

**MEETING OF THE SOUTH ESSEX PARKING PARTNERSHIP
JOINT COMMITTEE**

Thursday 8 August 2024 – 14.00
Marconi Room, Civic Centre, Chelmsford City Council



SOUTH ESSEX

AGENDA

1	Welcome and introductions	Nick Binder
2	Apologies for absence and substitutions	Nick Binder
3	Election of Chairman for the ensuing Municipal year	Nick Binder
4	Election of Vice Chairman for the ensuing Municipal year	Chairman
5	Minutes of the Joint Committee Meeting 14 March 2024	Chairman
6	Public Question Time	Chairman
7	Enforcement Operations update	Russell Panter (verbal update)
8	Financial outturn 2023/24	Michael Packham
9	Financial Report 2024/25	Michael Packham
10	Annual Report of the South Essex Parking Partnership 2023/24	Nick Binder
11	Update on the School Parking Initiative	Jack Sharpe (verbal update)
12	Essex County Council proposal for the allocation of the agreed share of operational fund	Nick Binder
13	Rochford proposal for the remaining allocation of the agreed share of operational fund	Nick Binder
14	Date and time of next meeting: Thursday 10 October 2024 – 14.00 – Marconi Room	Chairman

MINUTES
of the
SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE
held on 14 March 2024 at 2pm

Members present:

Councillor Ian Fuller – Chelmsford City Council
Councillor Simon Morgan – Maldon District Council
Councillor Carole Morris – Basildon Borough Council
Councillor Darryl Sankey – Brentwood Borough Council
Councillor Vilma Wilson – Rochford District Council

Officers present:

Nick Binder – Chelmsford City Council
Heather Binns - Chelmsford City Council
Paul Brookes – Chelmsford City Council
William Butcher – Chelmsford City Council
Andy Champ – Essex County Council
Jan Decena - Chelmsford City Council
Stuart Jarvis – Castle Point Borough Council
Mike Packham - Chelmsford City Council
Russell Panter – Chelmsford City Council
Alan Underdown – Basildon Borough Council

1. Welcome from Chairman

The Chairman welcomed those present to the meeting of the Joint Committee.

2. Apologies for Absence

Apologies for absence were received from Councillor M Fuller, Castle Point Borough Council and Councillor L Shaw, Essex County Council. Apologies had also been received from Sharon Braney – Rochford District Council, James Hendry – Basildon Borough Council, Jo Heynes – Essex County Council, and Nicola Syder – Maldon District Council. Alan Underdown substituted for James Hendry – Basildon Borough Council, and Andy Champ substituted for Jo Heynes – Essex County Council.

3. Minutes of the Joint Committee Meeting 12 December 2023

An update was given to a previous operational matter in the previous minutes on 14 December 2023 to the Joint Committee in relation to staffing issues. Members were informed that there were currently three vacancies in Brentwood, a part-time vacancy in Basildon, and another vacancy in Maldon. One applicant for one of the posts in Brentwood had been subject to employment checks but withdrew thus another round of advertisement was facilitated. It was advised that there had been a good response with seven application forms received. It was anticipated that all the vacancies would be filled from the applications. It was also reported that one of the officers were soon to retire and that advertisement for this post had started.

The minutes of the meeting 12 December 2023 were confirmed as a correct record.

4. Public Question Time

No questions were asked at the meeting.

5. Operational and performance update (verbal update)

The Joint Committee received a verbal update on enforcement operational matters. Members were advised of the robust system with training new staff and ensure that they were inducted. It was noted that existing staff would also receive refresher trainings. However, recruitment still posed to be challenging and there were delays in recruiting staff. They were also updated regarding school parking and the 3PR initiative and schools that had signed up would be contacted to check progress. Some new park and stride schemes were to be initiated by Barnes Farm School as well as the option for a potential scheme in Stock. Members were also informed of the School Parking twitter account.

The Joint Committee was also informed of the moving traffic enforcement powers and whether Essex County Council would apply for these to be introduced in Essex.. Essex County Council confirmed that the current position is to not adopt these powers. They were also informed on the footway parking and there was now pressure on the government to introduce this legislation for authorities outside of London. It was noted that it had been three years since the last consultation and that the British Parking Association had called the government to action. It was also noted that there should ideally be an agreed Essex wide policy on how to enforce an obstruction of a footway/pavement should the legislation be granted.

Member were also informed of the red routes and data led enforcement. It was advised that there had been talks with the camera companies and the consideration for the use of red routes in high profile areas where traffic management is a constant challenge. There were also discussions on which supplier to use. Members were also provided an update on MiPermit. It was advised that the team had attended a seminar with Chipside and discussed capabilities regarding omission-based charges.

In response to the questions and comments, the Joint Committee members heard that;

- The School Parking Team were in liaison with St Peter's School at South Weald regarding the park and stride initiative. It was stated that there was an issue with the road network and the location of the school being rural.
- Red routes were roads that have red lines to indicate that a vehicle was not allowed to stop. It was advised that applying a red route was seen as a more viable option and a more effective way of enforcement.
- Regarding parking apps on mobile phones and whether there would be a 'national' parking app, it was advised that people choose their preferable parking app. It was also advised that there was a government-led platform where one of the objectives was for parking apps to be centralised under one app.
- It was advised that officers were now working with Brentwood officers in relation to the ongoing parking issues in the High Street and looking at potential future solutions to improve the enforcement in this area. It was advised that a red route was a potential option, and officers were currently looking at the logistics. However, the costs and funding were still to be established and agreed.
- It was advised that MiPermit was a permit platform which residents could also make an account to apply for permit. Enforcement officers would be able to decipher whether there was a permit or not on their handheld devices.

RESOVLED that the update be noted.

(2.04pm to 2.22pm)

6. Financial Report

The Joint Committee considered a report on the financial position of South Essex Parking Partnership up to 29th February 2024, which showed a cash-based surplus of £387,836 for SEPP and a deficit of £288,524 for the TRO account before considering items funded from the Reserve. This resulted in an overall surplus position of £99,312 when the TRO account was included, an improvement of £21,144 since last reported. It was noted that the 23/24 figure on PCN income, represented just under 102% of the income received in 22/23 over the same period. It was noted that the latest projections and incomes received meant the budget was likely to be broadly on target.

Members were also noted of the two additional items of reserve spend in 23/24 since last reported, relating to Basildon and Brentwood's £186,000 allocation from the Operational Fund. This was added to the out of hours enforcement costs in Brentwood out of the reserve spend in 23/24, and the total reserve spend then totalled to £405,820 to date. This then left the partnership and TRO account in a total deficit position after reserve use of £306,508.

Responding to a question regarding the out of hours enforcement in Brentwood, it was reaffirmed that the partnership was paying for officers, but that this arrangement would be moving to a more flexible arrangement moving forwards.

RESOLVED that the financial report be noted.

(2.22pm to 2.26pm)

7. Progress on Business Plan 2023/24

The Joint Committee received an update on progress against the Business Plan approved for 2023/24. It was advised that the Business Plan 2023/24 estimated a final surplus position of £69,000. The £400,000 reserve that was currently held would be maintained. Members were also advised that the projected outturns would be dependent on the operating the function to the agreed expenditure costs and the amount of income received. It was highlighted that the PCN income equated to 65% of the overall projected income.

Officers reported that the amount of PCNs issued were monitored and found that it increased to 4.3% against the 2022/23 outturn but less than the estimated in the Business Plan by 2.1%. Operational costs were reported as expected but that the overall income receive from PCNs, permits, and pay and display income was expected to reduce by 3.5% against the estimates. The expected surplus outturn for the enforcement operation was then expected to be in the region of £410,000.

Members were advised that performance were not at levels on the pre-COVID period, which was the baseline of the current Business Plan. The individual PCN performances on each area were also heard with Basildon, Maldon, and Rochford being down against the estimated figure with one of the factors affecting this was the constant turnover of staff. In relation to the recovery rates, it was advised that 75% would be the benchmark for PCNs issued. It was advised that the overall recovery rate for PCNs paid was currently at 73%.

In response to comments and questions, the Joint Committee heard that;

- Regarding the figures seen in Maldon District, it was advised that the amount of PCNs received were monitored throughout and that the current vacancy could affect the figures as well. It was also advised that the deficit would be the result of the increased costs. It was also advised that as Maldon was saturated, there were not many permit holders.
- It was advised that both Chelmsford City and Brentwood Borough have the benefit of both visitor and resident parking and on-street pay and display income.
- It was advised that the Partnership account related to the ECC highways and the public car parks within the Partnership areas remain the responsibility of the local authority
- It was observed that Basildon Borough was mainly industrial and that working from home could be a factor in its performance. Officers advised that an operation was in place and that also the demographics of the place could be a factor.
- Regarding the performance by Rochford District, it was advised that there was a period of two to three months where a staff was on long-term sickness. It was considered to supplement Rochford with staff from other areas however it would impact those places. Currently, all of the staff was in operation and there had been no issues regarding individual performances.
- Regarding sharing good practice between officers, it was advised that there were always different levels of performance in certain officers however it was also advised that certain areas were different to each other, and that the performance was area-based only.

