paper, glass and cans.
- The cost of the refuse, recycling and ancillary services contract.
- Achievement of income targets.

5.4 The actions taken to mitigate or monitor these risks are as follows.

- The contract costs are agreed in September/October for the following year in line with indices agreed at the tendering stage. Therefore the risk of a sudden increase is unlikely. Risks such as inclement weather are covered by internal procedures to reduce the likelihood of services being affected.

5.5. An overall review of the main risk issues for the 2018/19 budget will be undertaken once Cabinet has agreed a proposed budget. This review and proposed actions to mitigate the risks will be part of the final report to the Cabinet on the budget in February.

Opportunities and Plans for Improvement

5.5. Having rolled out a new refuse and recycling collection service, introduced a chargeable garden waste service district-wide and replaced our entire fleet, there are no large scale changes proposed at present. Officers are beginning to explore the options after the current waste contract ends in 2021 and a further report will be presented to Councillors in due course

6. Fees and Charges

6.1. The Budget Booklet also contains the list of proposed fees and charges. All of the proposed fee increases have been built into the draft revenue budgets.

6.2. The Portfolio Holder is asked to consider the list of fees and charges and consider whether to approve these. Income in some service areas may be an important factor in reducing net expenditure.

7. Links to Council Policy Objectives

7.1 One of the primary purposes of the Council's budget process is to ensure that, as far as possible, resources are aligned to the corporate priorities of the Council and that any material risks are assessed.

8. Next Step

8.1 The Cabinet will consider the outcome of the PAG discussions at its February meeting when it will formulate a final draft of the overall 2018/19 budget for the Authority.

Background Papers:	None
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South Bucks
District Council

**ENVIRONMENT PORTFOLIO
2017/18 BUDGET PROPOSALS**

**ENVIRONMENT
POLICY ADVISORY GROUP
21st November 2017**

REVENUE SUMMARY - SBDC ENVIRONMENT

2016/17 ACTUALS	Cost Code(s)	2017/18 BUDGET	2018/19 BUDGET	CHANGE	CHANGE
£		£	£	£'000	%
	<u>Shared Services</u>				
279,512	Waste Client 3440	255,592	273,706	18	7.1%
115,912	Car Park Management CP01	119,317	152,187	33	27.5%
	<u>SBDC Only Costs</u>				
1,957,337	Waste Contract G520	1,923,010	2,028,400	105	5.5%
(865,674)	Car Parks G520	(889,670)	(864,850)	25	-2.8%
8,321	Chiltern AONB 4389	10,150	10,450	0	3.0%
40,118	Open Spaces 3530 etc	28,520	30,179	2	5.8%
(18,868)	Street Naming 3552	(8,900)	(8,900)		0.0%
(556)	Grasscutting 3559				-
732	Environmental Improvements 4352	1,000		(1)	-100.0%
(3,185)	Public Conveniences 345*	100	(100)	(0)	-200.0%
14,837	Cemeteries 354*	7,530	(11,410)	(19)	-251.5%
195,296	Stoke Poges Memorial Gardens 3493	181,450	201,480	20	11.0%
1,723,783	Net Running Expenses	1,628,099	1,811,142	183	11.2%

SBDC ENVIRONMENT PORTFOLIO

2016/17 ACTUALS	CIPFA CLASSIFICATION	2017/18 BUDGET	2018/19 BUDGET
£		£	£
269,142	Direct Employee Expenses	74,840	64,490
63,851	Indirect Employee Expenses	590	500
196,221	Premises Related Expenses	224,345	236,785
2,779	Transport Related Costs	1,780	7,780
199,556	Supplies & Services	128,835	146,985
130,912	Recharge from CDC	365,729	419,233
3,065,119	Third Party Payments Transfer Payments	3,022,880	3,160,044
3,927,580	Running Expenses	3,818,999	4,035,817
(2,203,797)	Fees & Charges and Other Income Grant Income Cost Share - CDC Recharge to Crem Recharge to Trust Recharge to Capital	(2,190,900)	(2,224,675)
1,723,783	Net Running Expenses	1,628,099	1,811,142
768,209	Depreciation	767,020	528,950
314,887	Support Recharges In	386,501	
72,537	Office Recharge Support Recharges Out	17,856	
2,879,415	Net Expenditure	2,799,476	2,340,092

2016/17 ACTUALS	Joint Waste Client	2017/18 BUDGET	2018/19 BUDGET
£		£	£
192,147	Direct Employee Expenses		
62,905	Indirect Employee Expenses		
	Premises Related Expenses		
2,030	Transport Related Costs		
6,837	Supplies & Services	9,180	6,660
15,000	Recharge from CDC	246,412	267,046
	Third Party Payments		
	Transfer Payments		
278,918	Running Expenses	255,592	273,706
594	Fees & Charges and Other Income		
	Grant Income		
	Recharge to Crem		
	Recharge to Trust		
	Recharge to Capital		
279,512	Net Running Expenses	255,592	273,706
279,512	Cost Share - CDC	255,592	273,706
	Cost Share - SBDC		

This cost centre contains the cost of running the joint waste section.

CDC is the accounting authority and thus the net recharge to SBDC is shown here.

2016/17 ACTUALS	Car Park Management	2017/18 BUDGET	2018/19 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services	£	£
115,912	Recharge from CDC Third Party Payments Transfer Payments	119,317	152,187
115,912	Running Expenses	119,317	152,187
	Fees & Charges and Other Income Grant Income Recharge to Crem Recharge to Trust Recharge to Capital		
115,912	Net Running Expenses	119,317	152,187
115,912	Cost Share - CDC Cost Share - SBDC	119,317	152,187

This cost centre contains the cost of running the joint car park management team.

2016/17 ACTUALS	Waste Contract	2017/18 BUDGET	2018/19 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
1,446	Premises Related Expenses	10,450	10,480
	Transport Related Costs		
34,879	Supplies & Services	35,090	33,090
	Recharge from CDC		
2,718,167	Third Party Payments	2,752,160	2,878,020
	Transfer Payments		
2,754,492	Running Expenses	2,797,700	2,921,590
(797,155)	Fees & Charges and Other Income	(874,690)	(893,190)
	Grant Income		
	Recharge to Crem		
	Recharge to Trust		
	Recharge to Capital		
1,957,337	Net Running Expenses	1,923,010	2,028,400
1,957,337	Cost Share - CDC	1,923,010	2,028,400
	Cost Share - SBDC		

This cost centre contains costs relating to the waste contract.

Premises: This budget is mainly for repairs to recycling centres and recycling in flats.

Supplies & Services: This budget includes the purchase of minor items of equipment and other minor costs.

Third Party Payments: This is contract cost for the refuse service.

Income:

(31,548)	Bulky waste removal fees		(30,000)
(40,260)	Hire of refuse containers		(46,820)
(18,794)	Other refuse income		(3,660)
(298,982)	Recycling credits		(335,000)
(68,707)	IAA		
(319,156)	Green Waste income		(328,000)
(64,487)	Sale of paper		(130,000)
46,908	Litter collection		
(169)	Income from textiles		
(1,959)	Grazing land rear of Dropmore Road	(1,210)	(1,210)
<u>(797,155)</u>		<u>(1,210)</u>	<u>(874,690)</u>

873,480

2016/17 ACTUALS	Car Parks	2017/18 BUDGET	2018/19 BUDGET
£	Direct Employee Expenses	£	£
	Indirect Employee Expenses		
109,020	Premises Related Expenses	142,625	154,205
	Transport Related Costs		
90,352	Supplies & Services	38,735	61,055
	Recharge from CDC		
44,940	Third Party Payments	32,540	38,535
	Transfer Payments		
244,312	Running Expenses	213,900	253,795
(1,109,987)	Fees & Charges and Other Income	(1,103,570)	(1,118,645)
	Grant Income		
	Recharge to Crem		
	Recharge to Trust		
	Recharge to Capital		
(865,674)	Net Running Expenses	(889,670)	(864,850)
(865,674)	Cost Share - CDC	(889,670)	(864,850)
	Cost Share - SBDC		

This cost centre contains the cost of running the following car parks.

Altons	Penncroft
Bulstrode Way	Station Road
Jennery Lane	Summers Road
Neville Court	Broadway (Beaconsfield Road)
Packhorse Road	Warwick Road
Council Hall	Rogers Lane

Direct Emp Expenses: Car Park Management is a joint service with CDC.

Premises: This budget is for NNDR, electricity, insurance and other premises costs.

Supplies & Services: This budget is for the maintenance of the car park equipment and other minor costs.

Third Party Payments: This budget is for grass cutting costs

Income: This is from car park tickets, season tickets, excess charges, advertising fees and rents.

2016/17 ACTUALS	Chiltern AONB	2017/18 BUDGET	2018/19 BUDGET
£		£	£
8,321	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	10,150	10,450
8,321	Running Expenses Fees & Charges and Other Income Grant Income Recharge to Crem Recharge to Trust Recharge to Capital	10,150	10,450
8,321	Net Running Expenses	10,150	10,450
8,321	Cost Share - CDC Cost Share - SBDC	10,150	10,450

This cost centre contains the contribution to the Chiltern AONB

2016/17 ACTUALS	Open Spaces	2017/18 BUDGET	2018/19 BUDGET
£		£	£
	Direct Employee Expenses		
	Indirect Employee Expenses		
24,759	Premises Related Expenses	11,000	11,000
	Transport Related Costs		
14,802	Supplies & Services	1,040	2,040
	Recharge from CDC		
90,805	Third Party Payments	19,980	20,639
	Transfer Payments		
130,366	Running Expenses	32,020	33,679
	Fees & Charges and Other Income		
(90,247)	Grant Income	(3,500)	(3,500)
	Recharge to Crem		
	Recharge to Trust		
	Recharge to Capital		
40,118	Net Running Expenses	28,520	30,179
40,118	Cost Share - CDC	28,520	30,179
	Cost Share - SBDC		

This cost centre contains the cost of maintaining the Council's open spaces, including
 Beaconsfield Common Land
 Littleworth Common
 The Gore
 Riverside Land, Taplow
 Trumpers Field

Premises: This budget is mainly for repairs & maintenance.

Supplies & Services: Includes £1,000 for Littleworth Common.

Third Party Payments: This budget is for grass cutting costs.

Income: This budget relates to minor income relating to the open spaces.

2016/17 ACTUALS	Street Naming	2017/18 BUDGET	2018/19 BUDGET
£		£	£
6,966	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	7,500	7,500
6,966	Running Expenses	7,500	7,500
(25,834)	Fees & Charges and Other Income Grant Income Recharge to Crem Recharge to Trust Recharge to Capital	(16,400)	(16,400)
(18,868)	Net Running Expenses	(8,900)	(8,900)
(18,868)	Cost Share - CDC Cost Share - SBDC	(8,900)	(8,900)

This cost centre contains costs relating to the street naming service.

Supplies & Services: This budget is for the purchase of signs.

Income: This is income towards the costs of the new signs.

2016/17 ACTUALS	Grasscutting	2017/18 BUDGET	2018/19 BUDGET
£	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from CDC (556) Third Party Payments Transfer Payments	£	£
(556)	Running Expenses Fees & Charges and Other Income Grant Income Recharge to Crem Recharge to Trust Recharge to Capital		
(556)	Net Running Expenses		
(556)	Cost Share - CDC Cost Share - SBDC		

This cost centre contains costs relating to grass cutting service.

Third Party Payments:	This is the budget for the grass cutting contract net of recharges to service areas.	(56,000)	(58,000)
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2016/17 ACTUALS	Environmental Improvements	2017/18 BUDGET	2018/19 BUDGET
£		£	£
417	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs		
315	Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	1,000	
732	Running Expenses Fees & Charges and Other Income Grant Income Recharge to Crem Recharge to Trust Recharge to Capital	1,000	
732	Net Running Expenses	1,000	
732	Cost Share - CDC Cost Share - SBDC	1,000	

This cost centre contains the cost of running the Environmental Improvements section.
Cost of works are charged to Capital

2016/17 ACTUALS	Public Conveniences	2017/18 BUDGET	2018/19 BUDGET
£		£	£
7,370	Direct Employee Expenses Indirect Employee Expenses Premises Related Expenses Transport Related Costs Supplies & Services Recharge from CDC Third Party Payments Transfer Payments	10,300	10,300
7,370	Running Expenses	10,300	10,300
(10,555)	Fees & Charges and Other Income Grant Income Recharge to Crem Recharge to Trust Recharge to Capital	(10,200)	(10,400)
(3,185)	Net Running Expenses	100	(100)
(3,185)	Cost Share - CDC Cost Share - SBDC	100	(100)

This cost centre contains the remaining cost of the public conveniences.

Premises: This budget is for repairs, cleaning and NNDR.

Income: This income is contributions from the Parishes towards the cost of keeping the public conveniences open.

2016/17 ACTUALS	Cemeteries	2017/18 BUDGET	2018/19 BUDGET
£		£	£
33,424	Direct Employee Expenses	25,740	
90	Indirect Employee Expenses	90	
16,192	Premises Related Expenses	15,110	15,270
601	Transport Related Costs	1,360	7,360
99	Supplies & Services	830	830
	Recharge from CDC		
18,690	Third Party Payments	22,200	22,930
	Transfer Payments		
69,096	Running Expenses	65,330	46,390
(54,258)	Fees & Charges and Other Income	(57,800)	(57,800)
	Grant Income		
	Recharge to Crem		
	Recharge to Trust		
	Recharge to Capital		
14,837	Net Running Expenses	7,530	(11,410)
14,837	Cost Share - CDC		
	Cost Share - SBDC	7,530	(11,410)

This cost centre contains the cost of running and maintaining the Council's cemeteries and Closed Churchyards.

Direct Emp Expenses: Cost of Cemeteries team.
17/18 Budgeted FTE 0.7 (16/17 Budgeted FTE 0.7).

Premises: This budget is for general repairs, NNDR, electricity, water and other items of premises related expenditure.

Transport: This budget is for mileage claims and fuel costs.

Supplies & Services: This budget is for minor items of expenditure.

Third Party Payments: This budget is for the grass cutting costs.

Income: This is from the sale of plots, interment fees etc.

2016/17 ACTUALS	Stoke Poges Memorial Gardens	2017/18 BUDGET	2018/19 BUDGET
£		£	£
43,571	Direct Employee Expenses	49,100	64,490
439	Indirect Employee Expenses	500	500
37,434	Premises Related Expenses	34,860	35,530
148	Transport Related Costs	420	420
36,984	Supplies & Services	25,310	25,360
	Recharge from CDC		
193,073	Third Party Payments	196,000	199,920
	Transfer Payments		
311,650	Running Expenses	306,190	326,220
(116,354)	Fees & Charges and Other Income	(124,740)	(124,740)
	Grant Income		
	Recharge to Crem		
	Recharge to Trust		
	Recharge to Capital		
195,296	Net Running Expenses	181,450	201,480
195,296	Cost Share - CDC	181,450	201,480
	Cost Share - SBDC		

This cost centre contains the cost of maintaining the Stoke Poges Memorial Gardens.

Direct Emp There are the following staff in this section:

Expenses: Head Gardener (p/t)
Cemetery Superintendent (p/t)
Admin Assistant (x2) (p/t)
17/18 Budgeted FTE 1.7 (16/17 Budgeted FTE 1.7).

Premises: These budgets are for repairs, electricity, NNDR and water charges.

Transport: This budget is for mileage claims.

Supplies & Services: This is the budget for the purchase of memorials, equipment and other minor costs.

Third Party Payments: This is the budget for the maintenance & admin contract.

Income: This is the budget for the sale of plots, interments & other memorial fees.

Note: The Council holds £2.95m in the Stoke Poges Memorial Gardens Maintenance Fund. The income from which helps offset running cost of the Gardens. However, in line with accounting standards, this income is shown centrally as opposed to against this cost centre.

ENVIRONMENT PORTFOLIO

REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:

Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt

South Bucks (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

REFUSE COLLECTION	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Wheeled Bin and Delivery - 140 Litre	W100/9345 (D04)	G520/0937 (3)	40.00	40.00
Wheeled Bin and Delivery - 180 Litre	W100/9345 (D04)	G520/0937 (3)	40.00	40.00
Wheeled Bin and Delivery - 240 Litre	W100/9345 (D04)	G520/0937 (3)	40.00	40.00
Wheeled Bin and Delivery - 360 Litre	W100/9345 (D04)	G520/0937 (3)	40.00	40.00
Wheeled Bin and Delivery - 660 Litre	W100/9345 (D04)		225.00	230.00
Wheeled Bin and Delivery - 1100 Litre	W100/9345 (D04)		250.00	255.00
Recycling Box and Lid - Delivered	W100/9345 (D04)		6.00	6.50
Recycling box and Lid - Pick Up Only	W100/9345 (D04)	G520/0937 (3)	4.50	4.80
Recycling Lid	W100/9345 (D04)		1.50	1.50
Reusable Bag and Delivery	W100/9345 (D04)		5.50	5.50
Reusable Bag - Pick Up Only (CDC offices)	W100/9345 (D04)		4.50	4.50
Outdoor Food Caddy and Delivery	W100/9345 (D04)		5.50	5.50
Outdoor Food Caddy - Pick Up Only	W100/9345 (D04)	G520/0937 (3)	4.50	4.50
Indoor Small 5L Food Caddy (if stock available) -	W100/9345 (D04)	G520/0937 (3)	3.50	3.50
Sale of Black Sacks		G520/0831 (1a)	3.80	3.80
Corn Starch Liners (various sizes and numbers)	W100/9345 (D45)	G520/0831 (1a)	£2.50 to £10	2.50 to 10
Sale of Litter Pickers	W100/9345 (D45)	G520/0831 (1a)	10.74	11.00
Bulky Waste Collection (3 items)	W100/9460 (D04)	G520/0840 (3)	36.00	37.00
Bulky Waste Collection (for those on means tested benefits)	W100/9460 (D04)	G520/0840 (3)	15.00	16.00
Special Empty of Contaminated Bins - 2 Wheeled (per bin)		G520/0937 (3)	30.00	31.50
Special Empty of Contaminated Bins - 2 Wheeled (per bin)	W100/9792 (D04)		40.00	42.00
Special Empty of Contaminated Bins - 4 Wheeled (per bin)	W100/9792 (D04)	G520/0937 (3)	75.00	75.00
Green Waste Annual Charge - 1st Subscription	W100/9463 (D04)	G520/0830 (3)	38.00	39.00
Green Waste Annual Charge - 2nd Subscription	W100/9463 (D04)	G520/0830 (3)	70.00	70.00
Bulk Bins Bin Hire per year - 340 Litre		G520/0902 (3)	44.00	45.00
Bulk Bins Bin Hire per year - 660 Litre		G520/0902 (3)	83.00	85.00
Bulk Bins Bin Hire per year - 1100 Litre		G520/0902 (3)	136.00	138.00
Schools and Other Schedule 2 - Bin Rental 140L-240L	W100/9461 (D04)		52.00	53.00
Schools and Other Schedule 2 - Bin Rental 360L	W100/9461 (D04)		67.00	67.50
Schools and Other Schedule 2 - Bin Rental 660L	W100/9461 (D04)		67.00	75.00
Schools and Other Schedule 2 - Bin Rental 1100L	W100/9461 (D04)		120.00	122.00
Schools and Other Schedule 2 - Lift 140L-240L	W100/9461 (D04)		3.50	3.70
Schools and Other Schedule 2 - Lift 360L	W100/9461 (D04)		4.00	4.20
Schools and Other Schedule 2 - Lift 660L	W100/9461 (D04)		4.50	4.80
Schools and Other Schedule 2 - Lift 1100L	W100/9461 (D04)		4.75	5.00
Refuse Collection charge – Schedule 2 waste – 1100 ltr - yearly charge		G520/0937 (3)	172.00	180.00
Refuse Collection charge – Schedule 2 waste – 240 ltr per year		G520/0937 (3)	63.00	65.00
Wheelie Bin hire charge for above properties - 240 ltr per year		G520/0937 (3)	20.00	32.00
Schools and Other Schedule 2 - One Use Sacks, pre paid sold per roll (Roll of 52)	W100/9461 (D04)	G520/0937 (3)	£1.50 per bag	£1.50 per bag
Abandoned Vehicle removal from private property	W100/9792 (D04)	G520/0854 (3)	75.00	80.00
Graffiti removal from private property per hour		G520/0937 (1a)	166.00	166.00

MOORING FEES	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Per day	N/A	3530/0870 (1a)	8.00	

ENVIRONMENT PORTFOLIO
REVISÉD CHARGES FROM 1 APRIL 2018

VAT Codes:

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STREET NAME PLATES	General ledger code		2017/18 £	2018/19 £
	Chiltern	South Bucks		
1 only plate		3552/0937 (3)	294.00	N/A
2 plates		3552/0937 (3)	435.00	N/A
1 plate (cul-de-sac)		3552/0937 (3)	350.00	N/A
2 plates (cul-de-sac)		3552/0937 (3)	490.00	N/A

STREET NAMING	General ledger code		2017/18 £	2018/19 £
	Chiltern	South Bucks		

Existing Properties

House name change	C850/9353 (D40)	3552/0937 (1b)	90.00	92.00
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Numbering / Naming of New Properties

1 property	C850/9353 (D04)	3552/0937 (3)	180.00	184.00
2 to 5 properties	C850/9353 (D04)	3552/0937 (3)	258.00	263.00
6 to 25 properties	C850/9353 (D04)	3552/0937 (3)	335.00	342.00
26 to 75 properties	C850/9353 (D04)	3552/0937 (3)	392.00	400.00
76 to 100 properties	C850/9353 (D04)	3552/0937 (3)	480.00	490.00
100+ properties	C850/9353 (D04)	3552/0937 (3)	TBC with developer	TBC with developer
Additional charge where this includes naming of a street	C850/9353 (D04)	3552/0937 (3)	406.00	415.00

Rename of Street - where requested by residents (Apportioned across number of addresses)

Note rarely carried out.

