


Agenda Item No:	5	
Committee:	Cabinet	
Date:	21 July 2025	
Report Title:	Property, Assets & Major Projects – On and Off-Street Parking Enforcement	

1 Purpose / Summary

- 1.1 To update members on progress made to date by FDC and Cambridgeshire County Council in respect of CPE and the revised estimated timeline, costs and scope of works associated with CPE implementation following the previous Cabinet update paper on 18th December 2023. To seek member approval to proceed with the implementation of CPE having due regard to the updated estimated implementation and running costs and timeline referenced in schedules 7.3, 7.4 and 7.5.

2 Key Issues

- Traffic Regulation Order Survey, Review and Corrective Works
- CPE Civil/Special Enforcement Area Designation Order
- Agency Agreement and Service Level Agreement
- Off Street Parking Places Regulation Review
- Project Delivery Timeline
- On and Off-Street Enforcement and Administration Costs
- Project Risks and Funding
- Liaison with Key Partners
- SCDC, HDC CPE Progress
- Fenland Sign & Line Corrective Work Estimate - Schedule 6.1
- FDC CPE Funding - Schedule 6.2
- Updated CPE Set-up Costs - Schedule 6.3
- Updated Estimated Operating Costs - Schedule 6.4
- Revised CPE Timetable - Schedule 6.5

3 Recommendations

It is recommended that Cabinet:

- 3.1 note the updated estimated increase in the overall project delivery cost, timelines and CPE running costs post implementation.
- 3.2 consent to officers proceeding with obtaining updated corrective works costs from Milestone which is likely in itself to incur a cost (currently unknown but estimated to be within the range of £50k to £100k).
- 3.3 consent to officers proceeding with the implementation of CPE based on the predicted costs contained within this update report in advance of obtaining actual costs. Estimated costs to be brought back to Cabinet for approval upon receipt.

- 3.4 provide an officer steer on any previously highlighted Red line areas within the previously drafted preliminary agency agreement.
- 3.5 Approve the member/officer CPE project team to agree any red line areas in order to progress the CPE project to implementation. This would include the administration of all highway permits, suspensions, waivers and dispensations.

Wards Affected	ALL
Forward Plan Reference	KEY/04JUL25/01
Portfolio Holder(s)	Cllr Chris Boden – Leader of the Council Cllr Jan French – Deputy Leader of the Council
Report Originator(s)	Garry Edwards - Engineering Manager gedwards@fenland.gov.uk
Contact Officer(s)	Peter Catchpole - Corporate Director (Finance) petercatchpole@fenland.gov.uk Garry Edwards - Engineering Manager gedwards@fenland.gov.uk
Background Papers	FDC Cabinet Paper 18-12-2023

4 BACKGROUND AND INTENDED OUTCOMES

Cambridgeshire County Council & Fenland District Council CPE Progress

- 4.1 Following completion of the design package works in November 2023 and the subsequent Cabinet CPE update paper of 18-12-2023, little progress has been made on the implementation of CPE within Fenland.
- 4.2 The detailed sign and line survey works were undertaken in November 2021 and this concluded that approximately 86% of all the signs and lines within Fenland were not in a condition suitable for the implementation of CPE. The survey recorded defects that were considered to be in both poor and fair condition with poor defects requiring immediate attention and fair defects rectification within 2 years. Signs and lines that were at the time considered to be in good condition would not require attention for 5-7 years.
- 4.3 With nearly four years having now passed since the survey was undertaken it is inevitable that some of the good signs and lines may now be in fair condition and that possibly 50% of the fair sign and line defects would be poor and require attention.
- 4.4 All the existing signs and lines within Fenland found to be defective would require rectification prior to the implementation of CPE. The corrective sign and line works were last estimated in 2023 and were estimated to cost in the region of **£538,539.39**. It is estimated that inflationary construction price increases over the last two years would have added up to 10% to that cost. In

addition the scope of works is also likely to have increased by up to 50% associated with further sign and line wear and deterioration for defects previously categorised as fair in the 2021 survey.