AGREED that the report be noted.

(2.16pm to 2.21pm)

8. Delegation of the Joint Committee decision to consider representations against an advertised Traffic Regulation Order

The Joint Committee received a report proposing to approve the delegation to the SEPP manager, or a nominated deputy, the function of considering representations received in respect of an advertised proposed Traffic Regulation Order. Members were advised that the decision was to be taken after consultation with the Chair of the Joint Committee and one Member, who would normally be a representative for the local authority in whose district the proposed TRO would relate to.

Members were informed that Essex County Council had delegated the responsibility for on-street parking enforcement and for the relevant signs and lines maintenance to the Joint Committee. The Joint Committee was also given powers to make relevant traffic regulations in accordance with the provisions contained in the Traffic Management Act 2004 and the Road Traffic Regulation Act 1984. Members were also informed of the procedures following an introduction of a new TRO which included publishing a statutory Notice of Proposal and considering unresolved objections before reaching a final decision. It was also advised that the Joint Committee currently have a Sub-Committee to consider objections against a proposed TRO where the objections were read out by the SEPP manager or by the public invited to give out their objections. The Members also noted the current Terms of Reference of the TRO Sub-Committee.

It was observed by officers, however, that a high number of the proposed TROs were reinforcing guidance from the Highway Code including junction protections and obscuring sightlines on a bend. It was noted that setting up the TRO Sub-Committee to consider such proposals could be timely and that the delegation to the SEPP manager would streamline the process. There was also the added benefit of reducing the amount of time taken from advertising the TRO to making a final decision should objections be received. Members was also advised that North Essex Parking Partnership (NEPP) already have the delegation to officers in place.

Members noted the amended relevant section of a new Joint Committee Agreement should the delegation to officers be agreed. It was also advised that final decisions could still be forwarded to the TRO Sub-Committee should it be found necessary and appropriate after the consultation with the Chair of the Joint Committee and a Member whose local authority the proposed TRO related to.

In response to questions from members, the Joint Committee heard that;

- It was reiterated that NEPP already have the same arrangement in place where officers would make delegations on representations where guidance on the Highway Code was involved. It was advised that there was no obligation for the public to attend and observe TRO meetings however these meetings stayed open for SEPP for transparency. However, all objections were still to be considered even up for officer delegation.
- The recommendation to modify a TRO would still be available. If there were further concerns around any schemes, these would be sent back to the Sub-Committee for consideration.

- There would still be a detailed report setting out the representations received and the recommendation to be considered under the new delegation and anyone who made representations would still be notified of the decision made

The Joint Committee Members then voted by show of hands to the proposed delegation to officers to consider representations and take the decision on the advertised TROs. The Joint Committee unanimously agreed to proceed with the proposed delegation to officers.

AGREED that;

1. That the South Essex Parking Partnership Manager (or nominated deputy of the Lead Authority) be delegated the standing authority to –
 - i.) consider representations received in respect of an advertised proposed Traffic Regulation Order; and
 - ii.) after consultation with the Chair of the Joint Committee and one other Joint Committee member (who will normally be the Joint Committee member for the local authority in whose district the proposed TRO relates) to take one of the following steps:
 - Make the proposed TRO as advertised;
 - Make the proposed TRO as advertised but subject to modifications (which are less restrictive); or
 - Withdraw the proposed TRO in its entirety (i.e. not process with the making of such TRO).
2. The Terms of Reference of the Joint Committee's TRO Sub-Committee be amended to reflect the above delegation – that is to say, to make it clear that the Sub-Committee shall only exercise its functions in those cases where the South Essex Parking Partnership Manager (or nominated deputy of the Lead Authority) after consultation with the Joint Committee Chair and the Joint Committee Member for the local authority in whose district the proposed TRO relates determines that the proposed TRO should be referred to the Sub Committee.

(2.46pm to 3.06pm)

9. Date and time of next meeting:

AGREED that the next meeting of the Joint Committee be on 27th June 2024 at 2pm.

The meeting closed at 3.06pm

Chairman

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

8th August 2024

AGENDA ITEM 8

Subject	Financial outturn 2023/24
Report by	Revenue Management Team Leader, Chelmsford City Council

Enquiries contact: Michael Packham, Revenue Management Team Leader, 01245 606682, michael.packham@chelmsford.gov.uk

Purpose

To report on the financial position of the South Essex Parking Partnership for the year ending 31st March 2024

Options

Recommendation(s)

That the report be noted.

Consultees	Service Accountant South Essex Parking Partnership Manager
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1. Introduction

- 1.1 This report sets out the summary of the financial position for the South Essex Parking Partnership for the period covering 1st April 2023 to 31st March 2024.

2. Financial summary

- 2.1 Appendix 1 provides details of the actual costs incurred and income received, and is showing a surplus of £344,870 for SEPP and a deficit of £311,237 for the TRO account, for the financial year ending 31st March 2024 before taking into account items funded from reserves. This resulted in an overall surplus position for the Partnership including the TRO account of £33,634.

As a comparison to the last financial year, the Partnership and TRO account made a surplus of £129,714, a figure £96,080 greater than 23/24. The key variations from 23/24 compared to 22/23 were all to do with rising expenditure, with direct expenditure as a whole totalling £2,225,937 for 23/24 compared to £2,055,429 in 22/23. This highlights how rising inflation on expenditure is not staying in line with rising income, due to the prices for PCN's not being inflated each year.

This is shown through comparing PCN income from 23/24 against 22/23, with both years being very similar in terms of levels, with £1,616,229 raised in 23/24 compared to £1,612,372 in 22/23.

Other income performed well in 23/24, with residents parking permits generating £682,213 worth of income, compared to £610,473 in 22/23, which represents an increase of almost 12% year on year.

The expenditure on the items funded from the SEPP reserves were all within requested funding. The Memorandum, Items funded from Reserves details the amounts committed during the year that will be taken from reserves. The reserve use in 23/24 is made up of the following. Three amounts of £186,000 as part of their agreed allocations from the SEPP Reserves to Basildon, Brentwood and Maldon Councils. The remaining use of reserves were £33,820 on out of hours enforcement services from Brentwood Borough Council. All of these result in a total use of reserves in 23/24 of £591,820.

Once the £591,820 use of reserves is taken into account, the net position for the Partnership including the TRO account is a deficit of £558,186 as can be seen in Appendix 1.

This deficit position has been taken from the cumulative cashable position for on street operations. The Partnership now has a cumulative cashable position of £1,597,600. This amount does not include £401,809 of outstanding fines yet to be collected after allowing for a bad debt provision.

A report later in this agenda will highlight how this balance has been allocated for future spend.

Whilst most costs reflect actual spend, where this is not specifically identifiable against an individual authority, the figures have been allocated based on the previously agreed method of allocation within the Annual Business Plan, and show the position for each Partner over the 1st April 2023 to 31st March 2024 period.

List of Appendices

Appendix 1 – SEPP & TRO Financial Summary – 2023/24 Outturn

Appendix 2 – SEPP Reserve Summary 2023/24

Background Papers

Nil

Appendix 1 South Essex Parking Partnership - Outturn 2023/24									
Actuals 23/24	Chelmsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	Total	TROs	Total
	£	£	£	£	£	£	£	£	£
Direct Expenditure									
- Employees	492,109	324,670	67,956	346,463	151,715	99,060	1,481,973	145,821	1,627,794
- Premises	0	0	0	0	0	0	0	0	0
- Supplies and Services	57,442	44,471	47,107	47,999	21,148	12,649	230,816	142,255	373,071
- Third Party Payments	21,589	16,046	3,647	11,670	5,543	4,814	63,309	0	63,309
- Transport costs	23,529	29,447	14,799	56,049	22,966	14,799	161,588	176	161,764
Total Direct Expenditure	594,669	414,634	133,509	462,180	201,371	131,322	1,937,686	288,251	2,225,937
Indirect Expenditure									
Central Support	63,233	40,900	8,814	35,808	12,524	10,621	171,900	23,200	195,100
Total Indirect Expenditure	63,233	40,900	8,814	35,808	12,524	10,621	171,900	23,200	195,100
Total Expenditure	657,902	455,534	142,323	497,988	213,895	141,943	2,109,586	311,451	2,421,037
Income Received									
PCN's	541,777	518,801	60,970	223,464	134,755	136,463	1,616,229	0	1,616,229
Residents' Parking Permits	302,836	145,557	26,157	179,006	20,615	8,041	682,213	0	682,213
Pay & Display	109,750	45,184	0	0	0	0	154,934	0	154,934
Other	394	264	57	217	81	68	1,080	214	1,294
Total Income	954,756	709,806	87,184	402,687	155,451	144,572	2,454,456	214	2,454,671
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below	(296,854)	(254,272)	55,139	95,301	58,444	(2,629)	(344,870)	311,237	(33,634)

(a)

Memorandum: Items funded from Reserves

	Actuals
	£
Out of Hours Enforcement Services from Brentwood Borough Council	33,820
Basildon Allocation of Operational Fund	186,000
Brentwood Allocation of Operational Fund	186,000
Maldon Allocation of Operational Fund	186,000
	591,820
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves	(33,634)
Net After Use of Reserves	558,186