1 to 5 properties	C850/9353 (D40)	3552/0937 (1b)	1,000.00	1,020.00
6 to 25 properties	C850/9353 (D40)	3552/0937 (1b)	1,280.00	1,305.00
26 to 75 properties	C850/9353 (D40)	3552/0937 (1b)	1,600.00	1,630.00
76 + Properties	C850/9353 (D40)	3552/0937 (1b)	2,200.00	2,245.00

Renumbering of Street - where requested by residents

Note rarely carried out.

1 to 5 properties	C850/9353 (D40)	3552/0937 (1b)	1,000.00	1,020.00
6 to 25 properties	C850/9353 (D40)	3552/0937 (1b)	1,280.00	1,305.00
26 to 75 properties	C850/9353 (D40)	3552/0937 (1b)	1,600.00	1,630.00
76 plus Properties	C850/9353 (D40)	3552/0937 (1b)	2,200.00	2,245.00

ENVIRONMENT PORTFOLIO
REVISIED CHARGES FROM 1 APRIL 2018

VAT Codes:

Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt

CEMETERIES (Parkside, Holtspur and Shepards Lane)	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Earthen Grave				
All Plots (2 full burials)	#	3541-3543/0834 (3)	800.00	800.00
Childrens Plot	#	3541-3543/0834 (3)	280.00	280.00
Interment fee		3541-3543/0851 (3)	130.00	130.00
Grave Digging Fees (Full Burial)	#	3541-3543/0851 (3)		470.00
Common Grave	#	3541-3543/0851 (3)	130.00	130.00
Cremated Remains				
Plot for 2 interments	#	Parkside & Holtspur only 3541-3543/0834 (3)	330.00	330.00
Plot for 4 interments	#	Parkside & Holtspur only 3541-3543/0834 (3)	570.00	570.00
Interment fee		3541-3543/0851 (3)	180.00	130.00
Grave Digging Fees (Cremated Remains)		3541-3543/0851 (3)		150.00
Interment of Ashes in grave		3541-3543/0851 (3)	260.00	260.00
Memorials				
Full size Kerb stones		Shepherds Lane & Holtspur only 3541-3543/0852 (1a)	105.00	110.00
Flat tablets and Wedges		Flat tablet Parkside only 3541-3543/0852 (1a)	96.00	100.00
Small tablets and Wedges 1ft sq or less		Flat tablet Parkside only 3541-3543/0852 (1a)	50.00	50.00
Headstones		3541-3543/0852 (1a)	160.00	160.00
Small Headstone & Kerb (Children's Sections only)		3541-3543/0852 (1a)	162.00	162.00
Full Memorial		3541-3543/0852 (1a)	265.00	265.00
Further inscriptions		3541-3543/0852 (1a)	72.00	72.00
Tree (Incl planting & aftercare)		3541-3543/0852 (1a)	160.00	Currently unavailable
Woodland Burials				
Plot (1 burial)	#	3541-3543/0834 (3)	850.00	850.00
Interment fee	#	3541-3543/0851 (3)	130.00	130.00
All cremated remains plot (4 Interments)	#	3541-3543/0834 (3)	570.00	570.00
All cremated remains plot (2 Interments)	#	3541-3543/0834 (3)	330.00	330.00
Interment fee		3541-3543/0851 (3)	180.00	130.00
Grave Digging Fees (Cremated Remains)		3541-3543/0851 (3)		150.00
Scattering of Ashes under turf in woodland				
Other Charges				
Book of Remembrance (per line)		3541-3543/0852 (3)	20.00	20.00
Excavation if required		3541-3543/0854 (3)	470.00	470.00
1 further interment on existing plot		3541-3543/0851 (3)	260.00	260.00
Transfer fee		3541-3543/0834 (3)	70.00	70.00
Copy of Deed		3541-3543/0834 (3)	35.00	35.00
New licence		3541-3543/0834 (3)	35.00	35.00

Surcharge of £200 for non residents of the district

ENVIRONMENT PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:

Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt

MEMORIAL GARDENS	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
Type of Garden (3) (No. of Interments)	Term of Licence			
Centre of lawn (1)	25 years	3493/0834 (3)	325.00	330.00
Edge of shrubbery AC (2)	50 years	3493/0834 (3)	980.00	990.00
Edge of shrubbery SH2/6 (2)	50 years	3493/0834 (3)	895.00	895.00
Main Avenue Trees (4)	50 years	3493/0834 (3)	1,950.00	1,950.00
A12 C (4)	50 years	3493/0834 (3)	1,950.00	2,050.00
B 6 E-F (4)	50 years	3493/0834 (3)	1,950.00	2,050.00
C Section - Standard Rose (4)	50 years	3493/0834 (3)	1,800.00	1,850.00
E 5 F (2)	50 years	3493/0834 (3)	950.00	990.00
G 62-100 (2)	50 years	3493/0834 (3)	2,600.00	2,800.00
G 121-145 Edge of Shrubery	50 years	3493/0834 (3)	895.00	895.00
Garden H Section 34 A C (4)	50 years	3493/0834 (3)	1,860.00	1,900.00
Garden H Section 60 C (4)	50 years	3493/0834 (3)	1,860.00	1,900.00
Garden H Section 92 A (4)	50 years	3493/0834 (3)	1,860.00	1,900.00
Garden H Section 92 B (4)	50 years	3493/0834 (3)	1,860.00	1,900.00
J East 322, 323 Rose Parterre (2)	50 years	3493/0834 (3)	990.00	990.00
J South 121 Parterre (4)	50 years	3493/0834 (3)	2,080.00	2,080.00
KG Colonnade along Yew Hedge (2)	50 years	3493/0834 (3)	2,250.00	2,300.00
KG Colonnade Family Garden (4)	50 years	3493/0834 (3)	6,500.00	7,000.00
L230-233, 236, 237-241 (2)	50 years	3493/0834 (3)	1,600.00	1,600.00
L234-235 partial view lake/golf course (4)	50 years	3493/0834 (3)	2,960.00	2,960.00
M Gardens M265-298,M420-440 (2)	50 years	3493/0834 (3)	1,600.00	1,600.00
M Family Garden M309-323 (4)	50 years	3493/0834 (3)	4,600.00	4,200.00
M 441-450 (2)	50 years	3493/0834 (3)	895.00	895.00
Oak Dell Scattering (1)	-	3493/0834 (3)	220.00	220.00
O1-10 Edge of Shrubbery (2)	50 years	3493/0834 (3)	895.00	895.00
P204-255 Edge of Shrubbery (2)	50 years	3493/0834 (3)	895.00	895.00
R54 Gated Garden (6)	50 years	3493/0834 (3)	4,800.00	4,800.00
R55 Gated Garden (8)	50 years	3493/0834 (3)	5,800.00	5,800.00
R56 Gated Garden (10)	50 years	3493/0834 (3)	6,800.00	6,800.00
R60-65 Magnolia (4)	50 years	3493/0834 (3)	2,100.00	2,100.00
R70-R110 Edge of Shrubbery (2)	50 years	3493/0834 (3)	895.00	895.00

Number in () is number of interments

ENVIRONMENT PORTFOLIO

REVISED CHARGES FROM 1 APRIL 2018

VAT Codes:

Chiltern (D45)=inclusive standard rated (D40)=plus standard rated (D08)=zero rated (D04)=outside scope, (D03)=exempt

MEMORIAL GARDENS	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£
<u>Other Fees</u>				
Interment Fee		3493/0851 (3)	120.00	130.00
Grave Preparation		3493/0834 (3)	150.00	150.00
Plaques Staked (Wording over 60 letter £1 each)		3493/0852 (1a)	155.00	160.00
Plaques Mounted (Wording over 60 letter £1 each)		3493/0852 (1a)	195.00	200.00
Plaque refurbishment		3493/0852 (1a)	45.00	50.00
Book of Remembrance		3493/0852 (1a)	20.00	20.00
Transfer ashes to Biodegradable Container		3493/0851 (1a)	20.00	20.00
Licence Transfer Fee (Owner Deceased)		3493/0834 (1a)	70.00	70.00
Licence Reprint (Add Name)		3493/0834 (1a)	35.00	35.00
Memorial Wall Plaque & Licence 6X2	15 years	3493/0852 (1a)	125.00	130.00
Memorial Wall Plaque & Licence 6X4 Z area	15 years	3493/0852 (1a)	250.00	260.00
Relicence fee (2)		3493/0834 (1a)	590.00	590.00
Memorial Seat - renewable lease	10 years	3493/0852 (4)	280.00	280.00
Maintenance of Individual Garden		3493/0858 (1a)	POA	POA
Trees for Sale (from)		3493/0367 (1a)	POA	POA
Benches		3493/0852 (1a)	POA	POA
Bench Maintenance (coat with teak oil)		3493/0852 (1a)	50.00	50.00
Carved lettering		3493/0852 (1a)	POA	POA
Stone Benches – straights		3493/0852 (1a)	POA	POA
Stone Benches – curved		3493/0852 (1a)	POA	POA
Venue for wedding photographs		3493/0916 (1a)	45.00	45.00
Venue for filming per day from		3493/0916 (1a)	520.00	520.00
<u>Perpetuity Licences</u>				
1 st & 2 nd interment		3493/0851 (3)	5.25	5.25
3 rd & 4 th interment		3493/0851 (3)	10.50	10.50
5 th & subsequent interments		3493/0851 (3)	15.75	15.75

GREAT MISSENDEN CEMETERY	General ledger code		2017/18	2018/19
	Chiltern	South Bucks	£	£

Fees for the Use of the Cemetery for Interments:

In the graves for which no exclusive right of burial has been granted

i) A stillborn child, or a person whose age at the time of death did not exceed one month *	G380/9417 (D04)	25.00	25.00
ii) A person whose age at the time of death exceeded one month but did not exceed twelve years *	G380/9417 (D04)	105.00	108.00
iii) A person whose age at the time of death exceeded twelve years *	G380/9417 (D04)	230.00	235.00
iv) for any interment at a depth exceeding six feet for members of the same family in a site and for each foot an additional *	G380/9417 (D04)	105.00	108.00

In a grave or vault for which an exclusive right of burial has been granted

i) A stillborn child, or a person whose age at the time of death did not exceed one month *	G380/9417 (D04)	25.00	25.00
ii) A person whose age at the time of death exceeded one month but did not exceed twelve years *	G380/9417 (D04)	105.00	108.00
iii) A person whose age at the time of death exceeded twelve years *	G380/9417 (D04)	230.00	235.00
iv) for any interment at a depth exceeding six feet for members of the same family in a site and for each foot an additional *	G380/9417 (D04)	105.00	108.00

Exclusive Rights of Burial in Perpetuity in an Earthen Grave

i) One Plot *	G380/9418 (D04)	395.00	400.00
ii) Two Plots *	G380/9418 (D04)	687.00	700.00
iii) Three Plots *	G380/9418 (D04)	940.00	960.00

Monuments, Gravestones, Tablets and Monumental Inscriptions

For the right to erect:

i) A headstone under no circumstances to exceed three feet in height or a foot stone not exceeding one foot in height *	G380/9427 (D04)	163.00	166.00
ii) A tablet on any grave or vault, or in the Lawn Cemetery, a plaque on a grave *	G380/9427 (D04)	163.00	166.00
iii) Any inscription after the first on a gravestone, tablet or memorial *	G380/9427 (D04)	86.00	88.00

Purchase of plot measuring 2ft x 2ft in Old Section of cemetery for burial of cremated

remains *	G380/9427 (D04)	130.00	133.00
Burial of Cremated remains *	G380/9427 (D04)	105.00	108.00

Transfer of ownership of Exclusive Right of Burial	G380/9418 (D04)	62.00	63.00
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^ The foregoing charges will be doubled where the person in respect of whom the charge is made, is or was not resident within the Chiltern District or in the case of a still born child or person whose ages at the time of death did not exceed one year where neither of the parents is or was at the time of interment, resident within the said area

**ENVIRONMENT PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2018**

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

CAR PARKS - DAILY CHARGES (1a) 8.00 a.m. to 8.00 p.m.		2017/18	2018/19		2017/18	2018/19
General ledger code		£	£	General ledger code	£	£
Altons	3466/0863			Summers Road	3472/0863	
Up to 1 hour		1.30	1.30	Up to 1 hour		Free
Up to 2 hours		1.90	1.90	Up to 2 hours		1.00
Up to 3 hours		2.50	2.50	Up to 3 hours		1.40
Up to 4 hours		3.20	3.20	Up to 24 hours		2.20
Up to 8 hours		5.00	5.00	Sunday/Public Holiday		1.20
Up to 12 hours		6.00	6.00			
Sunday/Public Holiday		1.20	1.20			
Penncroft	3467/0863			Broadway	3473/0863	
Up to 1 hour		1.30	1.30	Up to ½ hour		0.50
Up to 2 hours		1.90	1.90	Up to 3 hours		1.10
Up to 3 hours		2.50	2.50	Up to 24 hours		1.50
Up to 4 hours		3.20	3.20	Sunday/Public Holiday		1.20
Up to 8 hours		5.60	5.60			
Up to 12 hours		6.60	6.60			
Sunday/Public Holiday		1.20	1.20			
Warwick Road	3468/0863			Bulstrode Way	3474/0863	
Up to 1 hour		1.30	1.30	Up to 1 hour		1.30
Up to 2 hours		1.90	1.90	Up to 2 hours		1.90
Up to 3 hours		2.50	2.50	Up to 3 hours		2.50
Up to 4 hours		3.20	3.20	MAX STAY 3HRS		
Up to 8 hours		5.00	5.00	Sunday/Public Holiday		1.10
Up to 12 hours		6.00	6.00			
Sunday/Public Holiday		1.20	1.20			
Jennery Lane	3470/0863			Packhorse Road	3475/0863	
Up to ½ hour		0.60	0.60	Up to 1 hour		1.30
Up to 1 hour		1.10	1.10	Up to 2 hours		1.90
Up to 2 hours		1.30	1.30	Up to 3 hours		3.50
MAX STAY 2HRS				Up to 4 hours		4.30
Sunday/Public Holiday		1.20	1.20	Up to 8 hours		6.60
				Up to 24 hours		7.20
				Sunday/Public Holiday		1.20
Neville Court	3471/0863			Station Road	3477/0863	
Up to 2 hours		0.40	0.40	Up to 1 hour		1.30
Up to 4 hours		0.60	0.60	Up to 2 hours		1.90
Up to 24 hours		1.10	1.10	Up to 3 hours		2.50
Sunday/Public Holiday		1.20	1.20	Up to 4 hours		3.20
				Up to 8 hours		5.00
				Up to 24 hours		6.50
				Sunday/Public Holiday		1.20

**ENVIRONMENT PORTFOLIO
REVISED CHARGES FROM 1 APRIL 2018**

VAT Codes: (1a)=inclusive standard rated (1b)=plus standard rated (2)=zero rated (3)=outside scope, (4)=exempt

CAR PARKS - SEASON TICKETS (1a)							
	General ledger code	2017/18 £	2018/19 £		General ledger code	2017/18 £	2018/19 £
<u>Altons</u>	3466/0864			<u>Summers Road</u>	3472/0864		
3 Monthly		293.00	293.00	3 Monthly		107.00	107.00
6 Monthly		552.00	552.00	6 Monthly		202.00	202.00
12 Monthly		1,035.00	1,035.00	12 Monthly		379.00	379.00
Residents out of hours (12 mnthly)		275.00	275.00	Residents out of hours (12 mnthly)		146.00	146.00
<u>Penncroft</u>	3467/0864			<u>The Broadway</u>	3473/0864		
3 Monthly		322.00	322.00	3 Monthly		73.00	73.00
6 Monthly		607.00	607.00	6 Monthly		138.00	138.00
12 Monthly		1,138.00	1,138.00	12 Monthly		258.00	258.00
Residents out of hours (12 mnthly)		297.00	297.00	Residents out of hours (12 mnthly)		48.00	48.00
<u>Warwick Road</u>	3468/0864			<u>Bulstrode Way</u>	3474/0864		
3 Monthly		293.00	293.00	3 Monthly		317.00	317.00
6 monthly		552.00	552.00	6 monthly		598.00	598.00
12 Monthly		1,035.00	1,035.00	12 Monthly		1,121.00	n/a
Residents out of hours (12 mnthly)		282.00	282.00	Residents out of hours (12 mnthly)		298.00	298.00
<u>Jennery Lane</u>	3470/0864			<u>Packhorse Road</u>	3475/0864		
3 Monthly		107.00	107.00	3 Monthly		351.00	351.00
6 Monthly		202.00	202.00	6 Monthly		662.00	662.00
12 Monthly		379.00	379.00	12 Monthly		1,242.00	n/a
Residents out of hours (12 mnthly)		168.00	168.00	Residents out of hours (12 mnthly)		312.00	312.00
<u>Neville Court</u>	3471/0864			<u>Station Road</u>	3477/0864		
3 Monthly		53.00	53.00	3 Monthly		317.00	317.00
6 Monthly		101.00	101.00	6 Monthly		598.00	598.00
12 Monthly		189.00	189.00	12 Monthly		879.00	n/a
Residents out of hours (12 mnthly)		54.00	54.00	Residents out of hours (12 mnthly)		282.00	282.00
Issue of replacement Season Ticket		5.00					
CAR PARKS - EXCESS CHARGES							
				General ledger code	2017/18 £	2018/19 £	
Paid within 14 Days (3)				3490/0865	40.00	40.00	
Otherwise (3)				3490/0865	80.00	80.00	

SUBJECT:	Littleworth Common Ownership update
REPORT OF:	Environment Portfolio Holder Cllr L Sullivan
RESPONSIBLE OFFICER	Head of Environment
REPORT AUTHOR	Simon Gray 01494 732032 sgray@chiltern.gov.uk
WARD/S AFFECTED	Burnham

1. Purpose of Report

The purpose of this report is to update Members about the ownership of Littleworth Common and to request Members' agreement to complete the proposed transfer of the site to SBDC.

RECOMMENDATIONS

The Cabinet agrees the transfer of Littleworth Common to the Council and delegates final agreement of the transfer terms to the Head of Environment in consultation with the Head of Legal and Democratic Services

2. Reasons for Recommendations

- 2.1 The Council currently does not own the land at Littleworth Common but manages it on behalf of the current owner under an adopted Scheme of Management. The site is a Site of Special Scientific interest (SSSI) so Natural England has specific requirements about the way that the site is managed.
- 2.2 The current owners have no working interest in the site and have agreed to transfer the site to SBDC at no cost to guarantee the future of the site.
- 2.3 At the Environment PAG meeting on 15 June 2015 Members considered the proposed land transfer but deferred a recommendation to Cabinet pending further clarification of the current owner's title, and confirmation that the title can be transferred.
- 2.4 Confirmation of the above has now been obtained by officers, and the Common has now been formally registered at HM Land Registry, as required by our Legal Dept. Therefore subject to Members approval the transfer can now be progressed.

3. Content of Report

- 3.1 Littleworth Common is a Site of Special Scientific Interest (SSSI) of 16 Hectares/ 39.6 acres with valuable habitats of lowland heathland, ponds and woodland. It is valued by local residents and has many visitors. The site is shown edged in black on the plan at Appendix A.
- 3.2 Natural England (NE) guidance states that "The purpose of SSSIs is to safeguard, for present and future generations, the diversity and geographic range of habitats, species... including the full range of natural and semi-natural ecosystems." The legislation states that the owner or the occupier of the site is legally responsible for the site and has a statutory duty to get the

SSSI into a favourable condition (it is currently 'unfavourable recovering'). SBDC already undertakes this duty under the Scheme of Management.

Pros and Cons of the Council owning the site are shown below.

Pros

- 3.3 NE sets out specific management requirements for the site. The Council spends considerable time and financial resources to meet these requirements and manage the site to the satisfaction of NE and local residents. As owners the Council would be better able to obtain external grants from NE (potentially up to £3k per annum) as there are restrictions about the grants they can allocate to non-owners. (The Council cannot currently obtain NE funding.) As the Council already has an obligation to manage the site there would be little additional work or financial commitment if it owned the site.
- 3.4 Should the Council own the freehold, it would also be able to obtain the rental income of c£1,200 per annum from the lease of part of the site for a car park. This income would be used to further the habitat improvement on the site. Periodic minor surfacing repair works would be required but the cost of these, estimated to be a few hundred per annum, would be met from the extra income generated.
- 3.5 The Chiltern Rangers Community Interest Company (CIC) is a not-for-profit social enterprise delivering woodland management and community engagement in the Chilterns area. It is proposed that should the Council own the site, it could allocate circa £2.5 K per annum to them which would enable them to engage further with residents, to carry out works, achieve closer working with the community and potentially bring in more grant funding that the Council could obtain. This would enable better management of the common and reduce officer time involved in the management of the site.
- 3.6 In addition, the British Trust for Conservation Volunteers has previously expressed interest in working with the Council on the site. They have previously helped the Council to set up a successful Friends Group on a similar site at Stoke Common.

Cons

- 3.7 There are certain legal responsibilities that the owners of a SSSI have. These responsibilities include:
- To Comply with Management Plans. If not complied with, Natural England (NE) can impose Management Notices and possible fines. This has not proved to be an issue to date.
 - To carry out works at appropriate times of year – e.g. scrub clearance – and issue written notification of all potentially damaging works.
 - Not to carry out damaging works – possible fine of £20,000
 - To comply with the Wildlife and Countryside Act 1981, Countryside and Rights of Way (CROW) Act 2000 and NERC Natural Environment and Rural Communities Act 2006, and other Legislation. e.g. Public Health and Safety, Access.
 - To inform Natural England of change in ownership or occupation
 - To protect species and habitats within the SSSI which are part of the Notification of the site.