- 4.5 Cambridgeshire County Council and FDC officers have continued to meet regularly to discuss various aspects of the CPE project, but limited progress has been made since 2023 due to the significant project budget shortfall.
- 4.6 A draft application to the Department for Transport for a Civil/Special Enforcement Area Designation Order for the introduction of CPE in Fenland was prepared in February 2023 by Cambridgeshire County Council in partnership with FDC. No further work on the application can be made until:
 - The CPE agency and service level agreements have been agreed and signed off by both authorities.
 - Additional funding for the CPE project has been approved by members
 - Agreement has been reached on how FDC will enforce and administer CPE including associated PCN processing and highway permits, suspensions, waivers and dispensations.
 - An updated CPE implementation programme has been approved.

5 KEY ISSUES

Traffic Regulation Order Survey, Review and Corrective Works

- 5.1 The design work packages prepared by the County Councils framework contractor Milestone in October 2023 were used to inform the target costs for each of Fenlands four Market Towns and surrounding villages.
- 5.2 The target costs referred to as tranches one to four took several months to prepare and will need to be updated should members resolve to progress with CPE having considered the predicted implementation costs. Each tranche represents one of the Market Towns and surrounding areas where traffic regulation orders are currently in place. It is however likely that additional TRO's would have been implemented since the survey works were conducted in 2021.
- 5.3 At the time of the survey, collectively 294 signing defects were found to exist along with 743 lining defects associated with 4,899 LM of poor lining. The target cost based on the number of defects at the time was estimated to be £538,539.39. Target costs are estimated and could increase or decrease as the work progresses.
- 5.4 An inflationary rate uplift of 10% along with an estimated 50% addition for further wear and deterioration has been added in the estimated costs shown in Schedule 10.1. It is possible that the percentage of defects associated with lining previously categorised as fair may now be higher or lower than this estimation, however accuracy would only be possible by resurveying the signs and lines.

- 5.5 An updated target cost associated with the fair signs and lines would be required and will be requested following member approval to proceed with CPE. Given the work and resource required to produce a target cost, it is however likely that a sizeable associated cost would apply.
- 5.6 The design package works completed to date have been based only on the sign and line defects which were rated as poor (4,899 LM) at the time of the TRO survey. As the TRO survey works were undertaken in November 2021 it is inevitable that further lining defects will undoubtedly exist. Lining which at the time was considered to be in fair condition (remedial work action needed within two years) will now likely need to be included within the scope of works.
- 5.7 It is estimated that the defects noted at the time of the initial TRO survey as being fair (8,897 LM) will now have a high proportion rated as poor and require corrective works. It is predicted that the majority of the additional defects will be lining and that the scope of works would need to increase by approximately 50%. This figure is purely estimated and cannot be substantiated without resurveying the fair works defects. The additional costs have been used to inform the updated implementation cost.
- 5.8 It is important to note that civil parking enforcement relates only to the enforcement of static restrictions e.g. loading bays, double and single yellow lines etc and not moving traffic offences such as speed limit signs, driving in cycle lanes, one way systems and no entry restrictions etc. The enforcement of moving traffic offences would remain a police responsibility following the implementation of CPE.
- 5.9 The corrective signing works are for the most part not weather dependant and could be undertaken even during winter months, the lining works however would need to be undertaken during the spring/summer months. The County Council have previously advised that FDC would need to place a purchase order for the corrective works with Milestone several months in advance to enable the contractor to plan resources. Should there be any substantial delay in placing the order for the works, the target cost would need to be reviewed as the target costs are only valid for 90 days.
- 5.10 It is estimated that the corrective sign and line works would take 6-9 months to complete. This is largely due to the time taken to co-ordinate the works and obtain permits from the County Councils street works team.
- CPE Civil/Special Enforcement Area Designation Order**
- 5.11 Only the Highway Authority can apply to the Secretary of State for a Civil/Special Enforcement Area Designation Order for the introduction CPE. The Department for Transport no longer accept applications in March and September for CPE with so few local authorities now left to implement. Instead parliamentary time is granted on request and the application process can take up to 12 months.