(a)

Appendix 2

South Essex Parking Partnership - Cumulative Surplus / Deficit - Cash basis @31/03/2024

	Chelmsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	TRO	Use of Reserve	SFC Compensation	ECC Initial Cashflow Assistance	Total
2011/12	(119,640)	(95,000)	20,710	32,810	29,190	27,920					(104,010)
2012/13	(122,760)	(119,360)	13,260	7,440	16,710	21,160					(183,550)
2013/14	(148,700)	(122,260)	(1,450)	(33,310)	8,880	23,190					(273,650)
2014/15	(153,520)	(176,710)	(9,280)	(4,110)	28,410	12,280					(302,930)
2015/16	(236,770)	(168,680)	(12,540)	(22,590)	(5,570)	(22,570)	(16,990)				(485,710)
2016/17	(288,670)	(187,300)	(16,390)	(83,140)	(20,460)	(44,750)	308,900				(331,810)
2017/18	(404,880)	(246,010)	9,600	(35,770)	4,870	(13,220)	295,430				(389,980)
2018/19	(448,800)	(293,510)	(12,010)	(71,000)	20,910	(10,780)	266,180	182,580			(366,430)
2019/20	(384,480)	(265,620)	(4,920)	(122,310)	8,050	(8,310)	404,830	129,380			(243,380)
2020/21	(81,860)	(51,950)	44,750	49,730	67,720	3,750	365,640	344,220	(450,640)		291,360
2021/22	(296,930)	(216,580)	18,350	100,260	41,050	(5,360)	408,110	352,000	(145,580)		255,320
2022/23	(299,740)	(299,040)	15,440	74,030	51,680	(7,490)	335,400	208,700	0	(100,000)	(21,020)
2023/24	(296,850)	(254,270)	55,140	95,300	58,440	(2,630)	311,240	591,820	0	0	558,190
(Surplus) / Deficit	(3,283,600)	(2,496,290)	120,660	(12,660)	309,880	(26,810)	2,678,740	1,808,700	(596,220)	(100,000)	(1,597,600)

(401,809.43) o/s Fines
 9.92 rounding adj
(1,999,399.51) SEPP Reserve Balance C/fwd

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

8th August 2024

AGENDA ITEM 9

Subject	Financial Report 24-25
Report by	Revenue Management Team Leader, Chelmsford City Council

Enquiries contact: Michael Packham, Revenue Management Team Leader, 01245 606682, michael.packham@chelmsford.gov.uk

Purpose

To report on the financial position of the South Essex Parking Partnership up to 30th July 2024

Options

Recommendation(s)

That the report be noted.

Consultees	Revenue Management Team Leader South Essex Parking Partnership Manager
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1. Introduction

- 1.1 This report sets out the summary of the financial position for the South Essex Parking Partnership for the period covering 1st April 2024 to 30th July 2024.

2. Financial summary

- 2.1 Appendix 1 provides details of the actual costs incurred and income received, and is currently showing a surplus of £33,231 for SEPP and a deficit of £91,833 for the TRO account, on a cash basis for the financial year to the 30th July 2024 before taking into account items funded from the Reserve. This results in an overall deficit position for the Partnership including the TRO account of £58,602.

At the first committee meeting of last financial year, the position was a deficit of £56,460.

Looking at a comparison between this year and last year (April to July), and PCN income in particular, the Partnership received a total of £487,830 in 24/25, whereas in 23/24 the Partnership over the same period (April to July) received £532,060. There are often fluctuations during the year and from one year to the next, with PCN income as a whole being relatively stable between 23/24 and 22/23, so is expected to be broadly similar for 24/25.

- 2.2 There has been no reserve spend to date in 24/25.

Whilst most costs reflect actual spend, where this is not specifically identifiable against an individual authority, the figures have been allocated based on the previously agreed method of allocation within the Annual Business Plan, and show the position for each Partner over the 1st April 2024 to 30th July 2024 period. For example, central support is not allocated across the Partnership until the end of the financial year, and so a pro-rata up to the date mentioned above has been included.

List of Appendices

Appendix 1 - Financial summary @ 30/07/2024

Appendix 1 South Essex Parking Partnership - Summary position @ 30/07/2024									
Actual 24/25	Chelmsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	Total	TROs	Total
	£	£	£	£	£	£	£	£	£
Direct Expenditure									
- Employees	163,560	94,409	21,760	102,915	49,218	31,776	463,638	46,815	510,454
- Premises	0	0	0	0	0	0	0	0	0
- Supplies and Services	20,387	17,275	3,464	10,923	13,251	4,156	69,456	36,462	105,917
- Third Party Payments	18,350	13,638	3,100	9,921	4,712	4,091	53,812	0	53,812
- Transport costs	1,416	1,746	873	3,295	1,310	873	9,513	9	9,522
Total Direct Expenditure	203,713	127,068	29,198	127,054	68,491	40,896	596,419	83,285	679,705
Indirect Expenditure									
Central Support	22,718	16,866	3,847	12,263	5,819	5,063	66,575	8,548	75,123
Total Indirect Expenditure	22,718	16,866	3,847	12,263	5,819	5,063	66,575	8,548	75,123
Total Expenditure	226,431	143,933	33,045	139,317	74,310	45,959	662,995	91,833	754,828
Income received to 30/07/2024									
PCN's	177,139	126,349	21,116	82,409	39,172	41,645	487,830	0	487,830
Residents' Parking Permits	78,047	35,920	6,793	36,260	4,096	2,044	163,160	0	163,160
Pay & Display	30,726	13,785	0	0	0	0	44,511	0	44,511
Other	262	176	38	150	54	46	726	0	726
Total Income	286,174	176,229	27,946	118,820	43,322	43,735	696,226	0	696,226
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below	(59,744)	(32,296)	5,098	20,497	30,988	2,224	(33,231)	91,833	58,602

(a)

Memorandum: Items funded from ReservesActuals
£

0

Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves

58,602

(a)

Net After Use of Reserves

58,602

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

Thursday 8 August 2024

AGENDA ITEM 10

Subject	Annual Report 2023/24
Report by	Parking Partnership Manager

Enquiries contact: Nick Binder, Parking Partnership Manager, 01245 606303, nick.binder@chelmsford.gov.uk

Purpose

This report seeks approval of the Joint Committee for the 2023/24 Annual Report of the South Essex Parking Partnership.

Options

The Joint Committee can approve, amend or reject the proposals.

Recommendation(s)

It is recommended that the Joint Committee;

- Approves the Annual Report 2023/24

Consultees	Lead Officers from each of the Partner Authorities as set out in Appendix B of the Joint Committee Agreement 2022.
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1. Introduction

- 1.1 Section 14.1.9 and 28.3 of the Joint Committee Agreement states that the Joint Committee will be responsible for approving an Annual Report to be made available to Partner Authorities and other interested parties. The Joint Committee may also decide to publish the report. The 2023/24 Annual Report is attached as Appendix 1.

2. The Annual Report 2023/24

- 2.1 The Annual Report is produced in line with the Traffic Management Act (TMA 2004), which through Statutory Guidance, places a duty on enforcement authorities to produce and publish an Annual Report within 6 months of the end of the financial year.

The South Essex Parking Partnership (SEPP) has two main areas of responsibility, the on-street parking enforcement operation and the Traffic Regulation Order (TRO) function which includes the maintenance of parking related signs and lines and the implementation of parking traffic management schemes which require a new TRO. This annual report provides an overview of the performance of these operations and a comparison to the previous year performance. This includes all financial and statistical data as recommended in the operational guidance of TMA 2004.

The performance figures for each individual Partnership area are included in Appendix A in the report.

3 Financial position

- 3.1 Section 3 of the report provides the financial outturn for the 2023/24 Partnership account. The report provides comparisons against the original approved Business Plan for 2023/24 and the outturn for the previous financial year. Table 1 on page 8 of the report provides the financial information for the overall enforcement operation account and the position for each individual Partnership area. Table 4 (page 10) shows the financial outturn for the TRO function and Table 5 (page 11) provides the overall partnership outturn after the TRO costs have been deducted and the comparison to the previous financial year.

- 3.2 The performance in 2023/24 continues to make good progress following a few challenging years due to the impact of Covid-19. The more recent inflationary pressures which has resulted in the increased operational and staff costs is starting to put pressure on the final outturn position. The key points for the year are:

- An overall surplus achieved of £344,870 from the enforcement operation account to contribute to the costs of TRO function and maintenance of signs and lines .
- £201,382 increase in enforcement operational expenditure and £81,138 increase in income, compared to 2022/23.
- An overall income increase of 3.42% compared to the previous year.

The tables (2 & 3) on page 9 and tables (4 & 5) on page 10 show the financial comparisons in detail.

- 3.3 Section 3.4 of the report provides the information as to how the surplus from the 2023/24 account is distributed into three key parts under the terms of the 2022 Joint Committee Agreement.