- 3.8 Due its SSSI status, the site should be maintained in a favourable condition, and has to be maintained as a specific natural habitat for ever, and cannot be developed. However, as a responsible body, the Council already fulfils the above requirements so there would not be any additional financial, legal or practical work.
- 3.9 A summary of the financial implications and funding available for the site if the Council owned the site is shown in the table below:

Potential additional funding for works on the Common –

- i) As freehold owners the Council would be able to obtain the income from a car park lease circa £1,200 per annum.
- ii) We could apply for Natural England funding of about £2-3 k per annum depending on works achievable.

	Without ownership £	With ownership £
NE funding	Nil	3k
SBDC funding	1k	1k
Pub car park	Nil	1.2k
Chiltern Rangers	Nil	-2.5k (but this would fund other site management works.)
Total available for works on site	1k	2.7k

In summary the potential increased legal liabilities of ownership, which the Council as managers are already subject to, can be offset against the benefits of the proposed ownership of the site - more funding and better working opportunities.

4. Consultation

- 4.1 Natural England has been consulted and is supportive of the proposals.
- 4.2 Burnham Parish Council and local residents will be updated should this proposed transfer proceed.

5. Options

Option 1: Do nothing. This would leave the Council as managers of the site with its current liabilities and restrictions on obtaining external funding.

Option 2: Continue to progress the transfer of the land to the Council. This is the preferred option as this would give clarity to the ownership situation, enable external funding and ensure the continued protection of the site for residents to enjoy and for the habitats to remain in a favourable condition.

6. Corporate Implications

- 6.1 Financial implications - The District Council as managers of the land cannot currently obtain the full grants that would be available should the Council own the freehold of the site. Should the Council own the site, the potential additional income would be in the region of £4k.

Transfer will incur the Council in some fees for any searches required and registration of the Common with HM Land Registry. However these will be minimal. A transfer at nil consideration will not attract a liability for payment of Stamp Duty Land Tax.

6.2 Legally, although the land is currently owned by others, the District Council manages the land on their behalf under a Scheme of Management and suffers liability for the site. The full ownership of the site would enable to Council to have legal clarity and to engage better with local residents.

7 Links to Council Policy Objectives

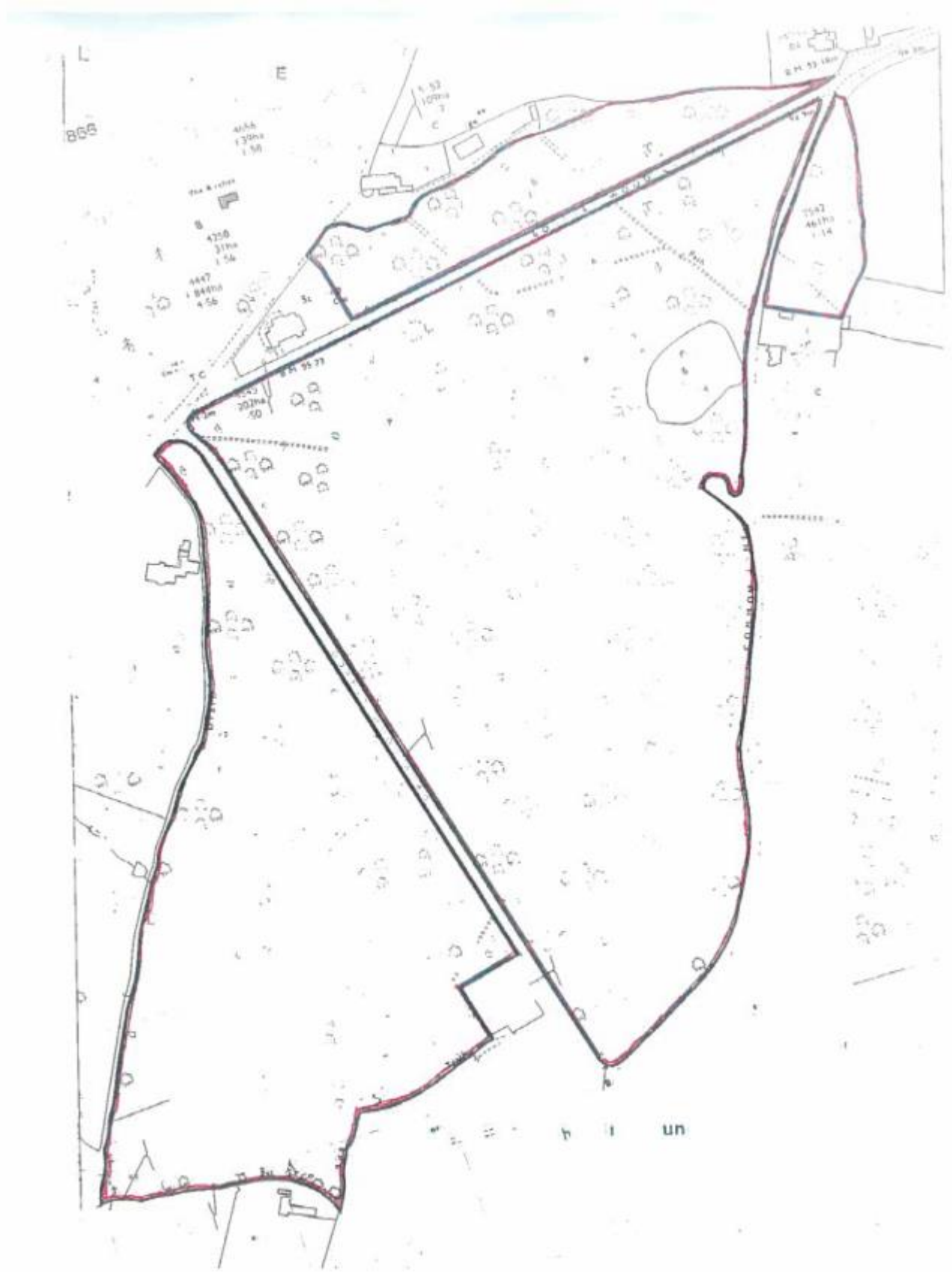
The matter is related to the Council's medium-term aims of a thriving and sustainable district, which protects the Green Belt and character of the area and enhances the quality of the built environment.

8 Next Step

If Members are minded to approve the land transfer to Cabinet, officers will prepare the necessary legal documents and if delegated authority is approved, the final agreement of the transfer terms (terms of a transfer at nil consideration agreed with the owner) will be agreed by the Head of Environment in consultation with the Head of Legal and Democratic Services.

Background Papers:	
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Appendix A Littleworth Common Site Plan



SUBJECT:	Beaconsfield Common Land Update
REPORT OF:	Environment Portfolio Holder Cllr Luisa Sullivan
RESPONSIBLE OFFICER	Head of Environment Chris Marchant
REPORT AUTHOR	Landscape Officer Simon Gray
WARD/S AFFECTED	Beaconsfield

1. Purpose of Report

This report is to clarify to Members about the Common Land in Beaconsfield Old Town and to ask for Members' agreement to restrict the Council's management of the land in line with the clauses set out in the Scheme of Management and Council Legal advice.

RECOMMENDATIONS

That Cabinet agrees following recent Legal Advice, that SBDC should only undertake certain responsibilities on the Common Land in old Beaconsfield, and that the owners of the land take on their responsibilities.

2. Reasons for Recommendations

The need for the Council to limit expenditure of public money has identified a need to review the management situation in Beaconsfield Old Town.

A recent Legal Review has clarified the responsibilities of the Council with regard to Common Land and Waste of the Manor land.

3. Content of Report

3.1 In response to the questions raised in the PAG meeting on 19th June 2017:

- i) Greater clarity be provided on what parcels of land the Council is responsible for, including Parcels CL36, CL37, CL38, CL39.

The Common land that is covered under the Scheme of Management is as follows:

CL36; land at Longbottom Lane, Seer Green, Beaconsfield – managed by Beaconsfield Golf Club.

CL37; Town Hall Green, Beaconsfield Town Hall, Penn Road, Beaconsfield - managed by Beaconsfield Town Council.

CL38; Land at Davenies, Station Road, Beaconsfield - managed by Beaconsfield Town Council.

CL39; Land and pond at Candlemas Lane, Beaconsfield - managed by Beaconsfield Town Council and adjacent owner.

CL40; Land at Aylesbury End, Beaconsfield.

CL41; Land at Windsor End, Beaconsfield.

CL262; Land at London End, Aylesbury End and Wycombe End, Beaconsfield.

ii) that information be provided on what parts of the land the Council has already devolved maintenance to;
CL36, CL37, CL38, and CL39 are managed by other parties.

iii) that clarification also be provided on section 6(e) of the Copy of the Scheme in connection with the regulation of motor vehicles;

Powers under the Scheme of Management para 6(e) to make Byelaws to control or regulate nuisance parking are limited. This power has been considered many times since 1989 when the Scheme was introduced and has never been utilised due to the prohibitive method of enforcement through prosecution of individual offences punishable by a fine. The District Council's only responsibility on these land parcels is to keep the areas clear of encroachments.

iv) that the Council enters into further discussions with the other parties to discuss possible ways forward.

Following the meeting the discussions will take place with the other parties (Buckinghamshire County Council and Hall Barn Estates.).

3.2 The common land in Beaconsfield Old Town, shown in Appendix A, is owned by Hall Barn Estates (HBE) and Bucks County Council (BCC). The Common Land has been subject to a Scheme of Management (under the Commons Act 1899) by Beaconsfield Urban District Council since 1911. A new Scheme of Management 1984 was made by SBDC under Commons Scheme Regulations 1982. A copy of the Scheme of Management is attached at Appendix B, with Byelaws (made in accordance with the Scheme and introduced in 1998) at Appendix C.

3.3 The land owners have historically called on SBDC to deal with all issues on the common land, and on the adjacent Waste of the Manor land.

3.4 The report dated 19th June 2017 set out the issue of the Waste of the Manor land. Members agreed that SBDC should not undertake further works on the Waste of the Manor land as it is not covered by the Scheme of Management and that Hall Barn Estates (HBE) or Bucks County Council (BCC) is required to undertake these works.

3.5 Members are advised of the limitations of the Council to issues new Byelaws to control parking and of the Legal advice that the Council's responsibility is limited to keeping the Common Land areas clear of obstructions for public access (and Not the Waste of the Manor land). Any works to the fabric- surfacing, trees etc. - are the responsibility of the land owners. The Council will no longer undertake such works.

3.6 SBDC will from now on inform any calls for maintenance etc. that their concern/ complaint should be forwarded to the land owner which is either Bucks County Council or Hall Barn Estates, so BCC and HBE need to find a way forward to deal with the issues.

3.7 The Council could expect negative responses from these two parties but our response to them will be for them to prove otherwise with documentation why they think they are not responsible.

3.8 In addition, this report does not concern the parking situation. The Council has already consulted on the parking situation and a possible way forward – there was no support for this so the Portfolio Holder does not want to pursue this issue any further.

3.9 SBDC will continue to litter pick in this area.

Common land Responsibilities

In previous years SBDC carried out tarmac and associated works such as white line painting to regulate parking on the Common land. However current SBDC legal advice states "The Council's duty is to keep the land free from encroachment i.e. to preserve open access for recreational purposes and not to permit any trespass or partial enclosure. There is no duty to maintain the surfacing as the Council do not own the land."

Also "There is no obligation to physically maintain the land in terms of surface repairs." (Paragraph 8 in the Scheme states "The Council shall have power to repair the existing paths and roads...other than highways..." but this does not impose an obligation on the Council to do so.)

Therefore SBDC has written to the two land owners (BCC and HBE) to state that it will no longer undertake surfacing works and repairs etc. on the common Land and will limit its work to that specified in the Scheme of Management, as above. BCC and HBE are responsible for the maintenance/ surfacing/ cleaning of the land in their ownership and have liability for its condition and maintenance.

Responsibility (for people tripping etc.) falls to whoever is in control and occupation, which will be the landowner. Complaints therefore ought to be directed first to BCC. They should confirm whether they have responsibility either as Highways Authority or land owner. If they don't have responsibility they can direct the complaint to HBE as the relevant owner with responsibility.

Items placed on land without land owner permission should be removed by the landowners – SBDC Legal advice concludes that the landowners are mistaken in thinking they have no right to remove unwanted items from their land. The District Council's powers to remove offending items are limited.

'Waste of the Manor' Responsibilities

In recent years SBDC has also carried out surfacing works etc. on the 'Waste of the Manor' (the pavements) for the benefit of local residents and to ensure the pavements were in good repair (taking the view that the Council should do what it can to prevent accidents) as the owners were not doing this. However in this age of austerity it is increasing difficult to justify the expenditure, and no way of raising revenue to fund this. The council can no longer afford to undertake works on land that it does not have a legal interest in.

The recent Legal Review has advised that "SBDC has no duty or responsibility in respect of the land outside the registered Scheme described as "waste of the manor" as it is not registered common. It belongs to Hall Barn Estates and is their responsibility, unless it is highway land."

Therefore SBDC has informed the owners (BCC and Hall Barn) of its intention to cease all involvement with the land not covered by the common land status. It is the responsibility of

the owner to clarify whether they are responsible for the maintenance of this land. (Buckinghamshire County Council as Highways Authority is under a statutory duty to maintain adopted highway (s41 Highways Act) unless it can prove that someone else is responsible.)

However Hall Barn is arguing that SBDC 'has always' managed all the land and should continue to do so, but due to limited resources and legal advice the council is resisting this. There is a risk of legal challenge about this.

The matter of the ownership of the Waste of the Manor in London End was raised with the registered owners, Hall Barn Estates, in December 2015 but to date the estate has done nothing to acknowledge ownership of, or responsibility for, the land. Meanwhile the tarmac surfacing especially on the south side has deteriorated significantly and there is a risk that accidents will occur on the uneven surface for which Bucks County Council/ Hall Barn Estates should take full responsibility.

4. Consultation

Hall Barn Estates and BCC have been made aware of the Council's intentions to limit its responsibilities. HBE is disputing this and to date no response from BCC has been received. Further contact will be made.

5. Options

- Option 1. Do nothing and continue to suffer expenditure on land that is not the responsibility of the Council.
- Option 2. Limit the Council's involvement as set out above and insist that the land owners acknowledge their responsibilities. This is the preferred option but there is a risk of legal challenge.

7. Corporate Implications

Financial – The Council has an annual budget of £11k for the management of all its open spaces. This is stretched over several sites and the Council can no longer afford to fund works in Beaconsfield out of this very limited budget.

Legal – Comments included in the report above.

8. Links to Council Policy Objectives

This matter relates to the following council objectives -

- 1. Delivering cost- effective, customer- focused services
- 2. Working towards safe and healthier local communities

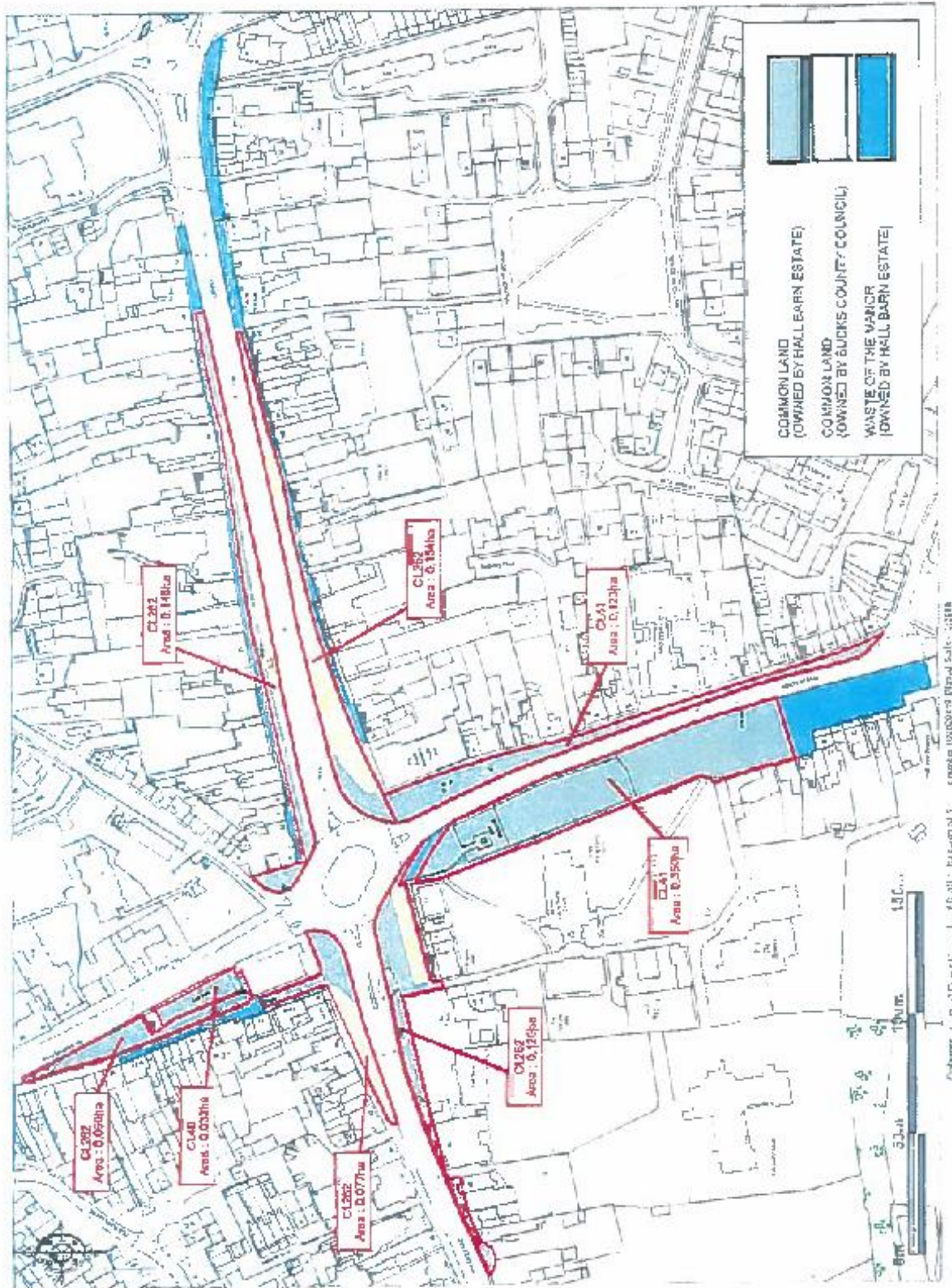
9. Next Step

That following Members' approval to make this policy, Hall Barn Estates (HBE) and Bucks County Council (BCC) will be informed accordingly of SBDC's position and responsibilities, and that they should accept responsibility for their land.

Background Papers:	None
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Appendix A Map of Common Land

Beaconsfield Old Town, Common Land and Waste of The Manor



SOUTH BUCKS DISTRICT COUNCIL

COMMONS ACT 1899

(The Commons (Schemes) Regulations 1982)

FORM OF SCHEME

1. The pieces of land with ponds, streams, paths and roads thereon commonly known as Long Bottom (CL36); Council Hall (CL37); Davenies Barn (CL38); Candlemas Lane (CL39); Aylesbury End - West Side (CL40 and CL262); Windsor End - East Side (CL41); Windsor End - West Side (CL41); Wycombe End - North Side (CL262); Wycombe End - South Side (CL262); London End - North Side (CL262); and London End - South Side (CL262) and (CL41) situate in the Parish of Beaconsfield in the County of Buckingham and hereinafter referred to as "the Common" as shown on a plan sealed by, and deposited at the offices of the South Bucks District Council of Council Offices, Windsor Road, Slough in the Royal County of Berkshire hereinafter called "the Council" and thereon edged green and red being a common within the meaning of the Commons Act 1899, shall henceforth be regulated by this Scheme, and the management thereof shall be vested in the Council.
2. The Council from time to time may execute any necessary works of drainage, raising, levelling or other works for the protection and improvement of the Common, and may, for the prevention of accidents, fence any quarry, pit, pond, stream or other like place on the Common, and shall preserve the turf, shrubs, trees, plants and grass thereon, and for this purpose may, for short periods, enclose by fences such portions as may require rest to revive the same, and may plant trees and shrubs for shelter or ornament and, may place seats upon and light the Common, and otherwise improve the Common as a place for exercise and recreation. Save as hereinafter provided, the Council shall do nothing that may otherwise vary or alter the natural features or aspects of the Common or interfere with free access to any part thereof, and shall not erect upon the Common any shelter, pavilion, drinking fountain or other

building without the consent of the person or persons entitled to the soil of the Common and of the Secretary of State for the Environment. The Secretary of State, in giving or withholding his consent, shall have regard to the same considerations and shall if necessary, hold the same enquiries as are directed by the Commons Act 1876(a) to be taken into consideration and held by the Secretary of State before forming an opinion whether an application under the Inclosure Acts 1845 to 1882 shall be acceded to or not.

3. The Council shall maintain the Common free from all encroachments and shall not permit any trespass on or partial enclosure thereof or of any part thereof.

4. The inhabitants of the neighbourhood shall have a right of free access to every part of the Common and a privilege of playing games and of enjoying other kinds of recreation thereon, subject to any byelaws made by the Council under this Scheme.

5. The Council may, with the consent of the person or persons entitled to the soil of the Common, and of the Secretary of State, (a) temporarily set apart and fence such portion or portions of the Common as it may consider expedient for the parking of motor and other vehicles, and (b) may make such charges for the use of such part as it may deem necessary and reasonable: provided that any area so set apart shall not be so near to any dwellinghouse as to create a nuisance or be an annoyance to the inhabitants of the house. The Secretary of State, in giving or withholding his consent, shall have regard to the same considerations and shall, if necessary, hold the same enquiries as, are directed by the Commons Act 1876 to be taken into consideration and held by the Secretary of State before forming an opinion whether an application under the Inclosure Acts 1845 to 1882 shall be acceded to or not.