- 5.12 A draft application was prepared in 2023 by CCC and FDC officers which would need to be reviewed and completed. A formal submission to the DfT cannot be made until a decision on the enforcement and administration provider has been made along with a CPE implementation date.

Agency Agreement and Service Level Agreement

- 5.13 The County Council require sign off on the agency and service level agreements between both authorities to be in place prior to the application to the DfT for CPE being made. Both documents were initially drafted but a number of concerns deemed to be red flags were raised at the time by the CPE project team. These were mostly associated with various delegation clauses and the Highway Authorities right to implement pay & display to on-street areas if they deemed necessary.
- 5.14 The County Council are likely to require the agency agreement between both parties to follow the Hunts DC model.
- 5.15 The County Council would require FDC as agents to be responsible for the administration of all highway parking suspensions, waivers, dispensations and permits. This would entail all the associated administration, signage and enforcement to be undertaken by FDC or their chosen enforcement and administration provider. Any income associated with the aforementioned delegated function would be retained by FDC or their chosen enforcement provider to offset costs. The permit fee's would be set by the highway authority.
- 5.16 Members have indicated to date that FDC managing the highway permits would not be deemed acceptable due to the likely additional resource and cost implications this would place on FDC. The highway authority have to date and continue to state this as being a red line and one that was conceded by Hunts DC in order for them to progress CPE. Common ground on any red flag clauses will need to be found prior to seeking legal advice and a member steer on such matters is now essential. It is likely that FDC will need to concede managing the highway permits if CPE is to be implemented within Fenland.
- 5.17 The detail within the agreements will impact on both the necessary FDC resources needed to operate CPE and the annual revenue deficit placed on FDC for the term of the agreement.
- 5.18 FDC as agents for the highway authority under the terms of the agency agreement would need to provide a suitable and sufficient level of enforcement to cover the whole of Fenlands administrative area. This would include enforcing the 329 TRO's currently within Fenland along with 28 public parking facilities likely to be included within the application.
- 5.19 Future changes in legislation such as pavement parking could also influence the level of enforcement required which would likely increase operational costs.

- 5.20 The County Council do have a budget designated for sign and line maintenance; however it is understood that no increase in this budget has been made following the level of defects highlighted by the sign and line survey works. Under the terms of the agreement the County Council would remain responsible for on-street sign and line maintenance. Therefore sign and line defects would be attended to in the same manner as they are currently within Fenland with defects being prioritised in line with CCC highway budgets and timelines within the CCC/Milestone contract.
- 5.21 There could be future enforcement challenges for FDC post CPE implementation if PCN's were unable to be issued due to a continued poor signs and line maintenance regime.

Off Street Parking Places Regulation Review

- 5.22 In preparation for the implementation of CPE, a new district wide Off Street Parking Places Order has been drafted. It is recommended that the allocation of short and long stay parking periods remain consistent across each of the four Market Towns 2/3 hours for short stay, and 9/10 hours for long. This would reduce the complexity for enforcement officers whilst providing a balance for both short term shopper and workforce needs. A variation in maximum stay period would however need to be more site specific for car parks located adjacent to rail stations.
- 5.23 FDC are responsible for twenty public car parks and a further eight parking facilities associated with leisure, business or corporate buildings which would be brought in under the new OSPPO. Each site will require new signage and either additional or modified lining, the cost of which has been assessed separately to the TRO signing and lining requirements.