- 3.3 Table 6 on page 12 of the reports sets out the financial reserve held by the Joint Committee and the remaining costs to complete the outstanding areas of approved spend. These funds include the reserves held that were carried forward into the new Joint Committee Agreement. These reserves remain the sole responsibility of the Joint Committee to manage and allocate.

Considering the outstanding items of spend, the Partnership holds the agreed reserve of £400,000 with a remaining £155,960 to invest back into the operation and allocate funding which is in accordance with section 55 of the RTRA 1984.

Team performance

- 4.1 Section 4 of the Annual Report provides an overview of the four key areas (Joint Committee, TRO function, Civil Enforcement Officers and Back Office), which contribute to the success of the Partnership. The report provides an overview for each area and provides overall Partnership performance statistics relevant to the operation.

The performance figures for each individual Partnership area are included as Appendix A to the Annual Report.

- 4.2 The key points for 2023/24 are:

- 48,884 on-street Penalty Charge Notices (PCNs) issued resulting in a 2.59% increase compared to 2022/23.
- 80% of PCNs issued fully paid.
- 140 sign and line maintenance schemes completed, and new TROs created containing 40 roads with new parking schemes.
- £134,100 allocated during the year for new schemes requiring a new TRO.
- £89,200 allocated during the year for essential maintenance of signs and lines.

- 4.3 Section 4.3.1 (page 19) of the report provides an overview of the School Parking Initiative – 3PR. The financial position of the parking partnership has enabled the continued investment into 3PR and the School Parking Initiative and supports 51 schools within various SEPP areas.

The initiative is achieved through:

- engagement with the pupils providing education, learning activities and reward schemes for good parking practices (children are the next generation of drivers)
- distribution of educational material to parents and residents on considerate parking and the impact of inconsiderate parking on the local area
- a commitment from the parents via the school charter to embrace the School Parking Initiative

- an understanding from local residents that cars will need to be accommodated on the highway at peak school times and that provided the cars park sensibly, this should be encouraged
- an understanding from the parents that inconsiderate parking is discouraged and not supported by the school
- alternative travel to school schemes

Full information on 3PR and the School Parking Initiative can be found on the website at (www.schoolparking.org.uk).

- 4.4 Section 4.3.2, page 21 provides information on the enforcement patrol and PCN contravention data.

Overall the enforcement officers have visited 214,885 streets, carried out 171,434 observations and issued 48,884 PCNs which equates to an average of 9.37 PCNs issued per day per CEO.

5 PCN issue and recovery rates

- 5.1 Section 5, page 24 of the report provides statistical information relating to the amount of PCNs issued and recovered in financial year 2023-24.

It is essential that PCNs are legally issued and correctly recovered using the legislation of TMA 2004. Failure to do so will result in a high number of representations, appeals to adjudicators and PCNs written off due to CEO error. The Partnership carries out the operation in a consistent, professional manner and in accordance with TMA 2004. This is demonstrated with only 1% of PCNs written off due to CEO error, only 6% of the total PCNs issued being cancelled as a result of a challenge or representation, and 0.09% of motorists who appeal to the independent adjudicator because they do not agree with the Partnerships decision. The amount of PCNs written off for other reasons such as where vehicles are untraceable and bailiff recovery is unsuccessful is 11%

Another positive indicator of the fair decisions of the CEOs is that 65% of motorists pay the PCN at the discounted amount, suggesting that the motorist do not dispute the validity of the PCN in the first instance.

6 Conclusion

- 7.1 The performance in 2023/24 continues to make good progress following a few challenging years due to the impact of Covid-19. The more recent inflationary pressures which has resulted in the increased operational and staff costs is starting to put pressure on the final outturn position. Taking these factors into consideration the financial account remains in a positive position and the current level of reserve held ensures the Partnership is well placed to continue the delivery of the service while expenditure and income remain under review.

It is recommended that the Joint Committee;

- Approves the Annual Report for 2023/24

List of Appendices

Appendix 1 Annual Report 2023/24

Background Papers

The South Essex Parking Partnership Joint Committee Agreement 2022



SOUTH ESSEX

Annual Report 2023/24



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Executive Summary

This annual report is produced in line with the Traffic Management Act (TMA 2004), which through Statutory Guidance, places a duty on enforcement authorities to produce and publish an Annual Report within 6 months of the end of the financial year. This annual report provides an overview of the performance of the South Essex Parking Partnership (SEPP) operation and a comparison to the previous years of operation. This includes all financial and statistical data as recommended in the operational guidance of TMA 2004.

Summary of key performance factors during financial year 2023/24 are:

- An overall surplus achieved of £344,870 from the enforcement operation account to contribute to the costs of TRO function and maintenance of signs and lines .
- £201,382 increase in enforcement operational expenditure and £81,138 increase in income, compared to 2022/23.
- An overall income increase of 3.42% compared to the previous year.
- 48,884 on-street Penalty Charge Notices (PCNs) issued resulting in a 2.59% increase compared to 2022/23.
- 80% of PCNs issued fully paid.
- 140 sign and line maintenance schemes completed, and new TROs created containing 40 roads with new parking schemes.
- £134,100 allocated during the year for new schemes requiring a new TRO.
- £89,200 allocated during the year for essential maintenance of signs and lines.

The performance in 2023/24 continues to make good progress following a few challenging years due to the impact of Covid-19 but the more recent inflationary pressures resulting in increased operational and staff costs along with the impact of central government not increasing PCN charges since 2008, is starting to put pressure on the final financial outturn position. Taking these factors into consideration, the financial account remains in a positive position and the current level of reserve held ensures the Partnership is well placed to continue the delivery of the service while expenditure and income are reviewed.

1 Introduction

The South Essex Parking Partnership carries out the on-street parking enforcement in Chelmsford, Basildon, Rochford, Castle Point, Maldon and Brentwood on behalf of Essex County Council (ECC), the highways authority, through delegated responsibilities under a Joint Agreement signed by all partner authorities in 2011.

This agreement ended on 31 March 2022 and all the partner authorities have signed up to a new Joint Committee Agreement for a further five years with the option to extend year-on for a further three years.

The Operational Guidance of Part 6 to the Traffic Management Act 2004 (TMA 2004) clearly advises that it is a sensible aim that enforcement operations must be self-financing and if not, the Secretary of State will not expect either national or local taxpayers to meet any deficit.

As such, both the South and North Parking Partnerships were formed with a key objective to reduce inherent deficits and to provide more cost-effective solutions to the parking enforcement delivery across the County.

Parking enforcement and the implementation of traffic management schemes across SEPP are essential functions which set out to promote and achieve the following core principles:

- Managing the traffic network to ensure expeditious movement of traffic.
- Improving road safety.
- Improving the quality and accessibility of public transport.
- Meeting the needs of people with disabilities, some of whom will be unable to use public transport and depend entirely on the use of a car.
- Managing and reconciling the competing demand for highway parking provision.
- Providing suitable on street parking arrangements, considering the needs of local businesses and residents.
- Supporting wider policies through incentivising behaviour.
- Ensuring that the requirements of the TMA 2004 are met.
- Encouraging compliance of parking restrictions.

- Operating on street Civil Parking Enforcement across the Partnership area to achieve a zero-deficit position.

The core principles are also linked to the business aims and objectives of SEPP, which are:

- Support the core principles of TMA 2004.
- Operate a financially self-sufficient enforcement and TRO operation ensuring sufficient funds are available to invest back into the function.
- Maintain a reserve fund.
- Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit.
- Maintain signs and lines, and TROs to an acceptable level ensuring suitable funding is available.

This annual report provides an overview of the 2023-24 performance of the overall SEPP operation and provides a comparison to the previous years of operation. This includes all financial and statistical data as recommended in the operational guidance of TMA 2004.

The performance figures for each individual partnership area are included in **Appendix A** to this report.

2 Operational overview

In April 2011 the South Essex Parking Partnership was formed with the primary aim of providing a new efficient operational model, providing on-street parking enforcement on behalf of ECC, at zero cost.

The subsequent years of operation has provided the opportunity to validate the operational model and improve the operational delivery to ensure that the Parking Partnership is financially self-sufficient and can maintain an operational fund to invest back into the function.

There are two areas of financial responsibility:

- The on-street enforcement operation which provides an income to the account
- The parking related sign and lines maintenance and new TROs which require a suitable level of funding from the SEPP operational fund

The primary function of the enforcement operation is to:

- Provide suitable enforcement of parking restrictions on the public highway which are supported by a relevant Traffic Regulation Order (TRO).
- Issue Penalty Charge Notices (PCNs) to vehicles in contravention of a parking restriction.
- Process the recovery of PCNs, consider challenges and representations and administer Resident Permit Schemes.

In addition to the parking enforcement operation, the Joint Committee Agreement between ECC and the Parking Partnership makes provision for the Partnership to accept delegation of the parking related TRO function.

A TRO team consisting of a TRO Manager and three FTE TRO technicians has been assembled to manage the workload of the TRO function. The main purpose of the team is to:

- Process requests for new parking restrictions
- Assess areas with reported parking problems and make recommendations
- Implement new TROs for agreed schemes
- Maintain existing parking restriction signs and lines

The TRO function brings great benefit to the aims and objectives of the Parking Partnership.

