



# **Mid Suffolk District Council**

## **Civil Parking Enforcement (off street)**

### **Annual report - 2024/25**



## Introduction

Welcome to Mid Suffolk District Councils Annual Off-Street Parking Report for the period 1 April 2024 to 31 March 2025.

The Traffic Management Act 2004 introduced a requirement for Enforcement Authorities to report on their Parking Enforcement Activities on an annual basis.

This has been supplemented by the Government's 2015 Transparency Code that requires, annually, the council to report:

- a breakdown of income and expenditure, to include details of revenue collected from off street parking and Penalty Charge Notices

Suffolk County Council conducts 'On Street' parking enforcement in Mid Suffolk working with both Ipswich Borough Council and West Suffolk Council, and, as the Enforcement Authority for on-street car parking, produce their own report.



## Civil Parking Enforcement (CPE)

CPE gives local authorities the power to enforce against illegally parked vehicles using existing traffic regulations. The aim is to promote better and safer parking.

To ensure that our car parks are used correctly by our customers, we operate parking restrictions which are observed and enforced in a fair, accurate and consistent manner in compliance with the [Off-Street Parking Places Legal Orders](#)

Patrol and enforcement activities in our off-street car parks are conducted regularly to ensure they are safe and correctly used by our customers.

In Mid Suffolk, Ipswich Borough Council and West Suffolk Council manage CPE on our behalf. To give a rough idea of boundaries, Needham Market is enforced by [Ipswich Borough Council](#) whilst Stowmarket and Eye are enforced by [West Suffolk Council](#).

## Enforcement Performance

Chart 1 and Table 1 provide a summary of performance measures for the year 1 April 2024 to 31 March 2025.

In total there were **4854** separate car park patrol visits carried out by the civil enforcement teams across the district, **2161** Penalty Charge Notices (PCNs) issued along with **714** hours of

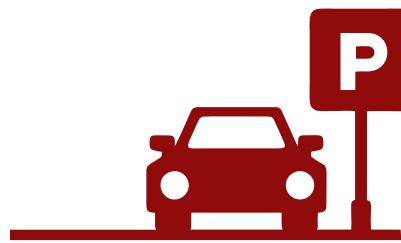
Civil Enforcement Officer patrol time.

### Chart 1



### Table 1

Car Park	Patrol Visits	Total PCNs issued	Total Patrol Hours (hours)
<b>STOWMARKET</b>			
Bury Street	628	201	83
Gipping Way Lorry Pk	154	0	8
Iliffe Way	711	124	84
Ipswich Street	534	299	84
Meadow Centre	1056	616	196
Milton Road	690	506	133
Union Street	401	91	27
Union Street West	568	320	85
<b>EYE</b>			
Cross Street	35	0	1
Buckshorn Lane	47	0	4
<b>NEEDHAM MARKET</b>			
Station Yard	30	4	8
<b>TOTAL</b>	<b>4854</b>	<b>2161</b>	<b>714</b>



## Penalty Charge Notices

Penalty Charge Notices (PCNs) are issued to motorists found to be in contravention of parking restrictions. For example, vehicles not parking wholly within the bay marking, not displaying a pay and display ticket, or misuse of a blue badge bay etc.

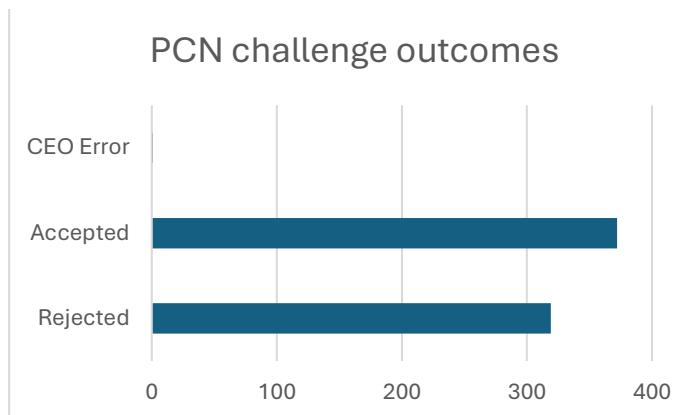
The level of charges, designed and set by central government, reflects the severity of the contravention.