Project Delivery Timeline

- 5.24 The design work target costs for all four Tranches was last updated by Milestone in November 2023. The target costs are only valid for 90 days and would now need to be updated by Milestone which in itself would likely incur costs.
- 5.25 As 3½ years have passed since the sign and line survey works were undertaken an updated target cost would now need to include the sign and line defects which were at the time considered to be fair (suitable for a further 2 years). This will require further design package works to be undertaken and the CPE officer lead has requested an estimated cost and timeline for this work.
- 5.26 The estimated costs provided in schedule 10 of this report are indicative and based on the best information available at the time of producing this report.
- 5.27 Procurement of the sign and line works through the County Councils highway services contract would be least demanding on FDC resources and advantageous in co-ordinating streetworks permits. However, it is important that the purchase order for the works is placed within 90 days of the target cost being updated, otherwise monthly price increases would be applicable.

- 5.28 An alternative means of procurement remains an option by an open tendered approach. However based on feedback from Hunts DC who opted for this procurement route, it is considered that any saving would likely be cost neutral given the increased staff/consultant/contractor time and cost required to procure and co-ordinate the works on the ground.
- 5.29 A purchase order would only be placed for the corrective sign and line works once agreement has been reached between both authorities and the agency agreement drafted for sealing. The lining works can only be undertaken during dry weather conditions and would therefore limit the works delivery period to between March and October 2026 or 2027.
- 5.30 The CPCA grant funding deadline has already been extended several times since the beginning of the CPE project with the current extension period granted until December 2025. This timeline however would need to be extended by a further 2 years to align with the projected project delivery timeline.
- 5.31 The CPCA grant funding contribution for CPE was £400,000 and to date approximately £84,339 has been spent on feasibility and survey works.
- 5.32 It was previously advised that applications to the Secretary of State for a CPE CEA/SEA order could only be made in April and October each year and that the application process would take approximately 6 months. It is now understood that the Department for Transport no longer have a schedule for CPE applications, instead parliamentary time is granted upon request and the application process could take up to a year.
- 5.33 The County Council would not be prepared to make such an application to the DfT until the agency and service level agreements have been agreed. The CPE project is unable to move forward until these agreements have been agreed and therefore this task remains the highest priority.

On and Off-Street Enforcement and Administration Costs

- 5.34 Three neighbouring local authorities had previously expressed an interest in providing both the CPE administrative and enforcement services for FDC under a shared service provision contract. No further progress on this aspect of the CPE project has been made since 2023. It is anticipated however that service provision costs would have increased since that time due to market increases in fuel, labour and material costs.
- 5.35 The CPE modelling costs were last updated in May 2025. Based on two full time civil enforcement officers and using the cheapest external service provision model it is predicted that the FDC operational running costs will be **£126,921** per year. Taking account of the estimated PCN income based on issuing **1983 PCN's** per year, it is predicted that the FDC running cost deficit will be **-£70,703** per year based on an operational cumulative cost of **£353,515** over the first 5 years. The updated modelling costs have taken into consideration feedback obtained from South Cambs DC CPE operations in respect of the predicted PCN hit rate.

- 5.36 It is not clear yet what impact local government reform will have on CPE within Fenland, however two of FDC's neighbouring local authorities are and will likely remain in favourable positions to offer enforcement and administrative services to FDC going forward. Therefore the estimated enforcement and administrative modelling costs have been updated using enforcement cost data gained from a neighbouring authority.

Project Risks and Funding

- 5.37 To date the greatest project risk has been affordability in terms of the implementation cost associated with the corrective sign and line works. The initial estimated cost outlined in the feasibility study undertaken in 2020 for the corrective sign and line works (based on other local authority CPE implementation projects) was £140k. However due to the exceptionally high number of sign and line defects discovered during the Fenland TRO survey in 2021, the cost of the corrective works was found to be much higher.
- 5.38 The corrective work costs were last estimated in 2023 to be in the region of **£538,539.39**. This figure would now have increased due to additional sign and line defects being present on the highway network throughout Fenland. The CPE project is now estimated to have funding shortfall in the region of **£914,510**
- 5.39 The other project risks to date has been time associated with the CPCA grant funding deadline and the ability for both authorities to reach a mutual agreement on red flag issues highlighted within the draft agency agreement. Until such time as the agency agreement has been signed off by both authorities, the application to the Secretary of State cannot be made and the corrective sign and line works procured.
- 5.40 The procurement of an external service provider for all enforcement and administrative duties associated with CPE along with the implementation of a shared service provider agreement is likely to take around 9 months. The application for the CPE order could equally take up to 12 months to implement following sign off of the agency agreement. The overall CPE project implementation timeline is therefore estimated to be 2 years with the earliest go live date being September 2027.
- 5.41 FDC would need to ascertain CPCA consent to extend the existing grant funding deadline of December 2025.