The key opportunities are:

- Maintaining local influence on traffic management schemes.
- The provision of traffic management schemes which meet the aims and objectives of the Parking Partnership.
- Greater consistency of the application of TROs across the Partner areas.
- A higher level of compliance with maintaining signs and lines.

A policy, 'How the SEPP will deal with requests for new parking restrictions' provides staff, officers, Councillors and members of the public with a consistent policy and approach to dealing with new requests. This policy can be viewed at [sepp-policy-introducing-new-parking-restrictions-2020.pdf \(chelmsford.gov.uk\)](https://www.chelmsford.gov.uk/media/1000000/sepp-policy-introducing-new-parking-restrictions-2020.pdf)

3 Financial performance 2023/24

The following section will provide an overview of the financial outcome for financial year 2023/24 and a comparison of the financial position against the original 2023/24 business case and the performance of 2022/23. The financial information is broken down into three areas:

- The on-street enforcement operation
- The TRO operation
- The Joint Committee reserve fund

3.1 Financial outturn for 2023/24 enforcement operation

The following table (**Table 1 page 8**) provides the overall enforcement operation financial outturn for 2023/24. It also identifies the financial outturn position for each individual partnership City / District / Borough.

The overall 2023/24 total expenditure is £2,109,586 and the income achieved is £2,454,456 resulting in a positive net gain surplus of £344,870 to be off set against the full TRO operational costs and funding as agreed in the 2022 Joint Committee Agreement.

Table 1 2023/24 Outturn – Enforcement operation

Appendix 1		South Essex Parking Partnership - Outturn 2023/24						
Actuals 23/24	Chelmsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	Total	
	£	£	£	£	£	£	£	
Direct Expenditure								
- Employees	492,109	324,670	67,956	346,463	151,715	99,060	1,481,973	
- Premises	0	0	0	0	0	0	0	
- Supplies and Services	57,442	44,471	47,107	47,999	21,148	12,649	230,816	
- Third Party Payments	21,589	16,046	3,647	11,670	5,543	4,814	63,309	
- Transport costs	23,529	29,447	14,799	56,049	22,966	14,799	161,588	
Total Direct Expenditure	594,669	414,634	133,509	462,180	201,371	131,322	1,937,686	
Indirect Expenditure								
Central Support	63,233	40,900	8,814	35,808	12,524	10,621	171,900	
Total Indirect Expenditure	63,233	40,900	8,814	35,808	12,524	10,621	171,900	
Total Expenditure	657,902	455,534	142,323	497,988	213,895	141,943	2,109,586	
Income Received								
PCN's	541,777	518,801	60,970	223,464	134,755	136,463	1,616,229	
Residents' Parking Permits	302,836	145,557	26,157	179,006	20,615	8,041	682,213	
Pay & Display	109,750	45,184	0	0	0	0	154,934	
Other	394	264	57	217	81	68	1,080	
Total Income	954,756	709,806	87,184	402,687	155,451	144,572	2,454,456	
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below	(296,854)	(254,272)	55,139	95,301	58,444	(2,629)	(344,870)	

3.2 Comparison of actual 2023/24 outturn against agreed 2023/24 budget

The Joint Committee Agreement, Clause 23.15, sets out a requirement for the Joint Committee to develop an Annual Business Plan no later than 31 December for each financial year.

At the Joint Committee Meeting in December 2022, the Annual Business Plan for 2023/24 was approved. This Business Plan estimated an overall Partnership surplus of £497,700 which would be used to contribute to the three key parts of the surplus sharing arrangement as set out in the 2022 Joint Committee Agreement .

Table 2: 2023/24 Enforcement outturn comparison against 2023/24 Business Plan estimate

	2023/24 Business case original estimate (cash basis)	2023/24 actual outturn (cash basis)	Position against original estimate. Deficit / (surplus)
Expenditure	£2,031,800	£2,109,586	£77,786
Income	£2,529,500	£2,454,456	£75,044
Total Deficit / (surplus)	(497,700)	(£344,870)	£152,830

Table 3: Actual 2023/24 outturn compared to previous year 2022/23 actual outturn

	2022/23 actual outturn (cash basis)	2023/24 actual outturn (cash basis)	Position against previous year. Deficit / (surplus)
Expenditure	£1,908,204	£2,109,586	£201,382
Income	£2,373,318	£2,454,456	(£81,138)
Deficit / (surplus)	(£465,114)	(£344,870)	£120,244

3.3 TRO function 2023/24 financial outturn

Table 4 provides details of the TRO operational costs.

Table 4: 2023/24 financial outturn for the TRO function.

2023/24 TRO account	
Direct Expenditure	
- Employees	£145,821
- Supplies and Services	£142,430
Total Direct Expenditure	£288,251
Indirect Expenditure	
Central Support	£23,200
Total Indirect Expenditure	£311,451
income	(£214)
Total Expenditure	£311,237

Table 5: 2023/24 overall Parking Partnership account compared to 2022/23 outturn.

Overall outturn position Deficit / (surplus)	2022/23 actual outturn	2023/24 actual outturn	Position against previous year.
Enforcement operation			
Expenditure	£1,908,204	£2,109,586	£201,382
Income	£2,373,318	£2,454,456	(£81,138)
Total- deficit/ (surplus)	(£465,114)	(£344,870)	£120,244
TRO operation			
Expenditure	£337,626	£311,451	(£26,175)
Income	(£2,225)	(£214)	£2,011
Total- deficit/ (surplus)	£335,401	£311,237	(£24,164)
Outturn position - deficit/ (surplus)	(£129,714)	(£33,634)	£96,080

3.4 Surplus management arrangements under the new Joint Committee Agreement 2022.

Under the terms of the 2022 Joint Committee Agreement, the surplus generated at the end of every financial year will be applied across three key areas split into three parts.

Part 1

The principle in Part 1 ensures the maintenance of a suggested deficit reserve of up to £400,000 per partnership (agreed by the Parking Partnership Managers). This level of reserve must be maintained (and topped up as appropriate) before any surplus is moved into the second and third parts. The level of reserve will be monitored through the quarterly meetings. Provided that this reserve is maintained (which is the priority), this minimises the deficit risk to all members of the Partnership.

Any surplus generated after any calls to maintain the Part 1 deficit reserve at the agreed level will be split on the following basis between Part 2 (55%) and Part 3 (45%) subject to the conditions of part 2 below.

Part 2

Part 2 is used for local needs as set out in the annual business plan and specifically; a) the operational and funding costs for TROs and the essential maintenance of parking related signs and lines and; b) innovation around different ways to manage parking within each partnership. This reflects the existing arrangements within the joint committee agreement. Any capital / innovation funds required above the level agreed in the annual business plan that cannot be contained within Part 2 can be bid for in Part 3 and will be considered on merit against other county-wide priorities.

In the event that the 55% share does not cover the required costs in the table below, those costs will be covered but the remainder will be allocated to Part 3

Table 1 -Part 2 breakdown		SEPP
a) TRO delivery (operational and costs)		£172,000
Maintenance of parking related signs and lines and implementation of new TROs		£200,000
b) Innovation / capital to manage on street parking		£56,000
TOTAL ANNUAL CAP		£428,000

Part 3

The principle in **Part 3** is to cover Essex wider strategic highways priorities and is proposed to be governed through a new Strategic Panel. Any surplus achieved in this area from NEPP and SEPP will be directed towards county-wide priorities within the respective areas, still in line with section 55 of the RTRA 1984. ECC will work with the two Lead Authorities to develop the assessment criteria for bids for this funding. Bids will be put forward by officers from both the partnerships and ECC.

In terms of the outturn for the enforcement account 2023/24 and the surplus sharing arrangements as set out above the surplus will be applied as follows:

Enforcement outturn position 2023/24	£344,870
Part 1 - £400,000 reserve already maintained. No additional contribution required.	£344,870
Part 2 - £344,870 allocated to the SEPP single account to cover costs identified in Part 2 above	£0.00
Part 3 - £0.00 for allocation to the Essex wider strategic highways panel	£0.00

3.5 SEPP operational fund (reserves) 2023/24

The following table shows the position of the SEPP operational fund and the remaining cost to complete the outstanding areas of approved spend. These funds include the amount of reserves that were carried forward into the new Joint Committee Agreement. These reserves remain the sole responsibility of the Joint Committee and remain separate from any funds which are allocated into Part 3 and the Essex wider strategic highways panel

Table 6

SEPP Operational fund	
	£
SEPP Operational fund position (31/3/2024)	£1,597,600
£37,114 – allocated from 2022/23 financial account to Part 3 of the surplus sharing arrangements (Essex wider strategic highways panel)	£1,560,486
£12,000 to provide full cost of launching 3PR in schools and replenishing promotional materials to schools signed up to the initiative (zero cost to school).	£1,548,486

£200,000 to be allocated in financial year 2024/25 for the sign and line maintenance and new TRO's.	£1,348,486
£30,000 to implement resident parking schemes prior to the opening of the new Chelmsford Beaulieu Train Station	£1,318,486
£60,000 replacement handheld computer (HHC) Equipment and Printers for enforcement officers.	£1,258,486
£65,000 for pilot CCTV enforcement in Brentwood	£1,193,486
£604,526 remaining to be transferred from the £1,303,000 shared equally (£186,000 each) between the seven partner authorities for highway and car park improvements which are in accordance with section 55 (as amended) of the Road Traffic Regulations Act 1984.	£588,960
£33,000 to cover costs to provide additional out of hours and weekend enforcement patrols to cover known parking problems outside of core hours	£555,960
Maintain £400,000 reserve.	£155,960
	£155,960

Considering the outstanding items of spend and reserve maintained, the Partnership has an operational fund of **£155,960** to invest back into the operation and allocate funding which is in accordance with section 55 of the RTRA 1984.