6. The Council may, for the prevention of nuisances and the preservation of order on the Common, and subject to the provisions of Section 10 of the Commons Act 1899, make, revoke or alter byelaws for any of the following purposes, namely:-

- (a) prohibiting any person without lawful authority from digging or taking turf, sods, gravel, sand, clay or other substance on or from the Common, and from

- cutting, felling defacing or injuring any gorse, heather, timber or other tree, shrub, brushwood or other plant growing on the Common;
- (b) regulating the place and mode of digging and taking turf, sods, gravel, sand, clay or other substance and cutting, felling and taking trees or underwood on or from the Common in exercise of any right of common or other right over the Common;
- (c) prohibiting the injury, defacement removal or displacement of seats, drinking fountains, fences, noticeboards or any structures or works erected or maintained by the Council on the Common;
- (d) prohibiting any person without lawful authority from killing molesting or intentionally disturbing any animal, bird or fish or engaging in hunting, shooting or fishing or the setting of traps or nets or the laying of snares;
- (e) regulating or controlling the driving, drawing or placing upon the Common or any part thereof without lawful authority of any motor vehicle, motor cycle, carriage, cart, caravan, truck or other vehicle (including any aircraft), except in the case of an accident or other sufficient cause PROVIDED that nothing shall prejudice the property or rights of the Lord of the Manor or the lawful right of his tenants and servants to park a motor vehicle on that part of the Common situated at the Old Town of Beaconsfield, identified and registered as CL40, 41 and 262, provided that the motor vehicles shall be used and enjoyed in connection with their own personal use and not in connection with any trade or business;
- (f) prohibiting:-
- (i) the flying of any model aircraft
 - (ii) the taking off or (except in the case of accident or other sufficient cause) landing of any glider or any other aircraft;
 - (iii) the flying of any glider or aircraft in such a manner as to be likely to cause undue

- interference with the enjoyment of the Common by persons lawfully on it;
- (g) prohibiting or, except in the case of a fair or market lawfully held, regulating the placing on the Common of any show, exhibition, swing, roundabout or other like thing but without prejudice to any property and rights of the Lord of the Manor;
 - (h) regulating games to be played and other means of recreation to be exercised on the Common;
 - (i) regulating assemblies of persons on the Common;
 - (j) regulating the use of any portion of the Common temporarily enclosed or set apart under this Scheme for any purpose;
 - (k) prohibiting or regulating the riding, driving, exercising or breaking in of horses without lawful authority on any part of the Common;
 - (l) prohibiting any person without lawful authority from turning out or permitting to remain on the Common any cattle, sheep or other animals;
 - (m) prohibiting any person from bathing in any pond or stream on the Common save in accordance with the byelaws;
 - (n) prohibiting camping or the lighting of any fire;
 - (o) prohibiting or regulating any act or thing which may injure or disfigure the Common, or interfere with the use thereof by the public for the purposes of exercise and recreation;
 - (p) authorising any Officer of the Council, after due warning, to remove from the Common any vehicle or animal drawn, driven or placed, or any structure erected or placed thereon in contravention of this Scheme or of any byelaw made under this Scheme;
 - (q) prohibiting any person on the Common from selling or offering or exposing for sale or letting to hire or offer or exposing for letting to hire, any commodity or article unless in pursuance of an agreement with the Council or otherwise in the exercise of any lawful right or privilege such as the holding of a lawful market or fair on the Common;

THE COMMON &
COUNCIL was
a Resolution
held on 16th

(r) prohibiting the fixing of bills, placards or notices on trees, fences, erections or noticeboards on the Common;

(s) prohibiting the hindrance or obstruction of an Officer of the Council in the exercise of his powers or duties under this Scheme or under any byelaw made thereunder.

7. Copies of all byelaws made under this Scheme shall be displayed on noticeboards placed on such parts of the Common as the Council think fit.

8. The Council shall have power to repair and maintain the existing paths and roads on the Common, other than highways repairable by the inhabitants at large and to set out, construct and maintain or authorize the construction and maintenance of such new paths and roads on the Common as appear to the Council to be necessary or expedient.

9. Nothing in this Scheme or any byelaw made under it shall prejudice or affect any property or right of the person entitled as Lord of the Manor or otherwise to the soil of the Common, or of any person claiming under him, which is lawfully exercisable in, over, under or on the soil or surface of the Common and this shall also include any rights in connection with game, or with mines, minerals or other substrata or otherwise, or prejudice or affect any right of the commoners in or over the Common or the lawful use of any highway or thoroughfare on the Common, or affect any power or obligation to repair any such highway or thoroughfare.

10. Printed copies of this Scheme shall be available for sale at the Offices of the Council for such reasonable price as the Council may determine.

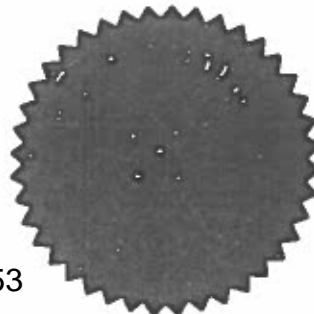
11. The Commons Scheme made by the Beaconsfield Urban District Council on Tuesday 28th November, 1911 is hereby revoked.

THE COMMON SEAL of the SOUTH BUCKS DISTRICT
COUNCIL was hereunto affixed in pursuance of
Resolution and at a meeting of the Council
held on 16th October, 1984

P. J. G. G. G.

Chairman

A. P. Henrys.
Secretary



SOUTH BUCKS DISTRICT COUNCILByelaws under a scheme approved under the Commons Act 1899

COMMONS ACT 1899

BYELAWS MADE BY THE SOUTH BUCKS DISTRICT COUNCIL UNDER THE COMMONS ACT 1899, WITH RESPECT TO COMMON LAND

1. In these byelaws the expression "the council" means the South Bucks District Council; the expression "the commons" means the pieces of land, with the ponds, streams, paths and roads thereon commonly known as Long Bottom (CL36), Council Hall (CL37), Davenies Barn (CL38), Candlemas Lane (CL39); Aylesbury End - West Side (CL40 and CL262), Windsor End - East Side (CL41); Windsor End - West Side (CL41), Wycombe End - North Side (CL262), Wycombe End - South Side (CL262), London End - North Side (CL262) and London End - South Side (CL262 and CL41) situate in the Parish of Beaconsfield in the county of Buckinghamshire and referred to as the commons in the scheme for the regulation and management of such commons made by the Council under the Commons Act 1899, on the 16th day of October 1984, and the expression "the scheme" means the scheme for the regulation and management of the commons hereinbefore referred to.
2. No person shall on the commons remove or displace any soil or plant.
3. No person shall without reasonable excuse remove or displace any barrier, railing, post or seat, or any part of any erection or ornament, or any implement provided for use in the laying out or maintenance of the commons.
4. a) No person shall without lawful excuse or authority on the commons kill, molest or intentionally disturb any animal, bird or fish or engage in hunting, shooting or fishing or the setting of traps or nets or the laying of snares.
b) This byelaw shall not prohibit any fishing which may be authorised by the Council.
5. i) No person shall on the commons sell, or offer or expose for sale, or let to hire, or offer or expose for letting to hire, any commodity or article, unless, in pursuance of an agreement with the Council, or otherwise in the exercise of any lawful right or privilege, he is authorised to sell or let to hire such commodity or article.
ii) No person shall without the consent of the Council erect a tent or use any vehicle, including a

caravan, or any other structure for the purpose of camping on the commons except on any area which may be set apart and indicated by notice as a place where camping is permitted.

6. No person shall on the commons, except as hereinafter provided erect any post, rail, fence, pole, tent, booth, stand, building or other structure:

Provided that this prohibition shall not apply where upon an application to the Council they grant permission to erect any post, rail, fence, pole, tent, booth, stand, building, or other structure, upon such occasion and for such purpose as are specified in the application.

7. No person shall on the commons, except in the case of accident or other sufficient cause, take off, fly or land any glider, manned or unmanned weighing in total more than 4 kilogrammes or any other aircraft manned or unmanned weighing in total more than 4 kilogrammes.

8. No person shall light a fire on the land, or place or throw or let fall a lighted match or any other thing so as to be likely to cause a fire.

This byelaw shall not prevent the lighting or use of a properly constructed camping stove or cooker in any area set aside for the purpose, in such a manner as not to cause danger of or damage by fire.

9. No person shall, to the danger or annoyance of any other person on the commons, throw or discharge any missile.

10. No person shall, except in pursuance of a lawful agreement with the Council, turn out or permit any animal to graze on the land.

11. Where the Council set apart any such part of the commons as may be fixed by the Council, and described in a notice board affixed or set up in some conspicuous position on the commons, for the purpose of any game specified in the notice board, which, by reason of the rules or manner of playing, or for the prevention of damage, danger, or discomfort to any person on the commons may necessitate, at any time during the continuance of the game, the exclusive use by the player or players of any space in such part of the commons - a person shall not in any space elsewhere on the commons play or take part in any game so specified in such a manner as to exclude persons not playing or taking part in the game from the use of such a space.

12. No person shall, except in the exercise of any lawful right or privilege, ride or break in a horse on the commons.
13. No person shall on the commons:
- a. intentionally obstruct any officer of the Council in the proper execution of his duties;
 - b. intentionally obstruct any person carrying out an act which is necessary to the proper execution of any contract with the Council; or
 - c. intentionally obstruct any other person in the proper use of the common, or behave so as to give reasonable grounds for annoyance to other persons on the common.

PENALTIES

14. Every person who shall offend against any of these byelaws shall be liable on summary conviction to a fine not exceeding ~~one hundred pounds~~ LEVEL 2 ON THE STANDARD SCALE.
15. An officer of the council may, after due warning, remove from the commons any vehicle or animal drawn, driven or placed or any structure erected or placed thereon in contravention of the foregoing byelaws.

The Statutes of the Council was
heretofore affixed in the presence of

Chairman. *Rosalind K. Wingrove*

Deputy District Secretary. *G. J. Blair*

6TH JULY 1988.

The foregoing byelaws are hereby confirmed by the Secretary of State and shall come into operation on the 9TH day of DECEMBER 1988.

Signed by authority of the Secretary of State

C. L. Scoble

C. L. SCOBLE

JB3ABT
An Assistant Under-Secretary of State

SUBJECT:	Car Park Strategy
REPORT OF:	Councillor Luisa Sullivan
RESPONSIBLE OFFICER	Chris Marchant Head of Environment
REPORT AUTHOR	Julie Rushton, ext. 6877 jrushton@chiltern.gov.uk
WARD/S AFFECTED	All wards

1. Purpose of Report

- 1.1 To present Members with information regarding a Car Park Strategy for the District of South Bucks, which was presented to Resources PAG on 15th June 2017.

2. Recommendations:

- 2.1 To introduce a five year car park strategy that sets out the Council's aim and objectives, along with associated parking operations for the district; and
- 2.2 That subject to Cabinet and Full Council approving the strategy, the Head of Environment be authorised to implement the Strategy for the District of South Bucks.

2a. Reason for Recommendations

- 2a.1 An effective parking strategy will help to further a wide range of objectives such as, economic vitality of South Bucks Towns and Villages.

3. Content of Report

Strategy

- 3.1 Introducing a car park strategy enables us to openly set out our aims in respect of off street parking in South Bucks, along with the action we propose to take to ensure the car parks meet the needs of the local community. Consultation also enables us to engage with customers and receive feedback to ensure the final document is agreeable to the majority.
- 3.2 The proposed strategy (attached at Appendix A), sets out SBDC's objectives for car parking in the District. This includes supply and demand, car park maintenance, parking charges/season tickets in relation to how the charges are set, and parking for specialists groups etc.
- 3.3 The car park strategy does not set out specific charges, nor will the consultation to implement the strategy invite detailed feedback in this regard. This is because the Council follows the legal process for amending the Off Street Parking Places Order i.e. fees and charges, which includes a statutory consultation.
- 3.4 The strategy does however show that we recognise our customers and thus are able to set objectives that are appropriate, relevant, and beneficial to the residents and local businesses in the area.
- 3.5 In addition, the strategy sets out management of the car parks, along with the enforcement action taken to ensure the parking regulations are adhered to.

- 3.6 To enable customers to have a better understanding of the legalities to introduce/amend parking restrictions, an overview of the legal process has been provided.
- 3.7 Parking is a sensitive issue, particularly the enforcement side. A key element to reduce any misconceptions and promote a fair and consistent approach for all is transparency. This is a key priority for the Department for Communities and Local Government (DCLG)

Parking Report

- 3.8 Currently, there is no mandatory requirement for local authorities to produce an annual parking report, although it is good practise to have one in place. The Operational Guidance for parking enforcement suggests as such.
- 3.9 Attached at Appendix B is the 2016/17 annual parking report for SBDC. The report provides statistical information in relation to parking fines for the year to which the report refers. This includes the number of appeals received in respect of parking fines, the number of fines cancelled due to an appeal, and debt recovery information. The report also provides current information in respect of car park provision and this includes, parking tariffs, season ticket prices etc.
- 3.10 The vision is for the parking report to sit alongside the strategy and provide the detail element. This removes the need for the strategy to be updated during the life of the document, should any changes occur on the car parks, and acknowledges DCLG's request for transparency.
- 3.11 The general period for publicising parking reports is six months after the financial year to which the performance statistics refer. Publishing the data at the same time each year enables true year on year comparisons.

4. Consultation

- 4.1 Consultation is due to commence with Overview and Scrutiny, Bucks County Council as the highway authority, Thames Valley Police, and the Parish Councils. Notices will also be placed in the car parks.

5. Options

The options we have submitted for consideration are:

- 5.1 Take the decision not to have a car park strategy.
- 5.2 Approve the strategy in its existing format and agree for consultation to commence.
- 5.3 Approve the strategy in principle, but in a different format, so detail in respect of tariffs etc. are included in the one document. The downside to this option is that as changes occur, the strategy would become dated and regularly require updating.

6. Corporate Implications

6.1 Legal Implications

The purpose of the document is to clarify the Council's car parking policy and thereby reduce the risk of a challenge to future decisions regarding the car park estate.

6.2 Financial Implications

There are no known financial implications to introducing the car park strategy.

7. Links to Council Policy Objectives

- 7.1 SBDC's car parks contribute to the Council's medium term aim of planning for a thriving and sustainable South Bucks, with vibrant towns and villages.
- 7.2 This matter also contributes towards the Council's aim to deliver value for money services driven by customer and community needs.

8. Next Step

- 8.1 If the recommendations are agreed officers will commence consultation to implement the strategy

Background Papers:	None other than referred to in this report
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South Bucks District Council

Car Park Strategy 2019 - 2024

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FOREWORD

It is widely recognised that parking takes up a lot of land and costs money to provide and to maintain. It also affects everyone in the community whether we are looking for somewhere to park or coping with the impact of other people's parked vehicles.

The availability of parking space determines how we travel and where we travel to. Parking availability influences the vitality and viability of local towns/villages, along with the attractiveness of tourist spots and residential areas.

Our customers vary depending upon demographics, their primary reason for parking, and the motoring group they fall under. One common factor is that parking features at the beginning and end of a visit for those customers using the car parks, and as such, the car parks are the first and last impression of a given area.

By recognising that parking is no longer a standalone issue, but a crucial element in the essential transport network to make South Bucks a safe and healthy place to live and work we are able to implement a strategy that considers the needs of parking users. This five year Car Park Strategy identifies actions necessary to provide a sustainable modern parking service, which achieves a balance between local needs and the wider, more strategic requirements for parking.

In addition, by effectively managing the parking provision we are able to encourage use of other sustainable travel methods such as public transport without penalising customers in rural areas that do not have access to alternative travel modes, or disabled badge holders who may not be able to use public transport due to restricted mobility.

One of the priorities of the Department for Communities and Local Government is to ensure that the enforcement of parking restrictions is transparent, consistent and fair. South Bucks District Council (SBDC) recognises that openness and accountability is critical to gaining public support and therefore in addition to this Car Park Strategy we endeavour to publish an annual parking report, which provides information on the parking account. We hope that by publishing this data our customers will be aware of our dedication to improving the parking provision for residents, businesses, and visitors to the District.



Councillor Sullivan
Portfolio Holder for Environment

INTRODUCTION

South Bucks District lies in the western sector of the South East region, situated between Greater London to the east and Reading and Oxford to the west. The District is bordered by a number of larger urban areas, in particular, Greater London to the east, Slough to the south, Maidenhead to the west, and High Wycombe to the north-west.

The District is principally rural, being located wholly within the Metropolitan Green Belt around London. Some 87% of the land in the District is designated as Green Belt and agriculture is the most extensive land use. The only areas not designated as Green Belt are the larger settlements of Beaconsfield, Burnham, Denham Green, Farnham Common, Farnham Royal, Gerrards Cross, Iver, Iver Heath, New Denham, Richings Park and Stoke Poges. The settlements are primarily residential in nature and of a very pleasant character. The District also has a number of smaller and more rural settlements situated within the Green Belt. A number of the settlements include Conservation Areas.

Large parts of the District's countryside are very attractive, crossed by rural lanes, and include extensive woodlands (including Burnham Beeches), heathland, agricultural land, private parks and estates. A small part of the District lies within the Chilterns Area of Outstanding Natural Beauty

South Bucks is within an area, which consistently has one of the lowest unemployment rates in England. The ONS 2014 mid-year population for South Bucks was 68,560. Of the resident population, 64% are economically active. Around 52% of those in work commute out of the District for their employment, principally to Greater London. Conversely, about 65% of the jobs in the District are taken by people commuting into South Bucks

Transport links with adjoining areas are very good, with the M4, M25 and M40 motorways all crossing the District. There are also good rail links to London and to Banbury via the Chiltern line and to London and the West via the Thames line. The District's population is highly mobile, with about one out of every two households having the use of at least two cars. Heathrow Airport is situated just to the south east of the District.

SBDC currently has ten pay and display car parks located across Beaconsfield, Burnham, Gerrards Cross and Farnham Common. These are regulated by the South Bucks District Council Off Street Parking Places Order 2010 (as amended). On street parking is regulated by Bucks County Council.

STRATEGIC OBJECTIVES

Parking provision and management is a key element of Buckinghamshire's Local Transport Plan 4 (LTP4) and whilst parking restrictions are rarely popular with motorists; a population in excess of 68,000, and regular visitors to the South Bucks District, mean that without them there would be significant reduction in the number of parking spaces available.

The question is, how can we best support the local economy, residents and businesses, and seek to minimise the impact on Climate Change? The list below sets out our parking objectives for the next five years:

Parking facilities

- Provide good quality public car parking facilities.
- Recognise the different characteristics of the four areas in the District of South Bucks with public parking facilities and provide parking provision appropriate to local circumstances.
- Provide sufficient parking for both short and long stay users.
- Provide a balance between short and long stay users where required by using a structured payment system.
- Maintain a charging structure that maximises the use of existing car parks, whilst managing a balance between economic and environmental objectives.
- Maintain a clear circulatory route around the car parks to maintain traffic flow and prevent obstruction.
- Make sure car parks are available for use by motorists and not taken up by illegally parked vehicles.
- Work to improve the safety of all car park users by dealing with dangerous and indiscriminate parking by encouraging responsible parking
- Provide adequate signage in the car parks with clearly stated terms and conditions that are easy to follow.
- Liaise with County Council to ensure adequate highway car park direction signs for ease of access.

Community

- Seek to support the vitality of local towns and villages through effective car parking management.
- Provide a turnover of available parking spaces for areas of high demand.
- Provide a charging structure that supports communities and the overall strategy.
- Provide parking opportunities for drivers to use more sustainable modes of transport.
- Dissuade commuter parking where it is necessary to accommodate users of our towns and villages. This is essentially in areas where the availability of land restricts the opportunity to increase car park capacity.
- Maximise off street parking capacity to reduce on street parking.

- Provision of parking options which encourage business and tourism and meet the needs of workers and residents.
- Meet the needs of customers with special requirements such as disabled badge holders.
- Ensure adequate provision for the different motoring groups.
- Offer a percentage discount for season ticket holders to aid local businesses and evening/weekend permits to support residents.
- Support crime reduction initiatives.

Efficient Parking Management

- Ensure that the cost of parking provision is met by the service users.
- Manage the Council's car parking assets in a cost effective manner.
- Ensure a cost effective and efficient car park management regime.
- Ensure car park services are carried out to a high standard in terms of economy, efficiency, safety and effectiveness.
- Provide a cost effective enforcement service.
- Continue to audit, and review the level of parking availability in South Bucks and plan accordingly.

Customer Focused

- Develop effective communication with customers in order to promote the service and gather information to aid service development.
- Ensure that the car park service is developed and delivered on the basis of good information on car park usage and customer needs.
- Improve information for customers.
- Continually seek to improve customer parking experience with varied payment options.
- Endeavour to provide an overall positive customer experience in the use of Council owned off-street car parks in the District.
- Monitor the effectiveness and value of parking controls and respond to public needs.
- Communicate changes clearly through appropriate communication channels.
- Publish an annual parking report detailing financial and statistical information for the previous financial year.
- Place the customer at the heart of everything we do

RECOGNISING OUR CUSTOMERS

South Bucks District Council is committed to listening and understanding customer needs and ensuring customers are at the heart of everything we do. We aim to deliver services that continually meet changing expectations and ensure the services we deliver are accessible to all.

Our customer requirements for off street car parking can be broken down as follows:

Local businesses

Require convenient parking for their customers as close to the premises as possible.

Residents

(Specifically if live, near to town centre with limited or no on-site parking).

Will seek to park close to home.

Main needs likely to be evenings and weekends.

May seek reasonable season ticket parking to maintain parking in close proximity to their property at a minimal cost.

Shoppers

Needs will depend on the shopping experience available in the town.

The more variety and volume of shops, the longer the shopper will stay.

The shorter the stay, the closer to the shops the shopper will expect to park.

Visitors

Needs will vary from location to location depending on the tourist and social offerings (coffee shops, bars, restaurants in the area). May require 3-5 hours parking including evening parking.

Require clear direction signage to the car parks.

Workers

Require full day parking

Flexibility around parking tariff bands to accommodate half day/varying shift patterns.

Parking fees may be a significant cost for low paid workers, who may be tempted to try to locate "free" parking away from the car parks.