Liaison with Key Partners

- 5.42 Cambridgeshire County Council formally consulted all statutory consultees and partner organisations on the implementation of CPE within Fenland in April 2022. No objections were received and the collective feedback was used to form the basis of a draft CEA/SEA DfT application. Nothing has fundamentally changed in terms of key stakeholder governance arrangements within Fenland since that time and therefore it is considered that no further evidence would be required by DfT to support the application.

South Cambridgeshire & Huntingdonshire District Council CPE Progress SCDC

- 5.43 The application for a Civil/Special Enforcement Area Designation Order for the introduction of CPE in South Cambridgeshire was made by Cambridgeshire County Council on behalf of SCDC and brought into force in 2024. The DfT application for bus lane and bus gate enforcement was to be considered separately. If approved, powers to implement associated camera enforcement systems will be available from November 2025. Such powers would also apply to the HDC administrative area.
- 5.44 It is understood that following the initial CPE implementation period in SCDC where the number of penalty charge notices issued are usually higher during the settling in period, the PCN hit rate has been lower than predicted. This data has been useful to FDC when updating the Fenland CPE model and estimated running costs. It should however be noted that SCDC do not have off street car parks which is estimated to account for approximately 40% of the PCN's issued and associated income in the Fenland model.

HDC

- 5.45 In keeping with Fenland an unusually large amount of sign and line defects were discovered within Huntingdonshire during the TRO survey works, with a large proportion of the defects being located within St Neots. Approximately 80km of lining and over 200 signs were found to be unsuitable for CPE.
- 5.46 The County Council did provide HDC with estimated costs for their corrective sign and line works, however the cost didn't include the full extent of works associated with St Neots. HDC took the decision to deliver their sign and line works outside of the CCC framework contract and following three rounds of tendering appointed two separate contractors to deliver the sign and line works.
- 5.47 HDC predict their sign and line costs will be in the region of £900k and anticipate the corrective works to be completed by August to correspond with their CPE go live date.
- 5.48 It is not yet known the extent of savings that HDC will have realised by procuring the corrective works externally, however it is understood that such savings will be largely offset by the increased officer/contractor time required to co-ordinate the works on the ground. To a large extent the delivery period associated with the corrective works has been protracted due to the time associated with obtaining the necessary streetworks permits. On balance it could be deemed that any external procurement savings maybe cost neutral.
- 5.49 The HDC agency agreement is likely to form the basis of an FDC agreement with the County Council. The HDC agreement is based on an initial 5 year period with the right to withdraw following a 12 month notice period. Any surplus largely to be realised from paid parking will be used initially to offset the associated CPE set up costs with a percentage of any future income being shared with the highway authority. The administration of all highway related TRO permits, waivers, suspensions and dispensations are being undertaken by HDC.

- 5.50 Local government reform would certainly now be factored into an FDC agency agreement with the County Council due to the future transfer of highway authority responsibilities.