4 The four key areas of performance

The continuing success of the Parking Partnership depends on four key areas:

- the Joint Committee,
- the TRO function,
- the enforcement operation,
- the back office.

The following section gives an overview on how these areas have performed this financial year.

4.1 The Joint Committee

The Joint Committee, governed by the Joint Committee Agreement, performs an essential role ensuring that all Partnership members have an influence on how the Partnership is operated and on local parking enforcement issues.

The Joint Committee consists of one nominated Councillor from Basildon, Brentwood, Castle Point, Chelmsford, Maldon, Rochford and the Cabinet Member or deputy for Highways and Transportation at ECC. The Joint Committee is responsible for approving Partnership policies, the Annual Business Plan, the Resident Parking Schemes, Traffic Regulation Orders for new parking schemes, maintenance of signs and lines, and managing the Parking Partnership financial account.

The Joint Committee has agreed the Civil Parking Enforcement principles, and business aims, and objectives as outlined in the introduction to this report.

There are at least four Joint Committee Meetings held in the financial year in the months of June, September, December, and March. Each meeting will have set agenda items and items for approval. The set agenda items consist of the Operational and Performance Report, and the Financial Report. Additionally, updates on the Annual Business Plan are provided at the meetings held in September and March.

The main items approved by the Joint Committee in the financial year 2023/24 are as follows:

Joint Committee Meeting	Items approved
31 August 2023	<ul style="list-style-type: none">➤ Financial outturn 2022/23➤ Annual Report 2022/23➤ Approval of Chelmsford proposals for allocation of funding➤ Approval of Basildon proposals for allocation of funding
14 December 2023	<ul style="list-style-type: none">➤ .2024/25 Business Plan➤ Approval of Castle Point proposals for allocation of funding
14 March 2024	<ul style="list-style-type: none">➤ Update on 2023/24 Business Plan➤ Delegation of decision to consider representations against an advertised TRO.➤

	Funding approved under delegated authority
May 2023	<ul style="list-style-type: none"> ➤ £134,100 approved under delegated authority for new parking schemes requiring a TRO. ➤ £89,200 for Batch 20 signs and lines identified in need of maintenance – approved under delegated authority.

The Joint Committee is supported by the South Essex Parking Partnership Manager and the Lead Officers who represent each partnership area and ECC. These officers will attend regular meetings with the purpose of shaping the Partnership policies, procedures, and business plans for approval by the Joint Committee Members.

All reports and minutes from the Joint Committee Meetings can be viewed on-line at [Committee meeting \(chelmsford.gov.uk\)](http://chelmsford.gov.uk)

Separate sub-committee meetings for the purpose of considering objections against an advertised TRO proposal are normally held after the Joint Committee Meetings. Additional Sub Committee meetings will be arranged dependant on the number of schemes, which require a decision.

The TRO sub-committee considers and hears objections against an advertised TRO and will make a final decision if the scheme or schemes are implemented as advertised, implemented with less restrictive modifications or if the proposed scheme is withdrawn in its entirety.

The items approved at the Sub Committee Meetings during 2023/24 are as follows:

TRO Sub Committee	Items considered.
31 August 2023	<p>Amendment No.7 (Rochford District Council)</p> <p>Ashingdon Road Rochford – Order made as advertised</p>
1 November 2023	<p>Amendment No.30 (Basildon Borough Council)</p> <ul style="list-style-type: none"> ➤ Tresco Way and Westray Walk – Order made as advertised. ➤ Tenterfields, Shirley Gardens, Langford Grove and Fairfax Avenue – Order made as advertised. ➤ Heathfield Drive, Berry Lane and The Durdans – Order made as advertised. ➤ High Road North and Winchester Gardens – Order

	<p>made in part with modifications.</p> <ul style="list-style-type: none"> ➤ Queens Road, Chesham Drive and Kings Crescent – Order made as advertised. ➤ Swan Mead, Clay Hill Road and Collingwood Road - Order made as advertised. <p>Amendment No.22 (Brentwood Borough Council)</p> <ul style="list-style-type: none"> ➤ Westbourne Drive, Shevon Way, Lilley Close and Linsdsey Close – Order made as advertised. ➤ Primrose Hill – Order made as advertised. ➤ Roman Road and Roman Close – Order made as advertised. ➤ Whadden Chase, The Quorn and Wakelin Chase - Order made as advertised. ➤ Station Lane, Gatehouse Mews and The Paddock – Order made as advertised.
14 December 2023	<p>Amendment No.11 (Rochford District Council)</p> <ul style="list-style-type: none"> ➤ Woodlands Avenue, Woodlands Close and Daws Heath Road – Order Withdrawn ➤ Castle Drive - Order made as advertised
14 February 2024	<p>Amendment No.56 (Chelmsford City Council)</p> <ul style="list-style-type: none"> ➤ Timsons Lane – Order made as advertised ➤ Mill Lane - Order made with modification ➤ Henniker Gate – Order made as advertised ➤ Forest Drive – Order made as advertised ➤ Church End Lane Runwell – Order made as advertised <p>Amendment No.10 (Maldon District Council)</p> <ul style="list-style-type: none"> ➤ Lambourne Grove – Order made as advertised ➤ London Road – Order Withdrawn ➤ St Giles Crescent – Order Withdrawn ➤ Milton Road - Order made as advertised ➤ Dorset Road, Viking Road and Cumberland Avenue – Order made as advertised ➤ Station Road, Queens Road and Albert Road - Order made as advertised

4.2 The TRO function

The TRO team plays an important role ensuring existing on-street parking restrictions are relevant and legally enforceable. It is essential that signs and lines are maintained to a high standard. Poorly maintained signs and lines will compromise the enforcement operation and potentially mislead motorists into parking in restricted areas.

Maintaining the signs and lines to a high standard is a priority of the Parking Partnership and a lot of work has gone into identifying batches of work for maintenance.

The team works very closely with the CEOs who are best placed, during their patrolling activity, to identify and note areas requiring attention. **Table 10** shows the work processed during 2023/24.

The TRO team is also responsible for receiving new requests for parking restrictions. When each new request is received, an assessment is carried out. This includes a site visit, informal discussions with local residents and the necessary checks carried out against the criteria and priorities of the Parking Partnership.

To ensure local influence is maintained on decisions made, a report with recommendations will be presented to the lead officer and relevant area Joint Committee Member to discuss and agree locally. Regular meetings have been conducted throughout the year for this purpose.

Table 9: work processed by the TRO team during 2023/24

2023/24							
	Basildon	Brentwood	Castle Point	Chelmsford	Maldon	Rochford	Total
Number of lines and signs maintenance schemes processed	16	31	30	30	8	25	140
Requests for parking restrictions	4	7	2	24	8	3	48
No of residents informally consulted	31	182	0	1458	0	0	1671
No of TRO schemes completed	14	8	0	15	0	3	40
Suspensions implemented	3	14	8	36	8	8	77

4.3 The Enforcement Operation

The increasing number of vehicles on the highway network and the ever-increasing demand for kerbside parking provides many challenges to the parking enforcement operation. Many forms of parking restrictions have been implemented over the years to address issues around safety, congestion, commuter parking and to provide parking provision for retail and businesses including loading and unloading facilities.

The enforcement patrol priorities and levels of enforcement have remained consistent with the previous year of operation. However, reviews of the rota patrols are carried out regularly, to ensure that the operation can meet with the challenges of maintaining the necessary levels of enforcement.

A level of balance is required to ensure that the amount of enforcement undertaken is affordable in terms of operational costs and staffing levels, yet still remains a deterrent to illegal parking. In order to manage this balance, staff resource is focused on areas of greatest need, where parking problems cause severe safety and congestion implications. These areas will normally receive daily patrols and all other restrictions will receive a level of frequent enforcement on an ad-hoc basis.

Another long-term challenge faced by the operation is short term invasive parking. This type of parking exists, for example, where there is a school, local shops or a train station. These locations will attract a motorist who is only stopping for a few minutes to collect someone or pick something up. This type of parking, and in particular 'school-run' parking, is challenging because it will exist at the same time every weekday at numerous schools for a short period of time.

The presence of a CEO situated at every school on each of these occasions would be the ultimate solution, but this would be uneconomical. Therefore, the Partnership's solution has been to look at new ways of engaging with the schools and the parents to encourage parking in a safe and considerate manner and this has been achieved with the launch of the School Parking Initiative with full details of the scheme at 4.3.1 below.