Commuters

Require long stay parking with good transport links.

Ideally, car parks located close to Railway stations.

In addition to the above, once parked customers require safe passageway in the car park.

The list is by no means absolute and feedback is welcomed.

ACTIONS TO ACHIEVE OBJECTIVES AND MEET CUSTOMER NEEDS

Car Park Provision:

Supply and Demand

The LTP4 identifies the need for effective parking management and the role of parking in managing demand for parking within towns and villages. It identifies that appropriate parking can make a significant contribution to town centre economic vitality and that appropriate parking levels are important to ensure that the local economy is supported.

SBDC recognises the importance of car travel in the District as a means of boosting local economy and providing essential links to public transport facilities. As such, we seek to deliver a balanced approach to car parking that provides sufficient capacity to support economic growth and provide the necessary parking provision to facilitate travel to national destinations.

In April 2014, the Council commissioned a study to be undertaken of SBDC car parks. The results of the study showed that demand was on the increase and additional car parking supply would be required in the future. In addition, the outcome of the survey showed that by 2033 there is likely to be significant parking stress with little or no spare capacity. A more recent survey undertaken in 2017 confirmed these figures and work is underway to address the essential demand for car parking across South Bucks to ensure a sufficient supply is in place to meet current and future demand.

The current occupancy figures show that the parking situation reflects the need for additional parking as predicted in the parking studies, although the significant parking stress is considerably earlier than predicted.

Demands on parking provision vary across the district; this can be affected by many variables including growth in population, change to infrastructure, and growth in car ownership.

The Department for Transport has published traffic growth predictions to 2025. These show an increase of up to 23% for urban areas and a slightly higher increase of 31% in rural areas. Rail passenger growth for the South East is expected to be between 34-42% by 2030 and the 2011 Census prediction for population growth in South Bucks is 2.2%. These growth predictions can affect the parking provision and the local economy if effective parking management is not in place. .

In anticipation of the growth, particularly Rail passenger and population growth for the District, and consequently the impact this will have on parking pressures, we aim to continually audit, and review the level of parking availability and plan accordingly. In addition, we work alongside partner organisations to maintain a good understanding of the parking operations across non-council car parks so these can be taken into account when reviewing parking supply and demand for the District.

The aspiration for the car parks is to maximise space whilst maintaining an 85% buffer to allow for flexibility at peak times. Where the demand consistently increases beyond this usage the Council will seek where possible to develop existing car parks to increase parking capacity. The priority for parking provision will be given to short stay for shoppers and visitors to the District in order to support the vitality of towns and villages.

The current parking provision in each area, including the number of car parks, parking spaces, and tariffs is provided on SBDC's website and in SBDC's Annual Parking Report. The report also provides information regarding forthcoming changes to the car park provision, along with changes that have happened in the 12 months since the previous report.

When designing car parks we follow general guidance for the size of the bays and aim to provide a clear and safe route around the car park to allow manoeuvres without causing accidental damage or putting the safety of people at risk.

Parking for Specialist Groups

There is a need to make provision for the specialist requirements of certain persons or vehicles, whose needs are not met by the provision of standard car parking spaces. These are listed below.

For actual off-street provision including space allocation for the different motoring groups within the car parks, please refer to SBDC's Annual Parking Report.

Parking for Disabled

Suitable and sufficient disabled parking for blue badge users is important to support mobility and independence.

Many people with reduced mobility are dependent on cars for getting around. This is irrespective of whether they drive themselves or ride with someone else. The ease, with which they can reach their destination, is usually determined by where they can park.

Provision should be considered on an individual car park basis as some car parks may not be suitable for use by the disabled, e.g. car parks that are remote from the potential destinations or those accessed by routes with steep gradients. A reduced provision may be appropriate at such locations.

SBDC adheres to the recommended standard for parking allocation of disabled parking bays whilst considering the car park locations and the closeness to which the car park is to local amenities.

The position of disabled bays in a car park is key to customer experience. We endeavour to allocate disabled bays close to a pedestrian exit on a route that is suitable for wheelchairs. To accommodate those with limited mobility the bays are positioned where there are no steps, bollards, or heavy doors. In a multi storey car park, disabled bays would be positioned on the same level as pedestrian access, or close to a lift with wheelchair access.

Concessions of the Blue Badge apply to on street parking. Off Street parking concessions vary from District to District and it is up to the car park owner as to whether concessions of the Blue Badge are available. In SBDC car parks Blue Badge holders may park free of charge.

Motor Cycle Parking

There are no designated bays in the District; motorcyclists may currently park in a standard parking bay. Provision for motorcycles will be assessed on demand.

Consequently, if designated bays are introduced they will be clearly signed and the terms and conditions of motorcycling parking will be stated on the tariff board.

Electric Vehicle Parking

Rising demand in electric vehicles and electric vehicle owners brings forth the increase in demand for electric charging points across South Bucks.

To contribute towards the government's commitment to drive forward the market for ultra-low emission vehicles, whilst also addressing the carbon consequences of motoring, we endeavour to consider provision of charging points for electric vehicles within the life of this strategy, where funding permits.

Motorhomes / Coaches / Lorry Parking

The car parks are unsuitable for these motoring groups as overnight parking is not permitted and parking bays are standard for cars. Height restriction barriers also apply.

Security and Maintenance

Security

All of our car parks have been awarded the Safer Parking Park Mark award. The award is an initiative of the Association of Chief Police Officers designed to reduce criminal behaviour within the parking environment. The scheme is managed by the British Parking Association and is supported by the Home Office.

To obtain the award an investigation is carried out by the police to assess the facilities in place and to ensure the parking area is of a high standard in relation to cleanliness, signage, surveillance and lighting. Once the Police are satisfied that the parking area sufficiently meets the appropriate standards and that it is correctly managed and maintained, the safer park mark status is awarded. To ensure car parks continue to meet the required criteria the award is renewed on a yearly basis following a re-assessment.

Maintenance

To ensure we continually meet the criteria to achieve the award we endeavour to maintain the car parks to a high standard.

Each month the car parks are fully inspected and a record of the visits are logged. The inspection includes checking the surfacing, markings, drainage, lighting levels, cleanliness, fencing/boundary, signs, car parking furniture, recycle centres (if applicable). Any defects are noted and remedial works are requested. These are carried out as soon as possible with priority given to safety. In addition to monthly checks, the Civil Enforcement Officers (CEOs) visit the car parks regularly throughout the day. On each visit the pay and display machines are checked and the officers remain vigilant for any defects that may have occurred. These are reported the same day.

Parking Charges

The objectives of the District Council's charging policy is to support the LTP4, derive revenue from charged car parks, and improve the vitality of the local economy by promoting short stay parking. Details of the current tariff structure are available on the Council's website and in SBDC's Annual Parking Report.

The car park charging structure is reviewed annually to ensure that the charges are competitive with those of neighbouring authorities. A list of neighbouring authority charges is provided in Appendix A.

The comparison shows that the short stay charges levied in South Bucks are broadly consistent when compared to most of the neighbouring authorities. Similarly, all day charges are broadly consistent when compared with other districts.

Most notable are the long stay tariffs in Hillingdon, Watford, and West Berkshire. These are considerably higher than the long stay charges in South Bucks.

The cost of parking in each of the car parks is fair, reflecting the quality of the facility. It is important to note that for many the cost is the least important factor when considering the location and standard of the facilities. This is particularly the case for visitors and to a lesser extent for shoppers. Workers will usually seek slightly cheaper parking at a further distance to their destination.

The current level of charging for short and long stay parking varies from area to area. For simplicity, the Council is aiming to align the charges across the car parks where it is possible to do so; taking into account the needs of the local communities.

In line with government policy on integrated transport systems there may be a time in the future when we are required to review the parking charges to discourage the use of cars in the short term. SBDC will approach this review when attractive alternative ways of travelling into towns is available.

When making any changes to the parking charges the Council follows the relevant statutory process that is applicable at the time of the change.

Methods of Payment

All customers benefit from flexible payment options although their needs and the duration of their stay will vary. As new technology becomes available, the method of payment options will be reviewed to ensure a variety of user friendly options are available providing choice to those who may not wish to pay using just one payment method.

Currently, parking in SBDC car parks can be paid for in the following ways:

Payment Machines

The ratio of payment machines to car park capacity is important, so too is the distance customers are expected to walk to purchase a ticket and return to their vehicle in order to display the ticket. If there is only one pay and display machine in a car park there is always a risk of a loss of income in the event of a machine failure. However, it is difficult to justify more than one machine for car parks with less than 60 spaces.

In larger car parks, it is important that machines be spaced uniformly throughout the car park in order to reduce the distance users have to walk to purchase a ticket after parking their vehicle.

There are currently an adequate number of payment machines in the car parks, although this is not without difficulty if a car park has one machine and that machine shows a fault.

The machines are linked to a central database, which reads the data from each pay and display machine. This information is vital for enforcement evidence, cash reconciliation and car park usage. In addition to car park information, the database is able to notify us of any machine faults; these are reported and rectified as soon as possible.

The machines do not give change.

Mobile phone payment

RingGo pay by mobile option is available in all SBDC car parks. Each car park has a unique reference number provided on the signage. This number is required to ensure you purchase parking for the correct location. Similar to purchasing parking using the payment machines, payment is required at the time of arrival at the car park.

There are additional services offered to the customer using the system, these are:

- VAT receipts on line.
- Text confirmation that parking has been purchased.
- Text to remind that the time purchased is about to expire.
- Parking time may be topped up providing any maximum stay for that car park is not exceeded.

Please note that charges apply for using this service.

When patrolling the car parks the CEOs have access to the list of vehicles that parking has been paid for and can therefore enforce in the normal manner.

Season Tickets

Season Tickets are discounted against the daily parking tariff to support local businesses and workers. They are available to purchase for any SBDC car park for periods of 3months, 6months, and 12months.

For full details on season ticket prices, the application process, and renewals, please see SBDC's Annual Parking Report, which is available to view on the Council's website.

To maintain the short stay/long stay ratio and enable availability of space for daily paying customers, the number of season tickets that can be issued at any one time is capped. These are reviewed on a regularly basis.

In addition to the above, Resident season tickets are available to purchase for any of the car parks to be used Monday to Friday between 6pm and 8am and all day Saturday/Sunday and bank holidays. These season tickets support local residents who have no off-street parking facilities, as they avoid the need to make a specific payment when they arrive home in the evening and at weekends.

The terms and conditions for the season tickets are listed below. They must be read in conjunction with the car park conditions of use, which are stated on the tariff boards in the car parks. Failure to comply with the conditions could result in a PCN being issued.

- Season tickets are issued at the discretion of SBDC. If the scheme is abused the Council reserves the right to withdraw the ticket.
- Season tickets issued shall be marked with the nominated car park and are only valid

for the car park for which they have been issued.

- Season tickets are not transferable.
- A lost season ticket will only be replaced up on receipt of the appropriate fee. If a season ticket is later recovered no refund will be given
- Whilst every effort is made to maximise car parking space availability, purchase of a season ticket does not guarantee a parking space.
- Season tickets are issued and registered against a specific vehicle registration. They are not transferable. Up to two registration numbers allowed on one season ticket, however only one vehicle can be on park at any one time.
- Season tickets should be displayed on the left hand side of the windscreen in clear view so they can be seen by the CEOs (unless a courtesy car at which point SBDC must be informed immediately).
- For change of vehicle season ticket holders are required to contact SBDC's Parking Services. A copy of the new V5 document is required to enable a new season ticket to be issued.
- Season tickets that are no longer valid due to change of vehicle **must** be returned to Parking Services within 7 days of the new season ticket being issued.
- Payment must be received in full for a season ticket to be issued.
- Season tickets will only be cancelled when surrendered to Parking Services
- SBDC reserves the right to amend the terms and conditions of the season ticket. Should any changes occur we will advise accordingly.
- The onus is on the season ticket holder to apply for a renewal at least 7 days prior to the commencement date of the new season ticket.
- The Season ticket is issued under the various regulation, bye laws and orders relating to car parks and the Council accepts no liability or responsibility for personal injury, (whether fatal or otherwise) or for loss or damage to property unless caused by negligence of the Council or its employees.

Car Park Suspension

SBDC may at times have cause to close a car park or part of for a period of time. A minimum of 7 days' notice is required unless the nature of the closure is due to essential works and consequently, delaying the suspension could present a safety risk.

REMOVAL OF VEHICLES

In certain circumstances, it may be necessary for SBDC to arrange for the removal of a vehicle from its car parks.

This could be due to:

- A vehicle has been abandoned.
- A vehicle is causing an obstruction.
- A vehicle is a danger to other users of the car park.
- A vehicle has been burnt out.
- A vehicle is parked for the sole purpose of being sold.

If a vehicle is deemed abandoned and in a dangerous condition, or parked in a dangerous location, a 24hr destruction notice will be applied to the vehicle. In extreme circumstances i.e. the vehicle is burnt out, it will be removed immediately.

If the vehicle is deemed abandoned but not in a dangerous location or condition, a 7day destruction notice will be applied to the vehicle, with a letter sent to the registered keeper. If the vehicle is not claimed or moved after this period of time, SBDC will arrange for the vehicle to be removed and disposed of.

For vehicles that are deemed abandoned but are taxed and in good condition a two week monitoring period will be initiated, after which, if there is no contact by the registered owner a 7day notice will be applied to the vehicle. If at the end of this period, the vehicle has not been moved SBDC will arrange for the vehicle to be removed from the car park and placed in secured storage.

For further information regarding abandoned vehicles, please refer to SBDC's Abandoned Vehicle Policy. A copy of which can be found on SBDC's website.

Vehicles that are parked for the sole purpose of being sold are parked in breach of SBDC's Off Street Parking Places Order (OSPPO). These vehicles run the risk of being removed and placed in secure storage.

Once a vehicle has been removed, the owner may arrange to have the vehicle returned, or, provide information about the new owner. The new owner will have 14 working days to respond to written notice before the vehicle is disposed of.

If a vehicle owner makes no contact within the storage period SBDC will arrange for the vehicle to be disposed of.

The owner will be required to pay all recovery costs that may apply; removal, storage, and disposal.

CIVIL PARKING ENFORCEMENT

Introduction / Amendment to OSPPO

Before enforcement can commence, an OSPPO must be in place. This is the legal Order that is required to enable SBDC to introduce parking restrictions on the car parks. Under the provisions of RTRA 84, SBDC can implement and amend the OSPPO to regulate and enforce parking contraventions. SBDC's policy for processing and implementing or amending the OSPPO is in accordance with the statutory legal process; this is as follows:

- A review is undertaken of the car park(s) in question and a report outlining recommendations is drafted and presented to members of the relevant Policy Advisory Group. If agreed, the report is presented to Cabinet for approval to proceed with the proposals.
- Public consultation. Notices are advertised in the local press and copies are displayed in the car parks for the public to view.
- Consultation period. This lasts for a minimum of 21 days from when the notices are posted. During this period the general public may make comments on the proposals by writing to the Council.
- Objections. All comments are considered by the Council and the objectors informed of the outcome. This may result in the proposals not being introduced, or amended.
- The relevant markings, signs, machine configuration are then put into place.

Enforcement of Car Park Regulations

Civil Parking Enforcement (CPE) is essential to the delivery of the Car Park Strategy. Vehicles that are parked in contravention of car park regulations cause congestion and obstruction in a car park and reduce the availability of space. This has a detrimental impact on the local economy by discouraging visitors. Greater compliance and a better understanding of parking regulations help to support the vitality of a town; this is achieved with a consistent enforcement regime. For the legal background on CPE, please refer to SBDC's Annual Parking Report.

The level of enforcement helps shape the public's compliance to parking restrictions, with little or no enforcement generally leading to higher levels of illegal and inappropriate parking. To maintain a balance between the levels of compliance we consider acceptable and the level of enforcement necessary to achieve that balance, the enforcement regime is regularly reviewed and monitored.

Parking Contraventions

There is a national list of parking contraventions with two levels of charging. The more serious contraventions are charged at the higher level of £70.00 (£35.00 if paid within 14 days of issue) and the less serious contraventions are charged at the lower level of £50.00 (£25.00 if paid within 14 days of issue). Below is a list of parking contraventions that SBDC enforces on, including the relevant level of charge.

CODE	DESCRIPTION OF CONTRAVENTION	Charge Level
73	Parked without payment of the parking charge	Lower
74	Using a vehicle in a parking place in connection with the sale or offering or exposing for sale of goods when prohibited	Higher
80	Parked for longer than the maximum period permitted	Lower
81	Parked in a restricted area in a car park	Higher
82	Parked after the expiry of time paid for in a pay & display car park	Lower
83	Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock.	Lower
84	Parked with additional payment made to extend the stay beyond time first purchased	Lower
85	Parked in a permit bay without displaying a valid permit.	Higher
86	Parked beyond the bay markings.	Lower
87	Parked in a disabled person, parking space without clearly displaying a valid disabled person's badge	Higher
89	Vehicle parked exceeds the maximum weight permitted in the area as defined in the Off Street Parking Order	Higher
91	Parked in an area not designated for that class of vehicle	Higher
92	Parked causing an obstruction	Higher
93	Parked in a car park when closed as a car park	Lower
94	Parked in a pay & display car park without clearly displaying two valid pay and display tickets when required	Lower
95	Parking in a parking place other than the designated purpose for the parking place	Lower

Once a Penalty Charge Notice has been issued, there is a three stage appeal process that may be followed if a motorist wishes to contest the Notice. SBDC deals with appeals in accordance with The Civil Enforcement of Parking Contraventions (England) Representations and Appeals Regulations 2007. For in-depth information on the appeals process, please refer to SBDC's Annual Parking Report.

ENFORCEMENT RECOVERY ACTION

SBDC will undertake all action necessary to recover debt in relation to the issue of a Penalty Charge Notice. The recovery stages that SBDC will follow are:

Charge Certificate

If payment is not received, a Charge Certificate may be issued which increases the original charge by 50%. It occurs, not less than 28 days beginning with the date on which:

- The Notice to Owner is served and no formal representation has been received;
- A Notice of Rejection of Representation is sent and no appeal is made to the Traffic Penalty Tribunal;
- The adjudicator's decision to dismiss the appeal is served on the appellant.

Debt Registration

If, after 18 days from the issue of the Charge Certificate, payment is not received, the Council will register the debt at County Court. There is an £8 fee for each case that is registered; this cost is passed on to the motorist. Once the debt has been registered, an Order for recovery of unpaid penalty charge is served.

Warrant of Control

If, after 21 days from the issue of the Order for recover payment has not been received the Council will seek approval from the court to issue a Warrant of Control. This enables an Enforcement Agent to be appointed. The Enforcement Agent has the power to apply fees in addition to the debt, and seize goods and sell them to recover the debt. This includes clamping and removing the vehicle.

If you do nothing or do not act quickly, you may lose your right to pay the PCN at the discounted amount, or your right to appeal. Ultimately leading to you having to pay considerably more.

It is important that you pay the PCN as early as possible to keep costs down for you or, appeal within the allotted timeframes to ensure you are not disappointed by being out of time.

PARKING ACCOUNT

SBDC is committed to providing customers with a professional, personal and friendly service. We are also instrumental in providing a parking service that is consistent, fair to all, and transparent.

On an annual basis, we publish a parking report that provides information relating to the parking account for the previous financial year. This includes, but is not limited to, the number of PCNs issued, including representations/cancellations, along with Debt recovery and collection rates. In addition, we aim to provide an update to any changes to the parking provision and service that has taken place since the previous parking report, along with any forthcoming changes that are in the pipeline.

In accordance with the Local Government Transparency Code 2014, parking income and expenditure is published on SBDC's website.