6 RECOMMENDATIONS

- 6.1 note the updated estimated increase in the overall project delivery cost, timelines and CPE running costs post implementation.
- 6.2 consent to officers proceeding with obtaining updated corrective works costs from Milestone which is likely in itself to incur a cost (currently unknown but estimated to be within the range of £50k to £100k).
- 6.3 consent to officers proceeding with the implementation of CPE based on the predicted costs contained within this update report in advance of obtaining actual costs. Estimated costs to be brought back to cabinet for approval upon receipt.
- 6.4 provide an officer steer on any previously highlighted Red line areas within the previously drafted preliminary agency agreement.
- 6.5 approve the member/officer CPE project team to agree any red line areas in order to progress the CPE project to implementation. This would include the administration of all highway permits, suspensions, waivers and dispensations.

7 CONSULTATION

- 7.1 All mandatory consultation with stakeholders was undertaken in April 2022. Little in the way of feedback was received, however all key stakeholders were supportive and responses used to inform the draft CEA/SEA application. It is considered that no further evidence would be required by DfT to support the CPE application.
- 7.2 A 12 week public advisory period would need to be advertised following the receipt of the CEA/SEA order from the Department for Transport providing advanced notice of the CPE implementation date.

8 ALTERNATIVE OPTIONS CONSIDERED

- 8.1 The only alternative option is to continue for now with the police carrying out any enforcement duties for on-street parking contraventions although this is not seen as a priority area of focus for the police. The high level of defective and non-compliant signs and lines on the public highway network throughout the district would certainly make enforcement in any guise challenging at present.
- 8.2 The high cost associated with the implementation of CPE within Fenland is largely associated with the lack of sign and line maintenance over a protracted period of time by the Highway Authority. Two of Fenlands

neighbouring local authorities have already introduced CPE and a third is scheduled to go live in 2025.

- 8.3 It is likely that following the implementation of the local government reform agenda and the formation of new Councils within Cambridgeshire that the existing CEA SEP order would be amended to include Fenlands administrative area. The cost of implementing CPE within Fenland along with all associated corrective sign and line works would transfer to the new authority from April 2028.

9 IMPLICATIONS

Legal Implications

- 9.1 A full legal review of the contractual documentation associated with the Fenland/County agency and service level agreement will need to take place once agreement has been reached by both authorities on all previous Red line areas.
- 9.2 The County Council would require FDC to concede to the transfer of responsibility for all permits, suspensions, waivers and dispensations associated with the public highway in order for CPE to be implemented within Fenland.
- 9.3 It is inevitable that the highway authority will require the service level agreement to be for a minimum 5 year term, however legal advice will need to be sought in respect of LGR implications.

Financial Implications

- 9.4 The estimated cost for the corrective sign and line works were last calculated in November 2023. This highlighted a significant budget shortfall of £500,000. It is estimated that this cost is now likely to be in the region of £914,510
- 9.5 Whilst there may be some small saving associated with tendering the corrective sign and line works, the savings are likely to be offset by the cost associated with additional officer and contractual resource required to procure and co-ordinate the works on the ground.

Equality Implications

- 9.6 None

10 SCHEDULES

10.1 Predicted FDC Sign & Line Corrective Work Costs (November 2023 with Contract Rate and Increased Work Scope uplift applied)