The same approach to enforcement is also applied to the vicinities of local shops and train stations. However, in these locations the parking issue results from motorists who stay for longer and as such, these particular areas benefit from periods of sustained enforcement to eradicate the problem.

The normal enforcement operation will operate between 08.00 to 20.00 hrs. The operational guidance recognises that most issues surrounding safety, congestion and free flow of traffic will ease outside these hours. There will be areas within the Partnership where parking issues will need addressing outside these core hours; these will tend to be in areas where the night-time economy is buoyant. The Parking Partnership utilises ad-hoc 'out of hours' patrols, either on foot or mobile, dependant on the location and area.

The enforcement operation in Maldon and Brentwood has the benefit of working in

partnership with the Community Safety Officers (CSOs). The CSOs have provided additional enforcement coverage during out of hours periods and during the peak summer season. This enforcement coverage has been particularly beneficial to residents living in the Maldon Resident Parking Zones, thus ensuring suitable space provision is available for residents with a permit and maintaining the free flow of traffic through Brentwood High Street.

4.3.1 3PR and The School Parking Initiative

The 3PR School Parking Initiative was launched in 2017 to promote safe and considerate parking habits to school children, parents, teachers, and residents. Since then, the initiative has been launched and well received in 51 schools across South Essex.



The initiative is achieved through

- engagement with the pupils providing education, learning activities and reward schemes for good parking practices (children are the next generation of drivers)
- distribution of educational material to parents and residents on considerate parking and the impact of inconsiderate parking on the local area
- a commitment from the parents via the school charter to embrace the School Parking Initiative
- an understanding from local residents that cars will need to be accommodated on the highway at peak school times and that provided the cars park sensibly, this should be encouraged
- an understanding from the parents that inconsiderate parking is discouraged and not supported by the school
- alternative travel to school schemes

A character called 3PR has been designed to help deliver a positive message about school parking and 3PR provides advice and guidance to children, parents and the residents on safe and considerate parking practices and alternative methods of travel to school.

To help deliver the 3PR message remotely, the Partnership commissioned a company to make a simple educational animation which schools and pupils can utilise to further promote safe and considerate parking. All schools who sign up to the initiative are provided with an access link to this animated video.

Full information on 3PR and the School Parking Initiative can be found on the website at (www.schoolparking.org.uk). The interactive website explains the aims and objectives of 3PR, has an easy-to-use enquiry form, showcases 3PR schools on a case studies page and discusses topics such as safe parking, idling and sustainable travel on its new blog.

Since the launch of the scheme the following schools in the SEPP area have introduced 3PR and the School Parking Initiative.

School	District
Abacus Primary School	Basildon
Brightside Primary School	Basildon
Buttsbury Junior School	Basildon
Greensted Infant School	Basildon
Greensted Infant School	Basildon
Hilltop Infant School	Basildon
Merrylands Primary School	Basildon
Millhouse Primary School	Basildon
Ryedene Primary School	Basildon
St. Anne Line Catholic Junior School	Basildon
Wickford Primary School	Basildon
Willows Primary School	Basildon
Willowbrook Primary School	Brentwood
Mountnessing Primary School	Brentwood
St Thomas's Primary School (Sawyers Hall Lane Scheme)	Brentwood
St Helen's Primary School (Sawyers Hall Lane Scheme)	Brentwood
Canvey Junior School	Castlepoint
Holy Family Catholic Primary School	Castlepoint
Kents Hill Junior School	Castlepoint
Leigh Beck Infant School	Castlepoint
Montgomerie Primary School	Castlepoint
Northwick Park Primary School	Castlepoint
South Benfleet Primary	Castlepoint
Barnes Farm Infant School	Chelmsford
Barnes Farm Junior School	Chelmsford
Beaches Pre-School	Chelmsford
Boreham Primary School	Chelmsford
Galleywood Infants	Chelmsford
Great Waltham Primary School	Chelmsford
Lawford Mead Primary School	Chelmsford
Newlands Spring Primary School	Chelmsford

St Michaels Junior School	Chelmsford	
St Pius X Catholic Primary School	Chelmsford	
Stock CofE Primary School	Chelmsford	
Tyrrells Primary School	Chelmsford	
Westlands Community Primary School	Chelmsford	
Woodville Primary School	Chelmsford	
Writtle Infant School	Chelmsford	
Writtle Junior School	Chelmsford	
Burnham On Crouch Primary	Maldon	
Southminster Primary School	Maldon	
St Francis Primary School	Maldon	
Wentworth Primary School	Maldon	
Woodham Walter Primary School	Maldon	
Barling Magna Primary School	Rochford	
Glebe Primary School	Rochford	
Plumberow Primary Academy	Rochford	
Rayleigh Primary School	Rochford	
St Nicholas CoE Primary School	Rochford	
Westerings Primary School	Rochford	
Wyburns Primary School	Rochford	

4.3.2 Enforcement Patrol and PCN contravention data

The aim of parking enforcement is to optimise compliance with regulations in order to meet the aims as outlined previously and in particular to ensure that a safe and free-flowing highway network is maintained. A significant way of fulfilling this aim is to encourage vehicles to move on before a contravention occurs. This can be achieved by the physical presence of the CEOs on the street carrying out their daily duties. This is demonstrated by the number of observations whereby an officer has started the initial process to issue a PCN and the driver of the vehicle has either moved the vehicle or it has been determined that the vehicle is legally loading or unloading goods.

The following table provides information on the annual patrol performance across all partnership areas.

Table 10 Annual Patrol Performance 2023/24

Patrol visits to streets	214,885
Observations (PCN not issued)	171,434
PCNs issued	48,884
Average PCNs issued per day	220.2
Average PCNs issued per day per CEO	9.37

It should be noted, that the Partnership, through its core principles, has a commitment to managing the traffic network to ensure expeditious movement of traffic and improve road safety. Providing sufficient levels of parking enforcement on no waiting yellow line restrictions is fundamental to this aim and has been demonstrated by the number of 01 and 02 contravention PCNs issued (22,140).

The Partnership has contributed to improving the quality and accessibility of public transport by issuing 367 PCNs to unauthorised vehicles parked in a bus stop and met the needs of people with disabilities by patrolling blue badge only parking areas resulting in 3,256 PCNs issued. Residents who encounter commuter parking problems have had the benefit of regular daily patrols of the Resident Parking Zones resulting in 12,615 PCNs issued to unauthorised vehicles in contravention of code 12 and 19.

Table 11: Contraventions for PCNs issued across the South Essex Parking Partnership

Code	Description	PCNs issued
01	Parked in a restricted street	18,815
02	Loading in restricted street	3,325
04	Parked in a meter bay	2
05	Parked after payment expired	431
06	Parked without clear display	379
07	Feeding the meter	35
10	Parked without clear display 2	2
11	Parked without payment	871
12	Parked in a residents' place	12,553
14	Parked in an electric place	2
16	Parked in a permit space	61
19	Parked in a residents' place	62
21	Parked in a suspended bay	7
22	Re-parked in the same place	194
23	Wrong class of vehicle	447
24	Not parked correctly	428
25	Parked in a loading place	2,042
26	Double parking in a SEA	84
27	Dropped footway in a SEA	547
30	Parked longer than permitted	2,812
35	Disc without clearly display	5
36	Disc longer than permitted	3
40	Disabled person's parking	3,256
41	Diplomatic vehicles	18
45	Taxi rank	1,434
46	Clearway	141
47	Restricted bus stop or stand	367

48	Restricted school area	83
49	Cycle track or lane	123
55	Overnight lorry waiting ban	1
62	Footpath parking	18
63	Parked with engine running	5
99	Pedestrian crossing	331
	Total PCNs issued	48,884

4.4 The Back Office

The back office performs the key function of administering the PCN recovery and challenge process using the legislation and operational guidance of the TMA 2004.

It is essential for the enforcement back-office function to apply consistency and transparency when considering challenges and representations against a PCN. The Parking Partnership has an agreed discretion policy, which specifies occasions where mitigating circumstances may be considered.

The Response Master system continues to be an effective tool to aid staff with a consistent approach to considering challenges and representations against PCNs, with the added benefit of improving the processing time.

The staff deliver all aspects of the Back-Office function, to enable resilience and continuity in service delivery and they possess extensive knowledge of the legislation in place to deal with the following elements of their roles:

- Responding to PCN challenges and representations
- Attending adjudications
- Administering the resident parking schemes
- General phone enquiries
- Processing payments

Table 12 Back Office work volumes processed in 2022/23

Process	2023/24
Informal and formal challenges received	8525
Other correspondence received	4,594
Correspondence sent out including automatic system generated documents	38,510
Resident permits processed	13,701
Other permits (visitor tickets etc.)	41,840
Telephone calls received	24,075

5 PCN issue and recovery rates

The following section provides statistical information relating to the amount of PCNs issued and recovered in financial year 2023-24.

The following table shows the PCN issue and recovery rates for the Parking Partnership. The recovery figures will improve slightly once all the outstanding cases have progressed through the various stages.