GLOSSARY

CEO	Civil Enforcement Officer
CPE	Civil Parking Enforcement
LTP4	Local Transport Plan 4
OSPPO	Off Street Parking Places Order
RTRA 84	Road Traffic Regulation Act 1984

Appendix A

Neighbouring Authority Charges

st - standard tariff

sbh - car park only open Sunday and bank holidays

Council	Town	Car Park	30mi	1hr	90mi	2hr	3hr	4hr	5hr	5hr	6hr	7hr	8hr	9hr	9hr	10hr	10hr	12h	24h	Sun	B/Hc	
AVDC	Aylesbury	Coopers Yard	na	£1.00	na	£2.00	£2.00	£3.50	£5.00	£8.00	na	na	na	na	na	na	na	na	na	na	£1.50	£1.50
AVDC	Aylesbury	Exchange Street	£0.80	£1.50	na	£2.50	£2.50	£4.00	£5.00	£8.00	na	na	na	na	na	na	na	na	na	na	£1.50	£1.50
AVDC	Aylesbury	Friarscroft	na	£3.00	na	£3.00	£3.00	£3.00	£3.00	£3.00	na	na	na	na	na	na	na	na	na	na	£1.50	£1.50
AVDC	Aylesbury	Hale Street	na	£1.00	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	£1.50	£1.50
AVDC	Aylesbury	Hampden House	na	£2.50	na	£2.50	£2.50	£2.50	£2.50	£4.00	na	na	na	na	na	na	na	na	na	na	£1.50	£1.50
AVDC	Aylesbury	Upper Hundreds	na	£1.00	na	£2.00	£2.00	£3.50	£3.50	£8.00	na	na	na	na	na	na	na	na	na	na	£1.50	£1.50
AVDC	Aylesbury	Walton Green	na	£3.00	na	£3.00	£3.00	£3.00	£3.00	£3.00	na	na	na	na	na	na	na	na	na	na	£1.50	£1.50
AVDC	Aylesbury	Walton Street	na	£1.00	na	£2.00	£2.00	£2.50	£2.50	£4.00	na	na	na	na	na	na	na	na	na	na	£1.50	£1.50
AVDC	Aylesbury	Waterside (Mid/Low)	na	£1.00	na	£2.00	na	na	na	na	na	na	na	na	na	na	na	na	na	na	£1.50	£1.50
AVDC	Aylesbury	Waterside (Top)	na	£1.00	na	£2.00	£2.00	£3.50	£5.00	£8.00	na	na	na	na	na	na	na	na	na	na	£1.50	£1.50
AVDC	Aylesbury	Whitehall Street	na	£2.50	na	£2.50	£2.50	£2.50	£2.50	£4.00	na	na	na	na	na	na	na	na	na	na	£1.50	£1.50
AVDC	Buckingham	Cornwalls	na	£0.50	na	£0.50	£0.50	£1.00	£1.50	£2.50	na	na	na	na	na	na	na	na	na	na	foc	foc
AVDC	Buckingham	Stratford Fields	na	foc	na	foc	foc	foc	foc	foc	na	na	na	na	na	na	na	na	na	na	foc	foc
AVDC	Buckingham	Western Avenue	na	foc	na	foc	foc	foc	foc	foc	na	na	na	na	na	na	na	na	na	na	foc	foc
AVDC	Wendover	Wendover Car Park	na	foc	na	£0.50	£0.70	£1.00	£1.50	£4.00	na	na	na	na	na	na	na	na	na	na	foc	foc
AVDC	Winslow	Greyhound Lane	na	foc	na	foc	foc	foc	foc	foc	na	na	na	na	na	na	na	na	na	na	foc	foc
AVDC	Winslow	Market Square	na	foc	na	£0.20	na	na	na	na	na	na	na	na	na	na	na	na	na	na	foc	foc
Dacorum	Apsley	Durrants Hill	£0.10	£0.30	na	£0.30	£0.60	£0.90	£1.60	£1.60	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Berkhamstead	Canal Fields	foc	foc	na	foc	foc	foc	foc	foc	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Berkhamstead	Lower Kings Road	£0.60	£0.60	na	£1.20	£1.90	£2.50	na	na	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Berkhamstead	St Johns Well Lane	£0.60	£0.60	na	£1.20	£1.90	£2.50	£3.50	£3.50	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Berkhamstead	Water Lane	£0.60	£0.60	na	£1.20	£1.90	£2.50	na	na	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Boxmoor	Cowper Road	foc	foc	na	£0.40	£0.50	£0.60	na	na	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Hemel	Alexandra Road	£0.60	£0.60	na	£0.90	£1.20	£1.50	£2.50	£2.50	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Hemel	Dacorum Way	£0.60	£0.60	na	£0.90	£1.20	£1.50	£2.50	£2.50	na	na	na	na	na	na	na	na	na	na	sbh	sbh
Dacorum	Hemel	Gadebridge Lane	foc	foc	na	foc	foc	foc	foc	foc	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Hemel	High Street	£0.50	£0.50	na	£0.60	£0.70	£0.80	£0.80	£1.50	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Hemel	Moor End Road	£4.00	£4.00	na	£4.00	£4.00	£4.00	£4.00	£4.00	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Hemel	Park Road	£0.60	£0.60	na	£0.80	£0.90	£2.50	£2.50	£2.50	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Hemel	Queensway	£0.60	£0.60	na	£0.90	£1.20	£1.50	£2.50	£2.50	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Hemel	The Gables	£0.50	£0.50	na	£0.60	£0.70	£0.80	£0.80	£1.50	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Hemel	Water Gardens (L)	£0.80	£0.80	na	£1.30	£2.00	£2.50	na	na	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Hemel	Water Gardens (S)	£0.40	£0.80	na	£1.30	£2.00	£2.50	na	na	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Hemel	Water Gardens (U)	£0.80	£0.80	na	£1.30	£2.00	£2.50	£3.50	£3.50	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Hemel	Wood Lane End	£0.10	£0.30	na	£0.30	£0.60	£0.90	£0.90	£1.60	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Kings Langley	Langley Hill	foc	foc	na	foc	foc	foc	foc	foc	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Kings Langley	The Nap	foc	foc	na	foc	foc	foc	foc	foc	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Markyate	Hicks Road	na	foc	na	foc	foc	foc	foc	foc	na	na	na	na	na	na	na	na	na	na	foc	foc
Dacorum	Tring	Church Yard	£2.00	£2.00	na	£2.00	£2.00	£2.00	£2.00	£2.00	na	na	na	na	na	na	na	na	na	na	st	st

Council	Town	Car Park	30mins	1hr	90mins	2hr	3hr	4hr	5hr	5hr+	6hr	7hr	8hr	9hr	9hr+	10hr	10hr+	12hr	24hr	Sun	B/Hol
Dacorum	Tring	Frogmore Street (E)	foc	foc	na	£0.90	£1.10	£1.40	na	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Tring	Frogmore Street (W)	£2.00	£2.00	na	£2.00	£2.00	£2.00	£2.00	na	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Tring	Old School Yard	foc	foc	na	£0.90	£1.10	£1.40	na	na	na	na	na	na	na	na	na	na	na	foc	foc
Dacorum	Tring	The Forge	foc	foc	na	£0.90	£1.10	£1.40	£2.00	£2.00	na	na	na	na	na	na	na	na	na	st	st
Dacorum	Tring	Victoria Hall	foc	foc	na	£0.90	£1.10	£1.40	na	na	na	na	na	na	na	na	na	na	na	st	st
Hillingdon	Eastcote	Devon Parade	foc	£0.70	£1.40	£2.10	£3.00	£5.20	na	na	na	na	na	£8.70	£12.00	na	na	na	na	st	st
Hillingdon	Eastcote	Devonshire Lodge	foc	£0.70	£1.40	£2.10	£3.00	£5.20	na	na	na	na	na	£8.70	£12.00	na	na	na	na	st	st
Hillingdon	Eastcote	Northview	foc	£0.70	£1.40	£2.10	£3.50	£5.20	£5.70	£5.70	na	na	na	na	na	na	na	na	na	st	st
Hillingdon	Hayes	Blyth Road	foc	£0.70	£1.40	£2.10	£3.00	£5.20	£8.70	£8.70	na	na	na	na	na	na	na	na	na	st	st
Hillingdon	Hayes	Civic Hall	foc	£0.70	£1.40	£2.10	£3.00	£5.20	na	na	na	na	na	£8.70	£12.00	na	na	na	na	st	st
Hillingdon	Hayes	Pump Lane	foc	£0.70	£1.40	£2.10	£3.50	£5.20	£5.70	£5.70	na	na	na	na	na	na	na	na	na	st	st
Hillingdon	Hillingdon	Long Lane	foc	£0.70	£1.40	£2.10	£3.00	£5.20	na	na	na	na	na	£8.70	£12.00	na	na	na	na	st	st
Hillingdon	lckenham	Community Close	foc	£0.70	£1.40	£2.10	£3.00	£5.20	na	na	na	na	na	£8.70	£12.00	na	na	na	na	st	st
Hillingdon	Northwood	Green Lane	foc	£0.70	£1.40	£2.10	£3.00	£5.20	na	na	na	na	na	£8.70	£12.00	na	na	na	na	st	st
Hillingdon	Ruislip Manor	Pembroke Gardens	foc	£0.70	£1.40	£2.10	£3.50	£5.20	£5.70	£5.70	na	na	na	na	na	na	na	na	na	st	st
Hillingdon	Ruislip	Kingsend North	foc	£1.00	£1.50	£1.70	na	na	na	na	na	na	na	na	na	na	na	na	na	st	st
Hillingdon	Ruislip	Kingsend South	na	£1.00	na	£1.50	na	na	na	na	na	na	na	na	na	na	na	na	na	st	st
Hillingdon	Ruislip	St. Martins Approach	foc	£0.70	£1.40	£2.10	£3.50	£5.20	£5.70	£5.70	na	na	na	na	na	na	na	na	na	st	st
Hillingdon	Ruislip	Wood Lane	na	£1.00	na	£1.50	£2.90	£4.90	£5.50	£5.50	na	na	na	na	na	na	na	na	na	st	st
Hillingdon	Ruislip Manor	London Avenue	foc	£0.70	£1.40	£2.10	£3.00	£5.20	na	na	na	na	na	£8.70	£12.00	na	na	na	na	st	st
Hillingdon	S. Ruislip	Long Drive	foc	£0.70	£1.40	£2.10	£3.50	£5.20	£5.70	£5.70	na	na	na	na	na	na	na	na	na	st	st
Hillingdon	W. Drayton	Brandville Road	foc	£0.70	£1.40	£2.10	£3.50	£5.20	£5.70	£5.70	na	na	na	na	na	na	na	na	na	st	st
Hillingdon	Yiewsley	Fairfield Road	foc	£0.70	£1.40	£2.10	£3.00	£5.20	na	na	na	na	na	£8.70	£12.00	na	na	na	na	st	st
Slough	Langley	Harrow Market	foc	£0.60	na	£1.10	£1.80	£2.10	na	na	na	na	na	na	na	na	na	na	na	foc	foc
Slough	Slough	Buckingham Gardens	na	£1.00	na	£2.00	£3.00	£4.00	£5.00	£5.00	na	na	na	na	na	na	na	na	na	st	st
Slough	Slough	Burlington	na	£0.50	na	£1.00	£2.30	£3.30	£6.70	£6.70	na	na	na	na	na	na	na	na	na	£1.00	£1.00
Slough	Slough	Hatfield	na	£0.60	na	£1.10	£2.20	£3.30	£5.00	£5.00	na	na	na	na	na	na	na	na	na	£1.00	£1.00
Slough	Slough	Herschel	na	£0.70	na	£1.60	£2.80	£3.30	£5.00	£5.00	na	na	na	na	na	na	na	na	na	st	st
Slough	Slough	The Grove	na	£1.00	na	£2.00	£3.00	£4.00	£5.00	£5.00	na	na	na	na	na	na	na	na	na	£1.00	£1.00
S. Oxfordshire	Didcot	Broadway East	na	foc	na	£1.00	£1.60	na	£2.00	na	na	na	£3.40	na	na	na	na	na	na	foc	foc
S. Oxfordshire	Didcot	Broadway West	na	foc	na	£1.00	£1.60	na	£2.00	na	na	na	£3.40	na	na	na	na	na	na	foc	foc
S. Oxfordshire	Didcot	Edinburgh Drive	na	foc	na	£1.00	£1.60	na	£2.00	na	na	na	£3.40	na	na	na	na	na	na	foc	foc
S. Oxfordshire	Didcot	High Street	na	foc	na	£1.00	£1.60	na	£2.00	na	na	na	£3.40	na	na	na	na	na	na	foc	foc
S. Oxfordshire	Goring	Wheel Orchard	na	foc	na	£0.80	na	na	£2.00	na	na	na	na	na	na	£3.40	na	na	na	foc	foc
S. Oxfordshire	Henley	Greys Road	na	£0.60	na	£1.00	£1.60	na	na	na	na	na	na	na	na	na	na	na	na	foc	foc
S. Oxfordshire	Henley	Kings Road	na	£0.60	na	£1.00	£1.60	na	na	na	na	na	na	na	na	na	na	na	na	foc	foc
S. Oxfordshire	Henley	Southfields	na	na	na	na	na	na	£2.20	na	na	na	£3.20	na	na	na	na	na	na	foc	foc
S. Oxfordshire	Thame	Cattlemarket	na	foc	na	£1.00	na	na	£2.00	na	na	na	£2.40	na	na	na	na	na	na	foc	foc
S. Oxfordshire	Thame	Southern Road	na	foc	na	£1.00	£1.60	na	na	na	na	na	na	na	na	na	na	na	na	foc	foc
S. Oxfordshire	Wallingford	Cattlemarket	na	foc	na	£1.00	na	na	£2.00	na	na	na	£2.40	na	na	na	na	na	na	foc	foc
S. Oxfordshire	Wallingford	Goldsmith Lane	na	foc	na	foc	£1.60	na	na	na	na	na	£3.40	na	na	na	na	na	na	foc	foc
S. Oxfordshire	Wallingford	St Georges Road	na	na	na	na	na	na	na	na	na	na	£1.70	na	na	na	na	na	na	foc	foc
S. Oxfordshire	Wallingford	Thames Street	na	foc	na	£1.00	na	na	£2.00	na	na	na	£2.40	na	na	na	na	na	na	foc	foc

Council	Town	Car Park	30mins	1hr	90mins	2hr	3hr	4hr	5hr	5hr+	6hr	7hr	8hr	9hr	9hr+	10hr	10hr+	12hr	24hr	Sun	B/Hol	
Three Rivers	Rickmansworth	Bury Lane	na	na	na	na	na	£1.00	na	na	na	na	na	na	na	na	na	na	na	£3.00	foc	foc
Three Rivers	Rickmansworth	High Street	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	£3.00	foc	foc
Three Rivers	Rickmansworth	Park Road	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	£3.00	foc	foc
Three Rivers	Rickmansworth	Talbot Road	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	£3.00	foc	foc
Three Rivers	Rickmansworth	Talbot Road (S)	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	£3.00	foc	foc
Three Rivers	S. Oxley	Bridlington Road	na	na	na	foc	na	na	na	na	na	na	na	na	na	na	na	na	na	£2.00	foc	foc
Three Rivers	S. Oxley	Station Approach	na	na	na	foc	na	na	na	na	na	na	na	na	na	na	na	na	na	£2.00	foc	foc
Watford	N. Watford	Harebreaks	na	£0.50	na	na	na	£1.00	na	na	na	na	na	na	na	na	na	na	na	na	st	st
Watford	N. Watford	Longspring	na	£0.50	na	na	na	£1.00	na	£2.00	na	na	na	na	na	na	na	na	na	na	st	st
Watford	N. Watford	Timberlake	na	£0.60	na	£1.20	£1.80	£3.00	na	na	na	na	na	na	na	na	na	na	na	na	st	st
Watford	Watford	Avenue	na	£0.60	na	£1.20	£1.80	£2.40	£5.00	£5.00	na	na	na	na	na	na	na	na	na	na	st	st
Watford	Watford	Church	na	£1.00	na	£2.00	£3.00	£4.00	£5.00	na	£6.00	£10.00	na	na	na	na	na	na	na	£15.00	st	st
Watford	Watford	Gade	na	£1.00	na	£2.00	£3.00	£4.00	£5.00	na	£6.00	na	na	na	na	na	na	na	na	£15.00	st	st
Watford	Watford	Kings	na	£1.00	na	£2.00	£3.00	£4.00	£5.00	na	£6.00	£10.00	na	na	na	na	na	na	na	£15.00	st	st
Watford	Watford	Palace	na	£1.00	na	£2.00	£3.00	£4.00	£5.00	na	£6.00	£10.00	na	na	na	na	na	na	na	£15.00	st	st
Watford	Watford	Palace Charter	na	£1.00	na	£2.00	£3.00	£4.00	£5.00	na	£6.00	£10.00	na	na	na	na	na	na	na	£15.00	st	st
Watford	Watford	Queens	na	£1.00	na	£2.00	£3.00	£4.00	£5.00	na	£6.00	£10.00	na	na	na	na	na	na	na	£15.00	st	st
Watford	Watford	Sutton	na	£1.00	na	£2.00	£3.00	£4.00	£5.00	na	na	£10.00	na	na	na	na	na	na	na	£6.00	st	st
Watford	Watford	Town Hall	na	£0.60	na	£1.20	£1.80	£2.40	na	£5.00	na	na	na	na	na	na	na	na	na	na	st	st
Watford	Watford	Town Hall (Short Stay)	foc	£1.20	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	st	st
W. Berkshire	Hungerford	Church Street	na	£0.50	na	£0.90	£1.10	£1.20	na	na	na	na	na	na	na	na	na	na	na	£10.00	foc	foc
W. Berkshire	Hungerford	Station Road	na	£0.50	na	£0.90	£1.10	£1.20	na	na	na	na	na	na	na	na	na	na	na	£4.00	foc	foc
W. Berkshire	Newbury	Central	na	£1.30	na	£2.50	£3.70	£5.00	na	na	£7.00	£8.50	£8.50	na	na	na	na	na	na	£12.00	st	st
W. Berkshire	Newbury	Corn Exchange	na	£1.30	na	£2.50	£3.70	£5.00	£5.00	na	£7.00	£8.50	£8.50	na	na	na	na	na	na	£12.00	st	st
W. Berkshire	Newbury	Eight Bells Arcade	na	£1.30	na	£2.50	£3.70	£5.00	na	na	£7.00	£8.50	£8.50	na	na	na	na	na	na	£12.00	st	st
W. Berkshire	Newbury	Football Club	na	na	na	£1.50	£3.00	£3.00	na	na	na	na	na	na	na	na	na	na	na	£5.00	st	st
W. Berkshire	Newbury	Goldwell	na	£1.00	na	£1.00	£1.00	£1.00	na	na	na	na	na	na	na	na	na	na	na	£2.00	foc	foc
W. Berkshire	Newbury	Kennett Centre	na	£1.30	na	£2.50	£3.70	£5.00	na	na	£7.00	na	£8.50	na	na	na	na	na	na	£12.00	st	st
W. Berkshire	Newbury	Library	na	£1.30	na	£2.50	£3.70	£5.00	na	na	£7.00	na	£8.50	na	na	na	na	na	na	£12.00	st	st
W. Berkshire	Newbury	Market Street	na	£1.30	na	£2.50	£3.70	£5.00	na	na	£7.00	na	£8.50	na	na	na	na	na	na	£12.00	st	st
W. Berkshire	Newbury	Northbrook MS	na	£1.30	na	£2.50	£3.70	£5.00	na	na	£7.00	£8.50	£8.50	na	na	na	na	na	na	£12.00	st	st
W. Berkshire	Newbury	Northcroft Lane	na	£1.30	na	£2.50	£3.70	£5.00	na	na	na	na	na	na	na	na	na	na	na	£12.00	st	st
W. Berkshire	Newbury	Northcroft Lane West	na	na	na	£1.50	£3.00	£3.00	na	na	na	na	na	na	na	na	na	na	na	£5.00	st	st
W. Berkshire	Newbury	Northcroft Leisure Cen.	na	foc	na	foc	foc	na	na	na	na	na	na	na	na	na	na	na	na	£5.00	foc	foc
W. Berkshire	Newbury	Pelican Lane	na	£1.30	na	£2.50	£3.70	£5.00	na	na	£7.00	£8.50	£8.50	na	na	na	na	na	na	£12.00	st	st
W. Berkshire	Newbury	West Street	na	£1.30	na	£2.50	£3.70	£5.00	na	na	£7.00	£8.50	£8.50	na	na	na	na	na	na	£12.00	st	st
W. Berkshire	Newbury	Wharf Street	na	£1.30	na	£2.50	£3.70	£5.00	na	na	na	na	na	na	na	na	na	na	na	£12.00	st	st
W. Berkshire	Pangbourne	River Meadow	na	£0.70	na	£1.20	£1.60	£2.00	na	na	na	na	£2.50	na	na	na	na	na	na	£5.50	foc	foc
W. Berkshire	Pangbourne	Station Road	na	£0.70	na	£1.20	£1.60	na	na	na	na	na	na	na	na	na	na	na	na	£5.50	foc	foc
W. Berkshire	Thatcham	Burdwood Centre	na	foc	na	foc	na	na	na	na	na	na	na	na	na	na	na	na	na	£2.00	foc	foc
W. Berkshire	Thatcham	Gilbert Court (East)	na	foc	na	£0.50	£0.80	na	na	na	na	na	na	na	na	na	na	na	na	£2.00	foc	foc
W. Berkshire	Thatcham	Kingsland Central	na	£0.70	na	£1.20	£1.60	na	na	na	na	na	na	na	na	na	na	na	na	£3.00	foc	foc
W. Berkshire	Thatcham	Station Road	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	£3.40	foc	foc
W. Berkshire	Theale	High Street	na	na	na	£0.70	na	na	na	na	na	na	na	na	na	na	na	na	na	£1.20	foc	foc
W. Berkshire	Theale	High Street West	na	£0.70	na	£1.20	na	na	na	na	na	na	na	na	na	na	na	na	na	£5.50	foc	foc