Fenland Sign & Line Corrective Work Costs				
(Cost produced using CCC NEC framework contract - Option D)				
Tranche One - Whittlesey		Cost per Query	Target Cost £ (not an actual cost and may rise or fall)	Total Estimated Cost for Tranche £
No. of Sign/Post/Foundation Queries	44	£395.33	£17,394.52	-
No. of Lining Queries	150	£507.10	£76,065.19	-
T1 Estimated Cost (cost now outside of 90 day period and to be updated)				£ 93,459.71
Tranche Two - Chatteris		Cost per Query	Target Cost £ (not an actual cost and may rise or fall)	Total Estimated Cost for Tranche £
No. of Sign/Post/Foundation Queries	56	£509.37	£28,524.52	-
No. of Lining Queries	89	£655.84	£58,370.15	-
T2 Estimated Cost (cost now outside of 90 day period and to be updated)				£ 86,894.67
Tranche Three - March		Cost per Query	Target Cost £ (not an actual cost and may rise or fall)	Total Estimated Cost for Tranche £
No. of Sign/Post/Foundation Queries	55	£623.28	£34,280.58	No. of Sign/Post/Foundation Queries
No. of Lining Queries	148	£417.75	£61,826.68	No. of Lining Queries
T3 Estimated Cost (cost now outside of 90 day period and to be updated)				£ 96,107.26
Tranche Four - Wisbech		Cost per Query	Target Cost £ (not an actual cost and may rise or fall)	Total Estimated Cost for Tranche £
No. of Sign/Post/Foundation Queries	139	£439.00	£61,021.41	No. of Sign/Post/Foundation Queries
No. of Lining Queries	356	£564.77	£201,056.34	No. of Lining Queries
T3 Estimated Cost				£ 262,077.75
2023 CCC Contract Cost for Signs & Lines (exc contingencies)				£ 538,539.39
10% Contract Rate Uplift for Signs & Lines 2023 to 2025				£ 53,853.94
50% Estimated Increase in work scope associated with 50% of all fair line defects				£ 537,912.62
Sub Total				£ 1,130,306
5% Contingency associated with potential additional defects post 2021 survey				£ 56,515.00
Total Predicted Cost for All Four Tranches				£ 1,186,821

Note: The County Council last provided updated target costs for All four Tranches on 20th November 2023. Target costs are only valid for 90 days following which the contractor is entitled to reprice. An updated target costs will need to be ascertained to provide members with the most up to date costs. The costs provided in Schedule 7.1 are predicted costs and have been provided by officers applying estimated rate increases along with a lump sum associated with additional poor defects that were previously deemed fair. Target costs exclude any contingency allowance for increased scope associated with design package works having been based on 2021 survey data. Therefore a 10% contingency allowance has been added.

10.2 FDC CPE Funding

Funding Allocation Description	Capital Funding (£)	Project Expenditure	Remaining Funding (£)
CPCA funding from market towns fund	£400,000	£84,339	£315,661
County Council contribution towards FDC CPE design package works	£150,000	£110,000	£40,000
Potential Greater Cambridge Partnership contribution towards FDC CPE implementation (TBC)	£150,000	£0	£150,000
Potential Additional CPCA contribution towards FDC CPE implementation (TBC)	£160,000	£0	£160,000
Total of project grant funding	£860,000	-	-
Total project expenditure to date	-	£194,339	-
Total grant funding remaining			£665,661

10.3 Updated FDC CPE Set-up Costs

Item Description	Capital Set-up Cost (£)	Revenue Shortfall (£)
Feasibility Work Costs Spent to date		
Consultant cost for On-street TRO sign & line survey, mapping and production of query sheets including submission to and liaison with highway authority	£54,269	-
Consultant cost for implementation works to date	£12,360	
FDC Internal Officer Recharge	£17,710	
Sign & Line design package works + Appyway software licence cost	£110,000	
Total of project expenditure to date	£194,339	
Estimated Implementation Work Costs		
Fenland Parking Review and Strategy Document (for FDC Car Parks) DfT Recommendation – Specialist Consultancy	£15,000	-
Consultant cost for implementation works	£20,000	
Legal costs for agency and service level agreements associated with DfT application indicative	£10,000	-
Estimated contractor design package works associated with fair sign & line defects	£50,000	
Updated TRO corrective sign and line costs. CCC target cost based on 2021 survey + 10% Uplift from 2023	£592,393	
Estimated sign & line defects associated with 50% of all fair signs and lines now assumed to be poor	£537,913	
Contingency Allowance 5%	£56,515	
Consultation costs for FDC Parking Place Orders Review	3,000	
Legal and Consultation costs for FDC Parking Place Orders (Estimated)	5,000	