Charges are currently £50 for a lower-level contravention, and £70 for a higher-level contravention. Charges can be settled at a reduced charge if paid within 14 days of issue.

Once a PCN has been issued, the driver can challenge the issue of the notice with the issuing enforcement authority.

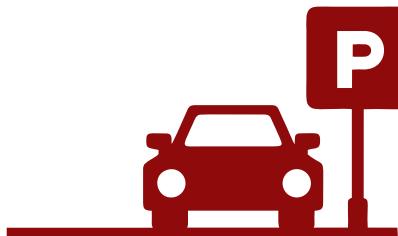
Details on how a PCN can be challenged can be found on our website [Civil Parking Enforcement » Mid Suffolk](#)

## Chart 2



**Table 2**

Description	Number
Total PCNs issued	2157
PCNs challenged	691
Of PCNs challenged, number cancelled due to mitigating evidence submitted	372
PCN challenges rejected	319
PCNs cancelled due to CEO error	1



## Mid Suffolk District Council Car Parks

Mid Suffolk District Council operates 7 'off-street' car parks with 788 spaces across the district under a 'Pay and Display' charging system. The council also offers a period of free parking at several car parks throughout the district.

For full details of our car park locations, visit the [Councils website](#).



## Local Authority Member

Proud to go Beyond Parking

We hold a current membership to the British Parking Association [www.britishparking.co.uk](http://www.britishparking.co.uk) which enables us to be part of the conversation around all things parking including:

- Improving public perception in parking standards
- Shaping the direction of the parking sector
- Supporting the development of sustainable practices and initiatives that aim to improve air quality, reduce emissions and have a positive impact on our environment.

- Promoting the adoption of common standards and best practice



## Parking Service Improvements for 2024/25

- New 'easier to understand' tariff boards in all pay & display car parks
- Iliffe Way Car Park improvements including all bays repainted, 3 new disabled bays installed, and the metal railings repainted
- Union Street Car Park bay markings repainted
- New 'Taxi Bays' installed in Meadow Centre Car Park, at the request of customers and taxi drivers



## Financial Performance

Expenditure costs include Civil Enforcement Officers provided as part of the Councils partnership with West Suffolk Council and Ipswich Borough Council.

Income from car parking fees and Penalty Charge Notices (parking tickets) is used to offset the cost of the full parking function.

Section 55 of the Traffic Management Act defines the purposes for which income, specifically from Penalty Charge Notices for off-street car parking, can be used.

These purposes are for:

- all operational costs in delivering a car parking service (including capital repair and maintenance in addition to staffing)
- supporting public transport passenger services
- supporting road or highway improvement projects
- environmental improvements which include improving or maintaining the appearance or amenity of -
  - ❑ a road or land in the vicinity of a road, or

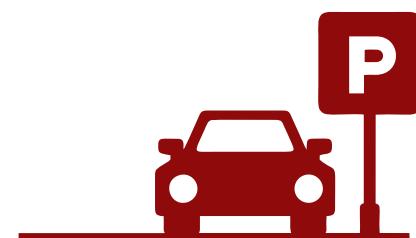
- ❑ open land or water to which the public has access; and
- ❑ the provision of outdoor recreational facilities available to the public without charge.

Table 3 shows the CPE financial summary for 2024/25, and Chart 3 shows the previous 4-years' net expenditure performance for CPE.

**Table 3**

Financial Summary 2024/25	
Expenditure inc employee costs	£77,796.26
Income from PCNs	£54,855.66
<b>Net expenditure – cost of running off-street CPE</b>	<b>£22,940.60</b>

**Chart 3**



## Civil Enforcement Officer Testimonials

*It's great to see the car parks being improved. The repainted lines help motorists know where to park.*

*The new tariff boards in the car parks are much easier for the public to understand.*