Council	Town	Car Park	30mins	1hr	90mins	2hr	3hr	4hr	5hr	5hr+	6hr	7hr	8hr	9hr	9hr+	10hr	10hr+	12hr	24hr	Sun	B/Hol
W'r & M'd	Maidenhead	Boulters Court	na	£0.50	na	£0.50	£0.50	£1.00	£1.00	£1.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Maidenhead	Grove Road	£0.50	£1.00	na	£2.00	na	na	na	na	na	na	na	na	na	na	na	na	na	foc	foc
W'r & M'd	Maidenhead	Hines Meadow	na	£1.00	na	£1.80	£2.50	£3.50	£4.00	£5.50	na	na	na	na	na	na	na	na	na	foc	foc
W'r & M'd	Maidenhead	Magnet Leisure Cen.	£0.40	£0.80	£1.20	£1.50	£2.50	£4.00	£8.00	£8.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Maidenhead	Nicholsons	£0.50	£1.00	na	£2.00	£3.00	£3.00	£6.00	£9.50	na	na	na	na	na	na	na	na	na	foc	foc
W'r & M'd	Maidenhead	Stafferton Way	na	£5.00	na	£5.00	£5.00	£5.00	£5.00	£5.00	na	na	na	na	na	na	na	na	na	foc	foc
W'r & M'd	Maidenhead	Town Hall	na	£1.00	na	£1.50	£2.50	£4.00	£6.50	£6.50	na	na	na	na	na	na	na	na	na	sbh	sbh
W'r & M'd	Maidenhead	West Street	£0.50	£1.00	na	£2.00	£3.00	na	na	na	na	na	na	na	na	na	na	na	na	foc	foc
W'r & M'd	Windsor	Alexandra Gardens	na	£1.00	na	£2.00	£3.00	£4.00	£6.00	£8.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	Alma Road	na	£1.00	na	£2.00	£3.00	£4.00	£6.00	£8.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	Coach Park	na	£10.00	na	na	na	£20.00	na	£30.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	East Berks College	na	£1.00	na	£1.50	£2.00	£3.00	£6.00	£6.00	na	na	na	na	na	na	na	na	na	£2.00	£2.00
W'r & M'd	Windsor	Eton Court	na	£1.00	na	£2.00	£3.00	£6.00	£8.00	£10.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	Home Park	na	£0.70	na	£1.50	£2.50	£2.50	£5.00	£5.00	na	na	na	na	na	na	na	na	na	foc	foc
W'r & M'd	Windsor	Horton Road	na	£0.10	na	£0.20	£0.50	£1.00	£5.00	£5.00	na	na	na	na	na	na	na	na	na	foc	foc
W'r & M'd	Windsor	King Edward VII	na	£1.00	na	£1.00	£3.00	£4.00	£5.00	£6.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	King Edward VII Hosp.	na	£1.00	na	£1.00	£2.00	£2.00	£5.00	£5.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	Meadow Lane	na	£1.00	na	£2.00	£3.00	£4.00	£8.00	£10.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	River Street	na	£4.00	na	£6.00	£10.00	£12.00	£15.00	£15.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	Romney Lock	na	£1.00	na	£2.00	£3.00	£4.00	£5.00	£6.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	The Avenue	na	£0.50	na	£1.00	£2.50	£3.50	£5.00	£5.00	na	na	na	na	na	na	na	na	na	foc	foc
W'r & M'd	Windsor	Victoria Street	na	£1.50	na	£2.50	£4.00	£7.00	£10.00	£11.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	Windsor Dials	na	£1.00	na	£2.00	£3.00	£4.00	£6.00	£8.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	Windsor Leisure Cen.	£0.30	£0.70	na	£1.20	£2.50	£8.00	£10.00	£13.00	na	na	na	na	na	na	na	na	na	st	st
W'r & M'd	Windsor	Windsor Library	£0.20	£2.50	na	£4.50	na	na	na	na	na	na	na	na	na	na	na	na	na	foc	foc
W'r & M'd	Windsor	York House	na	£3.00	na	£3.00	£3.00	£3.00	£5.00	£5.00	na	na	na	na	na	na	na	na	na	st	st
WYC	Bourne End	Wakeman Road	na	£0.30	na	£0.50	£0.80	£1.00	na	na	na	na	£2.00	na	na	na	na	£3.00	na	foc	foc
WYC	Marlow	Central	£0.40	£0.60	na	£1.20	£1.50	£2.00	na	na	na	na	na	na	na	na	na	na	na	£1.00	£1.00
WYC	Marlow	Dean Street	£0.40	£0.60	na	£1.20	£1.50	£2.00	na	na	£3.00	na	na	na	na	na	na	£5.50	na	£1.00	£1.00
WYC	Marlow	Instute Road	na	£0.60	na	£1.20	£1.50	£2.00	na	na	£3.00	na	na	na	na	na	na	£5.50	na	£1.00	£1.00
WYC	Marlow	Liston Road	£0.40	£0.60	na	£1.20	£1.50	£2.00	na	na	£3.00	na	na	na	na	na	na	£5.50	na	£1.00	£1.00
WYC	Marlow	Pound Lane	na	£0.70	na	£1.20	£1.50	£2.00	na	na	£3.00	na	na	na	na	na	na	£5.50	na	st	st
WYC	Marlow	Riley Road	na	£1.00	na	£1.20	£1.50	£2.00	na	na	£3.00	na	na	na	na	na	na	£5.50	na	£1.00	£1.00
WYC	Marlow	West Street	£0.40	£0.60	na	£1.20	£1.50	£2.00	na	na	£3.00	na	na	na	na	na	na	£5.50	na	£1.00	£1.00
WYC	Princes Risbord	Horns Lane	£0.30	£0.60	na	na	£1.00	na	na	na	na	na	na	na	na	na	na	na	na	foc	foc
WYC	Princes Risbord	The Mount	na	£0.30	na	£0.60	£0.80	£1.00	na	na	na	na	£2.00	na	na	na	na	£3.00	na	foc	foc
WYC	Wycombe	Baker Street	na	na	na	£1.50	na	na	na	na	na	na	na	na	na	na	na	£3.00	na	foc	foc
WYC	Wycombe	Desborough Road	na	£1.00	na	£1.50	£2.00	£2.50	£3.00	na	£3.50	na	na	na	na	na	na	na	£5.00	foc	foc
WYC	Wycombe	Duke Street	na	£1.50	na	£3.50	na	na	na	na	na	na	na	na	na	na	na	£5.00	na	foc	foc
WYC	Wycombe	Easton Street	na	£1.00	na	£1.50	£2.00	£2.50	£3.00	na	£3.50	na	na	na	na	na	na	na	£5.00	£1.00	foc
WYC	Wycombe	George Street	£0.50	£1.00	na	£2.00	na	na	na	na	na	na	na	na	na	na	na	na	£3.00	foc	foc
WYC	Wycombe	Kingsmead	na	na	na	£0.20	na	£1.00	na	na	na	na	£2.00	na	na	na	na	na	na	foc	foc
WYC	Wycombe	Railway Place	na	£1.50	na	£3.50	na	na	na	na	na	na	na	na	na	na	na	£5.00	na	foc	foc
WYC	Wycombe	Richardson Street	na	£1.00	na	£1.50	na	na	na	na	na	na	na	na	na	na	na	£3.00	na	foc	foc
WYC	Wycombe	Totteridge Road	na	£1.50	na	£3.50	na	na	na	na	na	na	na	na	na	na	na	£5.00	na	foc	foc
WYC	Wycombe	Wycombe Swan	£0.50	£1.00	na	£1.50	£2.00	£2.50	na	na	£3.50	na	na	na	na	na	na	na	£10.00	£1.00	£1.00



Annual Parking Report 2016/17



SOUTH BUCKS
District Council

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INTRODUCTION

Welcome to South Bucks District Council (SBDC) first Annual Parking Report. The report has been produced in conjunction with SBDC's five year Car Park Strategy, a copy of which is provided on SBDC's website: <http://www.southbucks.gov.uk/article/3183/Parking>

The report has also been introduced in line with Part 6 of the Traffic Management Act 2004 and compliments the information submitted in accordance with the Local Government Transparency Code 2014.

The purpose of the report is to provide factual information regarding our parking enforcement operations, up to date information on the parking facilities, and general information on parking throughout the South Bucks District.

One of the priorities of the Department for Communities and Local Government is to ensure that the enforcement of parking restrictions is transparent, consistent, and fair. SBDC recognises that openness and accountability is critical to gaining public support and by publishing our Annual Parking Report, we hope that our customers will be aware of our dedication to improving the parking regime for residents, businesses, and visitors to the District.

We thank you for taking the time to read this report. We hope you will find the contents interesting, and that it will give you a better understanding of the parking service we provide.

CIVIL PARKING ENFORCEMENT

The Legal Background

In 2012, South Bucks District was designated as a Civil Enforcement Area for parking contraventions, which meant that parking enforcement transferred to Civil Parking Enforcement (CPE). This was with the exception of all off-street parking places provided by SBDC pursuant to section 32(1)(a) of the Road Traffic Regulation Act 1984(b). SBDC followed suit on 4 April 2017 and consequently, CPE is now consistently applied throughout the District.

This means that SBDC is able to enforce regulations on the car parks to minimise illegal parking in accordance with the Traffic Management Act 2004. The notices issued are no longer breaches of the criminal law enforceable through the criminal justice system, but instead Penalty Charge Notices (PCNs) are a civil debt owned by the Authority. There are a number of differences, which include, but are not limited to:

Road Traffic Regulation Act 1984

- Criminal law - commit an offence
- One penalty charge of £80 discounted to £40
- Enforcing officers are PAs
- Driver liable for the charge.
- Dealt with at Magistrates court.

Traffic Management Act 2004

- Civil law - contravene a parking restriction.
- Parking penalties appropriate to seriousness of the contravention. £70 (higher) £50 (lower) discounted £35/£25
- Enforcing officers are Civil Enforcement Officers (CEOs)
- Keeper at date of event (otherwise classed as registered/owner unless proven otherwise) is liable for the charge
- Three stage appeal process with option to appeal to the Traffic Penalty Tribunal (TPT). This is a judicial process which enables the third stage appeal to be reviewed by an independent adjudicator
- Power to inspect blue badges.
- Powers to serve PCN by post if CEO commenced issue but is unable to serve due to aggressive/ threatening behaviour or the vehicle is driven away.
- Warrant of control enforceable by Enforcement Agents

Parking Enforcement

SBDC has a team of CEOs enforcing the car parks across the whole of the District. Shift rotas ensure that CEOs are on duty seven days a week.

Enforcement Officers not only provide advice and assistance to those wishing to park in the District but also a key role in assisting visitors with signposting and general information.

To protect the CEOs from allegations of inconsistency, favouritism or suspicion of bribery, they do not have the powers to exercise discretion. All appeals in relation to the issue of a PCN are dealt with by specially trained appeal officers who are knowledgeable and experienced in CPE. This promotes greater consistency in the approach taken to enforce the parking regulations.

Enforcement does not affect drivers who park their vehicle correctly, pay the correct parking tariffs or display valid season tickets/badges where applicable.

A PCN can be served by affixing it to the windscreen of the vehicle, handing it to the driver of the vehicle, or by post subject to the following:

- If the CEO has been prevented, for example by force, threats of force, obstruction or violence, from serving the PCN either by affixing it to the vehicle or by giving it to the person who appears to be in charge of that vehicle; and
- If the CEO had started to issue the PCN but did not have enough time to finish or serve it before the vehicle was driven away and would otherwise have to write off or cancel the PCN.

Once a PCN has been issued, the Notice can either be paid or disputed by following the appeal process.

Parking Contraventions

All SBDC controlled car parks have signs within or at the entrance to each car park. These signs provide details of the tariff and restrictions that are in place. Motorists are advised to read these signs to ensure they are aware of the restrictions before they park their vehicle and leave the car park.

Some of the car parks within the District have a maximum stay parking restriction. The parking time available in each of the car parks is displayed on the tariff board. For example, if the maximum parking time that can be purchased is three hours, then three hours is the maximum stay on that car park on any given day. If appealing against a PCN issued for this reason you will need to prove that you did not park for longer than the maximum period.

THE APPEALS PROCESS

Where a parking contravention occurs, it is the 'owner' of the vehicle involved who is legally obliged to pay the penalty charge. The 'owner' means the person by whom the vehicle is kept, which in the case of a vehicle registered under the Vehicle Excise and Registration Act 1994 (c.22) is presumed (unless the contrary is proved) to be the person in whose name the vehicle is registered at the DVLA. It is therefore essential that any changes of vehicle ownership are immediately notified to the DVLA.

When allowing other persons to use their vehicles, vehicle owners should bear in mind that it is still they, the vehicle's owner and not the vehicle's driver who will be liable to pay any penalty charges incurred in respect of parking contraventions.

The only exception to this is where the vehicle was hired from a firm under a hiring agreement and the person hiring it had a signed statement of liability in respect of any Penalty Charge Notice served in relation to the vehicle during the currency of the agreement.

Vehicle owners may dispute the issuing of a PCN at three stages:

1. Informal

An informal 'challenge' or 'representation' can be made before the Council issues a Notice to Owner (NtO). (This does not apply in the case of a PCN issued by post, as the PCN then also acts as the NtO). As a challenge at this stage will be made by the person who has received the PCN, it may be that the person submitting the challenge was the driver of the vehicle, rather than the vehicle owner.

The PCN number should be included in the challenge along with reasons why the Notice has been incorrectly issued or compelling reasons why the PCN should be cancelled. Where applicable, include documentary evidence to enable the challenge to be fully considered.

If the challenge is rejected and it was received within 14 days from the issue of the PCN, a further 14 days in which to make payment at the discounted rate will be given. Once the 14 days have expired the full charge will be applicable. If the challenge is rejected and it was received after the 14 day discount period, the full penalty charge will be due.

2. Formal

If payment is not received within 28 days of the PCN issue date, the Council will make an enquiry to the DVLA for the Keeper at date of event. A NtO will then be served requesting payment of the PCN. At this stage the owner has 28 days in which to make formal representations to the Council. The NtO sets out specific grounds on which formal representations may be made. However, representations may also be made on the basis that, in the particular circumstances of the case there are compelling reasons for the cancellation of the penalty charge.

If the formal representation is accepted the case will be closed and payment will not be required. If the representation is rejected, the full charge will be applicable and a 'Notice of Rejection of Representation' will be sent.

Statutory grounds on which a formal representation may be made to the Council and where, in the instance of supporting evidence, the PCN is likely to be cancelled:

- The contravention did not occur.
- The recipient has never owned the vehicle in question.
- The recipient had ceased to be the owner before the contravention date or, became the owner after that date. (Proof of sale or purchase will be required. If the vehicle has been sold, the name and address of the person buying the vehicle must also be supplied in order that the Council can redirect the Notice and serve a Notice to Owner to the new owner. It is not acceptable to simply say the vehicle was sold to somebody else without proof. A letter from the DVLA confirming you were not the owner at the date of event may assist the Council in making a decision).
- The vehicle is a hire vehicle, on hire under a formal hire agreement. (A copy of a signed hire agreement, which includes the start and end dates will be required).
- The vehicle was parked without the owner's consent. (This does not cover cases such as lending the vehicle to a friend who then parks illegally; or to a vehicle which is parked illegally whilst in the hands of a vehicle repair or service business). If the vehicle has been stolen, the Council will require details of the crime reference number and the name of the police station to which the crime was reported or a letter from an insurance company.
- The penalty charge exceeded the amount properly due (i.e. the amount is more than you are legally liable to pay - not that you feel the charge is too much).
- The Order was invalid (i.e. the Council had not followed the proper statutory steps in making the order). If the basis of the challenge is that the terms and conditions of a car park are unclear, Ground 1 above should be used.

Representations may also be made on compassionate grounds or "compelling reasons" and councils have a duty to act fairly, proportionately and apply discretion where appropriate. Each case will therefore be considered on its own merits and all mitigating circumstances will be taken in to account.

Mitigating Circumstances which may apply:

- Pay and display ticket face down in the vehicle. Copy of the valid ticket is required.
- Pay and Display machine faulty. This is subject to another Pay and Display machine not being available on the car park and our maintenance records supporting the claim.
- RingGo - payment made for the incorrect car park. If a PCN has not previously been cancelled for a similar reason, a first offence waiver is likely to be given.
- You became unwell while driving or whilst parked. Evidence of having a medical condition that is consistent with the symptoms described will be required.
- The vehicle had broken down. Evidence of breakdown is required such as, an authenticated garage repair/vehicle recovery bill.
- A Blue Badge displayed incorrectly (badge can partly be seen in the vehicle). Copies of both sides of the badge will be required to check against our records. If a PCN has

not previously been cancelled for a similar reason, a first offence waiver is likely to be given.

- The vehicle was on police, fire brigade or ambulance duties. Supporting evidence by a senior officer on letter headed paper is required.
- The owner liable for payment of the PCN is said to have died or the motorist claims to have been recently bereaved. The circumstances will be confirmed by sensitive enquiry.
- Circumstances that fall into the category of a statutory exemption due to provisions within South Bucks District Council Off Street Parking Places Order.

The above list is not exhaustive and there can be many reasons to take into account when considering challenges or representations.

A PCN is unlikely to be cancelled on the following grounds:

- You had only parked for a few minutes.
- You had gone to get change for a pay and display machine.
- You were not causing an obstruction.
- There was nowhere else to park.
- Pay and display ticket / permit not on display.

The above list is by no means exhaustive.

The process of dealing with challenges and representations against the issue of a PCN is well documented and will be carried out in a fair, unbiased and consistent manner. These procedures include the ultimate right of all appellants to refer the matter to an independent arbitrator; the Traffic Penalty Tribunal (TPT).

To preserve the integrity of these procedures, they will be managed and carried out by the administration and processing staff in Parking Services and no undue external pressure shall be brought by either Members or senior officers of the Council, designed to unduly influence the decisions by virtue of their position alone.

3. Appeal to TPT

Following a 'Notice of Rejection of Representation', the owner (or hirer, if the vehicle was on hire when the PCN was issued) may, within 28 days from the date of issue of the 'Notice of Rejection of Representation' appeal to TPT. Details of how to appeal will be included in the Council's rejection letter. The adjudicators have a judicial position and are appointed with the agreement of the Lord Chancellor. They are independent of the Council and their decision is final (subject to their own power to review a decision).

The appellant has the choice of a postal decision, a personal hearing at the town or city of his/her choice, or a telephone hearing. If the appeal is accepted, the case will be closed and payment will not be required. If the appeal is dismissed the full penalty charge is payable.

General information on associated rules and regulations, which may assist motorists in deciding whether to pay or to challenge a PCN, can be found on the PATROL website www.patrol-uk.info.

Outstandings PCNs can be quite upsetting for some motorists and we are sensitive to these needs. SBDC's Parking Services Team are experienced in parking issues and customer care and are able to address any concerns motorists may have whilst progressing through the appeal process.

As a Local Authority, we recognise that customer expectations change and therefore to ensure we continue to successfully deliver a quality service that is both effective and efficient, we regularly monitor our working methods and frequently review our staff training requirements.

PARKING IN SOUTH BUCKS

Car Park Provision



We provide public parking facilities to assist with traffic management, environmental improvements, and to support our community by ensuring sufficient availability of space to meet the demands of residents, shoppers, visitors, and local businesses.

The tables below outline all of SBDC's public car parks, along with their current tariffs and the maximum length of stay. Also provided is information specific to a given area.

Beaconsfield

Located in the North of the District with good transport links into London, the surface level car parks serves tourists, local workers, shoppers, and commuters. The two larger car parks regularly operate in excess of 95% occupancy. Careful monitoring of the parking provision is required with additional parking capacity to be considered if land opportunities arise.

Charging period Monday to Sunday 08:00 to 20:00

Car Park	No. of Spaces	Tariff	Max Stay
Altons	170	1hr-£1.30; 2hr-£1.90; 3hr-£2.50; 4hr-£3.20; 8hr-£5.00; 12hr-£6.00	12hr
Penncroft Rd	101	1hr-£1.30; 2hr-£1.90; 3hr-£2.50; 4hr-£3.20; 8hr-£5.60; 12hr-£6.60	12hr
Warwick Rd	49	1hr-£1.30; 2hr-£1.90; 3hr-£2.50; 4hr-£3.20; 8hr-£5.00; 12hr-£6.00	12hr
Total Spaces	320		
Sunday and Bank Holiday Charges - £1.20 all day across all car parks			

In a bid to prevent commuters from being the all-consuming customer on SBDC car parks in Beaconsfield and enable parking space to be available for shoppers and visitors, a restriction has been placed on the different payment methods. Consequently, payment for parking cannot be made before the charging period starts at 08:00.

Burnham

There are a number of surface car parks providing ample parking provision for local workers, shoppers, and parents dropping off/picking up children from nearby schools where there is little or no on-site parking. The most frequently used car park operates on average between 50% and 93% occupancy

Charging period Monday to Sunday 08:00 to 20:00

Car Park	No. of Spaces	Tariff	Max Stay
Jennery La	65	30mins-£0.60; 1hr-£1.10; 2hr-£1.30	2hr
Neville Ct	25	2hr-£0.40; 4hr-£0.60; 24hr-£1.10	24hr
Summers Rd	58	1hr-free; 2hr-£1.00; 3hr-£1.40; 24hr-£2.20	24hr
Total Spaces	148		
Sunday and Bank Holiday Charges - £1.20 all day across all car parks			

There is a public convenience on Jennery Lane Car Park, which is open to members of the public to use.

Farnham Common

Located centrally in the South Bucks District the surface parking provision, which serves local workers, shoppers, and visitors, has an average occupancy rate of 80%.

Charging period Monday to Sunday 08:00 to 20:00

Car Park	No. of Spaces	Tariff	Max Stay
The Broadway	73	30mins-£0.50; 3hr-£1.10; 24hr-£1.50	24hr
Sunday and Bank Holiday Charges - £1.20 all day			

The car park has a public convenience, which is available for customers.

Gerrards Cross

Located in the North East of the District with good transport links into London, the car parks serve tourists, local workers, shoppers, and commuters. Parking pressures exist on all of the car parks with the largest car park regularly operating at 99% occupancy. There are concerns that if the situation does not improve visitors will be deterred from returning thus impacting on the economy of the town.

Charging period Monday to Sunday 08:00 to 20:00

Car Park	No. of Spaces	Tariff	Max Stay
Bulstrode Way	32	1hr-£1.20; 2hr-£1.80; 3hr-£2.40	3hr
Packhorse Rd	67	1hr-£1.20; 2hr-£1.80; 3hr-£3.40; 4hr-£4.20; 24hr-£6.50	24hr
Station Rd	122	1hr-£1.20; 2hr-£1.80; 3hr-£2.40; 4hr-£3.10; 24hr-£4.50	24hr
Total Spaces	221		
Sunday and Bank Holiday Charges - £1.20 all day across all car parks			

The long term aspiration for car parking in Gerrards Cross is for a multi storey car park. The vision is for the car park to be built on the existing 122 space surface car park on Station Road; the aim of which is to support local businesses and residents by providing additional parking capacity to alleviate parking supply and demand issues in the area. The additional capacity will also support seasonal peaks such as Christmas and local event days.

General

Height restrictions are in place on some car parks.

The car parks are unsuitable for Motorhomes / Coaches / Lorry Parking as overnight parking is not permitted and the parking bays are the standard 4.8 x 2.4 bay sizes. The height restriction barriers also restrict access.

Whilst there is not a current demand for electric vehicle charging points across South Bucks it is likely that the use of electric vehicles will increase in the future and so too will electric vehicle owners. To contribute towards the government's commitment to drive forward the market for ultra-low emission vehicles, whilst also addressing the carbon consequences of motoring, we endeavour to consider provision of charging points for electric vehicles within the life of the existing Car Park Strategy.