Replacement Signs associated with updated CPE Parking Place Orders for short and long stay parking (27 signs over 17 sites)	12,150	
New Signage associated with CPE Parking Place Orders for short and long stay parking (13 signs over 11 sites)	22,750	
Lining costs associated with FDC owned/managed parking facilities (28 sites)	40,350	
Installation of Solar Powered machines for motorists to record their arrival time (43 no solar machines for 28 car parks 2419 spaces @ £4000 Each) 1 machine per 75 bays	£172,000	
Permitting set up costs for Off-Street Car Parks Indicative	£15,000	
Public Consultation/Advisory Advertisement	£5,000	
FDC Officer Time (Estimated)	£23,100	
Total Estimated Implementation Costs	£1,580,171	
Remaining CPE grant funding	£665,661	
Estimated Project Budget Shortfall for CPE Setup		£914,510

10.4 Updated Estimated CPE Operating Costs

Items	Revenue Cost Per year	Revenue Income per year
Income from PCNs based on issuing 1983 tickets (@ £50-£70) a year using 2 Full Time CEO's		£55,331
County Court Proceeds		£887
Operational Management (External)	£15,943	
On Street Enforcement Cost (External)	£41,862	
Off Street Enforcement Cost (External)	£34,110	
CEO Vehicle Costs x2 £7,500 per year plus mileage costs	£18,000	
Car Park Machine Vehicle Registration & On-street PCN Processing	£17,006	
Management of Highway Permits, Waivers, Suspensions & Dispensations	£0,000	
Average Estimated Annual Income		£56,218
Total Average Annual Operating Costs	£126,921	
Average Annual CPE Operating Deficit	- £70,703 DEFICIT	

Notes

- Operating costs have been based on 2 full-time enforcement officers. It is considered that 4 FTE CEO's would provide greater cover and resilience but would also further increase revenue costs. Having less CEO's or using part time CEO's would consequently reduce PCN income by virtue of having less time deployed issuing tickets. This would also not provide sufficient resource levels to enforce on-street areas throughout the district and the 28 Council owned/managed short/long stay parking facilities within the four Market Towns.
- The annual estimated CPE operating costs have been produced using the fully external enforcement and administration feasibility model V3B previously preferred by members which has been updated in June 2025.

- Running Civil Parking Enforcement in a largely rural area with spread out Market Towns, such as those in Fenland, the factor of Civil Enforcement Officer downtime has to be considered. CEO's will spend time travelling between small market towns and the likelihood of finding any parking infringements is lower than in a busy city centre such as Cambridge. The recent implementation of CPE in in SCDC supports this.
- The above income and operational CPE costs include costs associated with managing On-street parking, permits, dispensations, waivers and suspensions. Fee's associated with permit charging would be set and agreed by the County Council. Any income would be used to offset the administration costs. It is unlikely any surplus will be generated but in such cases these would be used in accordance with the agency agreement and CPE ringfencing rules.

10.5 Revised CPE Timetable

Action	Indicative dates	Individual Task Duration
Draft and Sign Off of FDC/CCC CPE Agency Agreement and SLA (subject to Red Flag areas being agreed)	August 2025 - Jan 2026	6 months
CCC to prepare and submit a detailed costed business case/application to Dft	Feb - March 2026	1 month
Submission of CPE Application to Dft October for designation order. (current time for Dft consideration/approval is 6 months)	March 2026 - March 2027	Up to 12 months
Undertake a review of all FDC off street parking places orders to include short & long stay parking and permitting	Oct 2025 - Jan 2026	3 months
Consultant to undertake an FDC Parking Review and District wide parking Strategy to link to the corporate transport objectives	Feb 2026 - August 2026	6 months
External Enforcement & Administration Services Tender/Procurement	August 2026 – Feb 2027	6 months
Implementation of On-street corrective sign works	March - June 2027	3 months
Implementation of On-street corrective line works	March - Sept 2027	6 months
Implementation of FDC CPE car park signs and lines	March – June 2027	3 months
Public/Partner Notice (mandatory prior to implementation of CPE)	July – Sept 2027	2 months
Estimated CPE Go Live Date	September 2027	