Motorcycle parking is free on all SBDC car parks. Motorcycles must be parked in a marked bay, or a designated motorcycle bay (if applicable).

Pay and Display Machines

All of our pay and display machines are supplied by Cale Briparc. Each machine is serviced regularly and checked on a daily basis to ensure they are in full working order.

Should any problems occur, faults are logged and rectified as soon as possible. To report a fault please contact Parking Services on 01494 732252 or email parking@chiltern.gov.uk

Payment is by coins only. The machines do not give change.

RingGo Pay by Mobile

Each car park has a unique reference number provided on the signage. This number is required to ensure you purchase parking for the correct location. Please note; the following charges apply when purchasing parking using this payment option.

- Service charge per session £0.15p
- Text confirmation £0.10p / Text reminder £0.10p

Additional services are available to the customer, such as;

- VAT receipts on line.
- Text confirmation that parking has been purchased.
- Text to remind that the time purchased is about to expire.
- Parking time may be topped up providing any maximum stay for that car park is not exceeded.

Car Park Suspension

SBDC may at times have cause to close a car park or part of for a period of time. A minimum of 7 days' notice will be given unless the nature of the closure is due to essential works and consequently, delaying the suspension could present a safety risk.

The Blue Badge Scheme

The Blue Badge Scheme provides a national arrangement of parking concessions for people with limited mobility that travel as either drivers or passengers. The Scheme also applies to registered blind people, and people with severe upper limb disabilities who regularly drive a vehicle but cannot turn a steering wheel by hand.

The concessions of the scheme apply to on-street parking only and it is important that all badge holders carefully read the contents of the Blue Badge Scheme booklet before attempting to use their badge. Off Street parking concessions vary from District to District and it is up to the car park owner as to whether concessions of the Blue Badge are available. Blue Badge holders are therefore advised to always check the prevailing parking conditions of the area to which they are visiting.

SBDC has designated off street disabled parking bays and the concessions of the Blue Badge apply in all SBDC car parks, providing a valid Disability Badge is correctly displayed. For information on the number of designated disabled bays in each car park, please see the list below:

Location	No. of Bays	Location	No. of Bays
<u>Beaconsfield</u>		<u>Burnham</u>	
Altons	5	Jennery Lane	4
Penncroft Road	3	Neville Court	1
Warwick Road	2	Summers Road	4
<u>Gerrards Cross</u>		<u>Farnham Common</u>	
Bulstrode Way	2	The Broadway	3
Packhorse Road	4		
Station Road	8		



Blue badges in Buckinghamshire are issued by Buckinghamshire County Council. Their contact details are:

Social Services Department
County Hall
Aylesbury, Bucks, HP20 1YU

Tel: 01296 382902

Fax: 01296 383182

Email: disabledcarbadges@buckscc.gov.uk

Website: [Apply for Blue badge](#)

To help eliminate the potential misuse of Blue Badges, The Traffic Management Act 2004 introduced the "power to inspect". This means that should a CEO ask to see your badge, you must show it to them. If you do not, you will be breaking the law and could be fined up to £1,000.

Please ensure your badge is clearly displayed to avoid the risk of being issued with a Penalty Charge Notice.

Season Tickets

Season ticket prices vary depending on the location and the car park. The discount levels for 3th and 6mth season tickets regardless of the car park or location are set at 15% for a 3mth season ticket and 20% for a 6mth season ticket. The discount for the 12mth season ticket is consistent with local competitors.



Season tickets for any particular car park are issued to a maximum of 50% of the capacity of the car park. This is to maintain the short stay/long stay ratio and enable availability of space for daily paying customers.

2017/18 season ticket prices for each car park can be seen below:

		3mth	6mth	12mth
<u>Beaconsfield</u>				
	Altons	293	552	1,035
	Penncroft Road	322	607	1,138
	Warwick Road	293	552	1,035
<u>Burnham</u>				
	Jennery Lane	107	202	379
	Neville Court	53	101	189
	Summers Road	107	202	379
<u>Farnham Common</u>				
	The Broadway	73	138	258
<u>Gerrards Cross</u>				
	Bulstrode Way	317	598	na
	Packhorse Road	351	662	na
	Station Road	317	598	na

Season ticket terms and conditions

The terms and conditions for the season tickets are listed below. They must be read in conjunction with the car park conditions of use, which are stated on the tariff boards in the car parks. Failure to comply with the conditions could result in a Penalty Charge Notice being issued.

- Season tickets are issued at the discretion of SBDC. If the scheme is abused the Council reserves the right to withdraw the ticket.
- Season tickets issued shall be marked with the nominated car park and are only valid for the car park for which they have been issued.
- Season tickets are not transferable.
- A lost season ticket will only be replaced on receipt of a £10.00 fee. If a season ticket is later recovered no refund will be given
- Whilst every effort is made to maximise car parking space availability, purchase of a season ticket does not guarantee a parking space.
- Season tickets are issued and registered against a specific vehicle registration. They are not transferable. Up to two registration numbers allowed on one season ticket, however only one vehicle can be on park at any one time.
- Season tickets should be displayed on the left hand side of the windscreen in clear view so they can be seen by the CEOs (unless a courtesy car at which point SBDC must be informed immediately).
- For change of vehicle season ticket holders are required to contact SBDC's Parking Services. A copy of the new V5 document is required to enable a new season ticket to be issued.
- Season tickets that are no longer valid due to change of vehicle **must** be returned to Parking Services within 7 days of the new season ticket being issued.
- Payment must be received in full for a season ticket to be issued.
- Season tickets will only be cancelled when surrendered to Parking Services.
- SBDC reserves the right to amend the terms and conditions of the season ticket. Should any changes occur we will advise accordingly.
- The onus is on the season ticket holder to apply for a renewal at least 7 days prior to the commencement date of the new season ticket.
- The Season ticket is issued under the various regulation, bye laws and orders relating to car parks and the Council accepts no liability or responsibility for personal injury, (whether fatal or otherwise) or for loss or damage to property unless caused by negligence of the Council or its employees.

Season tickets can be renewed on line.

Please visit: <http://www.southbucks.gov.uk/article/3401/Season-tickets>

To apply for a season ticket please contact Parking@Chiltern.Gov.uk for an application form.

Resident Parking

Resident Permits are available to purchase for any of the car parks to be used Monday to Friday between 6pm and 8am and all day Saturday, Sunday, and bank holidays. These permits help to support local residents who have no off-street parking facilities, as they avoid the need to make a specific payment when arrive home in the evening and at weekends.

The cost of a 2017/18 12 month Resident Permit is:

Beaconsfield			Burnham	
Altons	£275		Jennery Lane	£168
Penncroft Road	£297		Neville Court	£54
Warwick Road	£282		Summers Road	£146
Gerrards Cross			Farnham Common	
Bulstrode Way	£298		The Broadway	£48
Packhorse Road	£312			
Station Road	£282			

The application and renewal process is the same as a standard season ticket. Please note that the V5 document must state that the vehicle is registered to an address in the relevant area in order for a residential season ticket to be issued.

Park Mark



Park Mark, the safer parking award is an initiative of the Association of Chief Police Officers (ACPO) designed to reduce criminal behaviour within the parking environment. The scheme is managed by the British Parking Association and is supported by the Home Office and all the Police Forces in England, Scotland, Wales and Ireland

To obtain the award an investigation is carried out by the police to assess the facilities in place and to ensure the parking area is of a high standard in relation to cleanliness, signage, surveillance and lighting. Once the police are satisfied that the parking area sufficiently meets the appropriate standards and that it is correctly managed and maintained, the safer park mark status will be awarded. To ensure car parks continue to meet the required criteria the award is renewed on a yearly basis following a re-assessment.

The Council is pleased to announce that all SBDC's pay and display car parks have been awarded the safer park mark status.

STATISTICAL PERFORMANCE

Excess Charge Notices Issued

Statistical information is based on Notices issued prior to SBDC taking on CPE powers. These Notices are Excess Charge Notices (ECNs) issued in accordance with The Road Traffic Regulation Act 1984 for the financial years 2015/16 and 2016/17.

An Excess Charge Notice is £80.00. This is reduced to £40.00 if payment is received within 14 days from the date of issue. The table below shows the number of Excess Charge Notices issued for each offence during 2015/16 and 2016/17.

Offence Code	ECNs 2015/16	ECNs 2016/17
Parked after the expiry of paid for time	332	474
Parked in a car park without clearly displaying a valid pay & display ticket or voucher or parking clock	1,228	2,137
Parked beyond the bay markings	68	125
Parked in a disabled person's parking place without clearly displaying a valid disabled person's badge in the prescribed manner	52	42
The vehicle has been left in an access road/exit	4	7
Parked in a car park or area not designated for that class of vehicle	0	2
Total	1,684	2,787

Representations and Cancellations

The table below shows that 397 Excess Charge Notices were cancelled as a result of an informal or formal representation in 2016/17. This is 14% of the overall Excess Charge Notices that were issued, compared to 20% for 2015/16.

Description	Total ECNs 2015/16	Total ECNs 2016/17
ECNs Issued	1,684	2,787
Number of ECNs against which an informal or formal representation was made	567	828
Number of ECNs cancelled as a result of an informal or a formal representation	329	397
Number of ECNs cancelled for other reasons (e.g. CEO error, driver untraceable)	120	151

The main reasons for cancelling Excess Charge Notices in 2016/17 were:

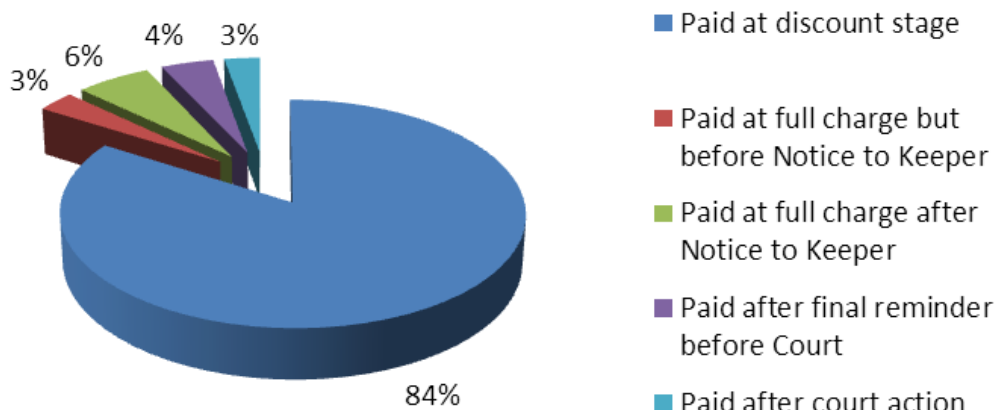
- 51% Pay by mobile customer paid/logged incorrect vehicle registration/location.
- 32% Pay and display ticket/season ticket in vehicle but not fully displayed to allow validity to be checked.
- 8% Disabled badge displayed incorrectly/partly obscured.
- 7% Discretion exercised due to mitigating circumstances
- 2% Pay and display machine fault
- 1% Vehicle taken without consent

Excess Charge Notices cancelled in 2016/17 for 'driver untraceable' are mainly due to the Owner/Keeper details not being able to be obtained from the DVLA within the specified time. These account for 40% of the Excess Charge Notices cancelled for 'other reasons'; foreign vehicles account for 9%.

Recovery of Excess Charge Notices

The pie chart below outlines the percentage of payments received at the various stages and the actions taken to recover the Excess Charge Notices, which were issued throughout 2016/17

Collection Rates



The overall collection rate for 2016/17 was 80%. This is 4% higher than the collection rate for 2015/16. Of the remaining 20%; 14% of Excess Charge Notices were cancelled as a result of a representation being received; 5% were cancelled as a result of other reasons; and 1% are currently live in the system and are being pursued.

Magistrates Court

In 2016/17, 125 motorists were successfully convicted of Excess Charge Notice offences at the Magistrates Court.

FREQUENTLY ASKED QUESTIONS

(In relation to CPE)

How do I pay a PCN?

Online:

www.southbucks.gov.uk/parking

Cheque/Postal Order:

Please make payable to South Bucks District Council and send to: Parking Services, King George V House, King George V Road, Amersham, Bucks, HP6 5AW. Please quote your PCN number and vehicle registration on the reverse of your payment.

Can I pay in instalments?

To be eligible for the 50% discount, payment must be received within 14 days from the date the PCN was issued. It would therefore not be in your best interest to enter into a payment plan at this stage.

Can I pay in installments once the discounted period has expired?

A payment plan will be considered if you can provide evidence that you are in receipt of a means tested benefit.

Can I pay at the discounted rate to stop the charge progressing and then still appeal?

No, once payment has been received it is deemed that liability has been accepted and the case is closed.

How do I appeal a PCN?

All appeals must be in writing:

- **Online:** www.southbucks.gov.uk/parking
- **Post:** South Bucks District Council, King George V House, King George V Road, Amersham, Buckinghamshire HP6 5AW

My vehicle would not fit in the bay

Parking outside the bay markings causes inconvenience to other car park users. It is not acceptable to state that your vehicle was too large or the vehicle next to you was parked out of bay, so you did. It is a driver's responsibility to ensure the vehicle is parked correctly.

I was only just parked over the bay markings. Do I still have to pay?

Bay markings are in place to ensure safety and prevent inconvenience to other users of the car park. When vehicles are parked over the bay markings valuable parking space is lost. In addition, access could be restricted for emergency vehicles.

I am new to the area and did not know what the charges are / how to pay for parking

Tariff boards are displayed in all of the car parks detailing the terms and conditions of the car park along with the relevant charges and different payment methods. This information is also provided on the Council's website. It is the motorists' responsibility to ensure they check the conditions of use in the car park and adhere to them.

My meeting / doctor's appointment over ran

It is a motorist's own responsibility to ensure enough parking time is purchased to cover the length of stay.

My disability badge fell to the floor when I closed the car door / I forgot to display my badge.

When Blue Badges are not on display and forwarded at a later date, it leaves the scheme open to abuse. Blue Badge holders are required to display their badge as stated in the 'The Blue Badge Scheme: rights and responsibilities in England', which is to display the badge on the dashboard or facia panel, where it can be clearly read through the front windscreen.

I was not the driver, am I still liable?

Under TMA04, the registered owner/keeper of the vehicle is liable for any PCNs that are issued, unless the vehicle has been stolen, or a signed hire agreement is in place.

I sold the vehicle but do not know the name and address of whom I sold it to.

When you sell/dispose of a vehicle, you have a legal obligation to inform the DVLA. In order for the notice to be redirected written confirmation is required from the DVLA stating you were not the registered owner/keeper of the vehicle at the date of event. Failure to obtain and provide this information could result in the charge being pursued with you.

What happens if I ignore the PCN?

Please do not ignore. A PCN is a civil debt, which could result in bailiff action being taken if the Notice progresses and is then successfully registered as a debt at county court.

Where does the money from parking enforcement go?

The law states that parking enforcement must be self-financing. Any surplus income after the costs of administration and enforcement are deducted, goes back into the Council's overall reserves, which is allocated as required to benefit the needs of the community

Where can I obtain further information on CPE

Useful links have been provided on page 19.

A hardcopy of TMA04 can be obtained from Her Majesty's Stationery Office.

USEFUL LINKS

Buckinghamshire's Local Transport Plan 4

<http://www.buckscc.gov.uk/media/4063873/BCC-Local-Transport-Plan-4.pdf>

DATA.GOV.UK

<https://data.gov.uk/>

PATROL

<http://www.patrol-uk.info/>

South Bucks District Council - Car Parks

<http://www.southbucks.gov.uk/article/3183/Parking>

South Bucks District Council - Policy Documents (Abandoned Vehicle)

http://www.chiltern.gov.uk/policy_documents

Traffic Advisory Leaflet 5/95 April 1995 - Parking for Disabled People

<http://www.ukroads.org/webfiles/TAL%205-95%20Parking%20for%20Disabled%20People.pdf>

GLOSSARY

CEO	Civil Enforcement Officer
CPE	Civil Parking Enforcement
ECN	Excess Charge Notice
NtO	Notice to Owner
PATROL	Parking and Traffic Regulations outside London
PCN	Penalty Charge Notice
SBDC	South Bucks District Council
TMA04	Traffic Management Act 2004
TPT	Traffic Penalty Tribunal

CONTACT DETAILS

If you would like to comment on the content of the report or, if you have any unanswered questions, please let us know.

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J Rushton
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SUBJECT:	Weed Spraying Trial using our Sweepers
REPORT OF:	Environment Portfolio Holder Cllr Luisa Sullivan
RESPONSIBLE OFFICER	Head of Environment Chris Marchant
REPORT AUTHOR	Contract Manager Elizabeth Cullen
WARD/S AFFECTED	All

1. Purpose of Report

This report contains information about a trial to spray weeds at the kerbside using new equipment retrofitted to our existing large road sweeper.

RECOMMENDATION:

That Members note that weed spraying equipment will be fitted on a trial basis on one sweeper with a view to expanding it if weeds are visually reduced, the sample roads look cleaner and the ongoing costs are reasonably within the actual and estimated figures outlined in this report.

2. Reasons for Recommendations

2.1 That Members are aware of the aims of a trial to see whether we can improve the visual appearance of the kerb edge, reduce trapped litter, improve the efficiency of the road sweeping process and ultimately reduce detritus entering gulleys.

3. Content of Report

3.1 The spraying of weeds along highway verges is a County Council function which has in recent years been undertaken by companies subcontracted by Transport for Buckinghamshire. The budget for this has always been low and this has been reflected in the outcome achieved, to the point where the service has now been abandoned to make savings and the relevant policy changed to reflect this.

3.2 This impacts on the district council's street cleansing services and in the general appearance of the district. SBDC's contractor, Biffa Municipal Plc, sweeps all kerbed road edges on frequencies commensurate with need, location and accessibility. Established plants at the highway edge or above the kerb are too strong or inaccessible to be removed by the sweeper brushes (even the twisted steel cable variety), and can look unsightly and trap litter /detritus. The trapped detritus inevitably

gets washed into the gullies which with reduced emptying /maintenance can cause local flooding.

3.3 Over the years several unsuccessful attempts have been made at Officer and Member level to open discussions about assisting BCC with this function on the Highway Authority's behalf using our road sweepers. The road sweeper would be fitted with a spray bar at the rear so it can sweep and then spray the kerb edge with targeted weed killer. BCC will still have to deal with footway back edge.

3.4 The District Council has one large road sweeper (15t) and a small sweeper (7.5t).

3.5 The latest discussions have revealed that there is now support for SBDC helping BCC with this matter on a trial basis using the large sweeper only. This would incur the following one off and ongoing firm and estimated costs:

Equipment and Fitting	£3,000
Training (£500pp)	£1,000
Herbicide*	£2,000/yr est
Servicing costs	£400/yr

* Estimated herbicide costs based upon an estimate of Council's usage

3.6 It is not possible to lease or hire the equipment, so the basis of the trial would be to monitor effectiveness on one sweeper with a view to either purchasing equipment for the other one, continuing with the one sweeper until the end of the contract, or abandoning it altogether. Prior to commencement of a 12 month trial, photographs will be taken of sample roads for comparison 3, 6 and 12 months later.

3.7 Aside from Zone One areas (High Streets), other roads are swept on varying frequencies with most on a 12 week schedule. Most can be swept by either sweeper, but some roads are better suited to either the large or small one. With the spray equipment only fitted to the large sweeper, the expectation of the success of this trial needs to recognise this. The cost of doubling the trial to both sweepers would be roughly double the above total. A request to Bucks CC to fund part of the trial, such as training or herbicide, has been made and declined.

3.8 The lead in time is 1-2 months, although the manufacturer has recommended February 2018 as the best time to fit the equipment. The sweeper will be off the road for 2 days for the equipment to be installed. The cost of this can be met within current capital and revenue budgets.

4. Consultation

- 4.1 The Highways authority has raised concern over continuous spraying, spraying before rainfall (both are not recommended), and damage to highways when dead weeds are removed. The equipment that has been selected includes a control panel in the cab which the driver can use to turn the spray arm on and off, and even select the spray width. The spray arm, which is fitted to the rear of the vehicle, can be manually positioned to target areas of growth. As we would be able to spray year round rather than in the few weeks selected by a subcontractor, we can choose to spray when rain is not forecast. The current practice of lightly spraying with water to control dust during sweeping operations is apparently not enough to impede the effectiveness of the herbicide.
- 4.2 We would probably need to use a strong metal brush to remove dead growth which could damage delicate highway edges – BCC will have to accept this risk and confirm in writing they will accept it. However, it is envisaged that this brush would only need to be used once or twice and once weeds have been removed the usual poly propylene brush head can be used and further weeds kept under control with the herbicide. The herbicide to be used would be approved by BCC meeting the restrictions imposed by the Environment Agency for such matters and be designed to minimise impact on wildlife such as bees.

5. Options

- 5.1 Although the one off costs are modest and achievable within current budgets, the ongoing costs of taking over what has to date been a Highways Authority function in the long term will need to be included in the next waste contract.
- 5.2 Not only will the visual success of the trial need to be monitored; the costs will need to be too as the herbicide cost is at this stage an estimate.

6. Corporate Implications

Financial – there are small but ongoing costs to the Council, plus further potential outlay should the trial be successful. These can be met within current budgets.

Legal – there will be a requirement for an indemnity to be provided by the County Council to cover the small chance of damage to road surfaces that may be incurred during removal of the weeds. It is worth noting that established weeds may have already weakened the road surface, making minor damage during removal more likely.

7. Links to Council Policy Objectives

This matter relates to the following council objectives -

- 7.1 Striving to conserve the environment and promote sustainability.
- 7.2 Council priority to continue to improve the street scene and cleanliness of the district as a key public services coordinator.

8. Next Step

8.1 The equipment is due to be fitted in February and pre-trial photos taken beforehand. It is proposed that the outcome of the trial is conveyed to Members in the form of an update report in circa March 2019 with verbal reports to the Portfolio Holder during the year.

Background Papers:	None
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