The 2023/24 recovery figures for the Partnership currently stand at 80%, which exceeds the expected national level of 75%.

It is essential that PCNs are legally issued and correctly recovered using the legislation of TMA 2004. Failure to do so will result in a high number of representations, appeals to adjudicators and PCNs written off due to CEO error. The Partnership carries out the operation in a consistent, professional manner and in accordance with TMA 2004. This is demonstrated with only 1% of PCNs written off due to CEO error, only 6% of the total PCNs issued being cancelled as a result of a challenge or representation, and 0.09% of motorists who appeal to the independent adjudicator because they do not agree with the Partnerships decision. The amount of PCNs written off for other reasons such as where vehicles are untraceable and bailiff recovery is unsuccessful is 11%

Another positive indicator of the fair decisions of the CEOs is that 65% of motorists pay the PCN at the discounted amount, suggesting that the motorist do not dispute the validity of the PCN in the first instance.

Table13, provides this information.

Table 13

South Essex Parking Partnership	Total PCNs
Number of Higher level PCNs issued	43655
Number of lower level PCNs issued	5229
Number of total PCNs issued	48884
Number of PCNs paid	39047
Number of PCNs paid at discount amount	32016
Number of PCNs against which an informal or formal representation was made	8525
Number of PCNs cancelled because of an informal or a formal representation	2923
Number of PCNs written off due to CEO error	628
Number of PCNs written off for other reasons (e.g., DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	5568
Number of appeals to adjudicator	44
*Number of appeals rejected (awarded to Council)	19
*Number of appeals allowed (awarded to motorist)	14
*Number of appeals non-contested	11
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	89%
Percentage of lower level PCNs issued	11%
Percentage of PCNs paid	80%
Percentage of PCNs paid at discount amount	65%
Percentage of PCNs against which an informal or formal representation was made	17%
Percentage of PCNs cancelled because of an informal or a formal representation	6%
Percentage of PCNs written off due to CEO error	1%
Percentage of PCNs written off for other reasons (e.g., DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	11%
Percentage of appeals to adjudicator	0.09%
*Percentage of appeals rejected	43%
*Percentage of appeals allowed	32%
*Percentage of appeals non-contested	25%

5.1 PCN issue rate comparison

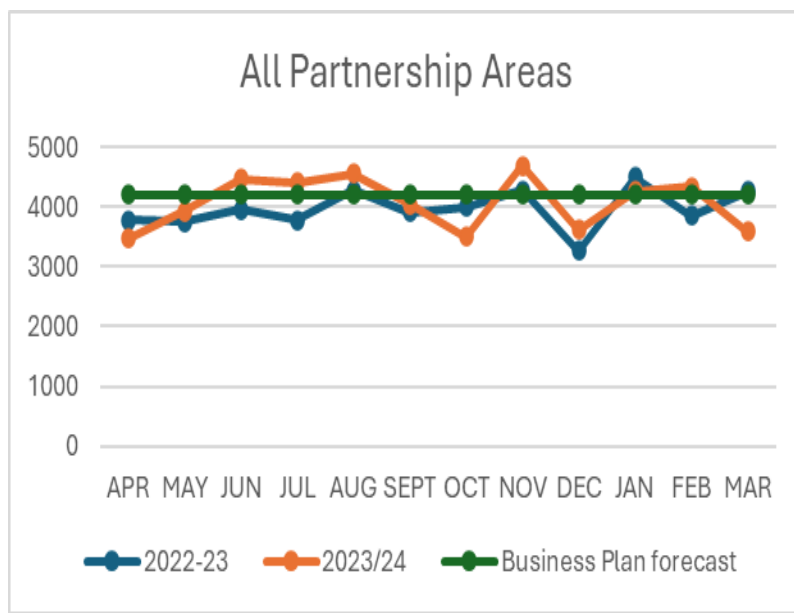
The following table compares the PCN issue rates of 2022/23 against the previous three year's performance

South Essex Parking Partnership	2020-21	2021-22	2022-23	2023-24
PCNs issued	23,383	44,881	47,649	48,884
Comparison with 2020-21		91.94%	103.8%	109.06%
Comparison with 2021-22			6.17%	8.92%
Comparison with 2022-23				2.59%

The amount of PCNs issued continues to improve following the Covid 19 pandemic with a further 2.59% increase compared to the previous year.

Partnership total monthly PCN issue rate compared to Business Plan forecast and previous year.

SEPP	2022-23	2023/24	Business Plan forecast
APR	3778	3471	4204
MAY	3753	3922	4204
JUN	3962	4476	4204
JUL	3780	4410	4204
AUG	4282	4559	4204
SEPT	3911	4053	4204
OCT	3997	3498	4204
NOV	4284	4695	4204
DEC	3270	3617	4204
JAN	4506	4260	4204
FEB	3857	4335	4204
MAR	4269	3588	4204
Total	47649	48884	50448



Links to policies, reports, and procedures

<p>The Parking Partnership Enforcement Policy</p> <p>The Parking Partnership Operations Protocol</p> <p>The South Essex Parking Partnership Discretion Policy</p> <p>How the Partnership deals with requests for new TROs (TRO policy)</p> <p>Annual Reports</p>	<p>www.chelmsford.gov.uk/sepp</p>
<p>Joint Committee Meeting minutes and reports</p>	<p>www.chelmsford.gov.uk/council-meetings</p>

	<u>Glossary</u>
SEPP:	The South Essex Parking Partnership
TMA 2004:	The Traffic Management 2004 (part 6). Statutory government legislation issued by the Department of Transport and Secretary of State for the purpose decriminalised parking enforcement and moving traffic offences. Replaced the Road Traffic Act 1991 (RTA 1991)
ECC:	Essex County Council, The Highways Authority.
TRO:	Traffic Regulation Order. The Local Authorities Traffic Order (Procedure) (England and Wales) Regulations 1996
PCN:	Penalty Charge Notice
CEO:	Civil Enforcement Officer
CCTV:	Close Circuit Television Camera

Appendix A

2023/24 annual performance figures for each Partnership area

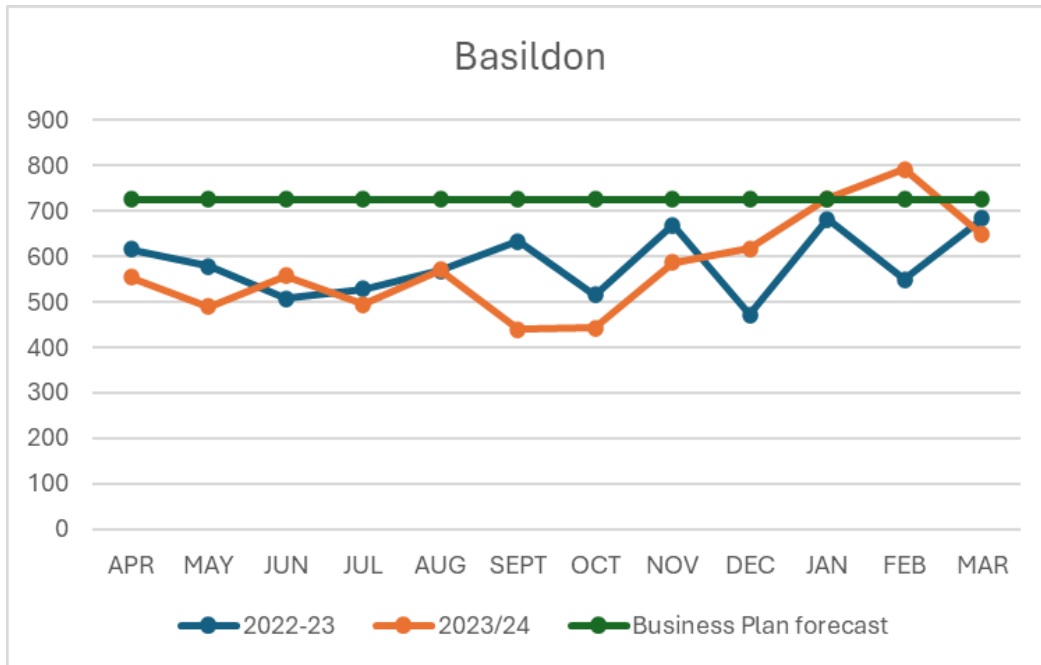
Basildon

CEO patrol data

Code	Description	PCNs issued
01	Parked in a restricted street	2,459
02	Loading in restricted street	181
06	Parked without clear display	3
11	Parked without payment	1
12	Parked in a residents' place	2,916
16	Parked in a permit space	15
22	Re-parked in the same place	20
23	Wrong class of vehicle	3
24	Not parked correctly	7
25	Parked in a loading place	112
26	Double parking in a SEA	5
27	Dropped footway in a SEA	146
30	Parked longer than permitted	444
35	Disc without clearly display	5
36	Disc longer than permitted	1
40	Disabled person's parking	148
45	Taxi rank	305
46	Clearway	15
47	Restricted bus stop or stand	36
48	Restricted school area	8
99	Pedestrian crossing	90
	Total PCNs issued	6,920
	Patrol visits to streets	32,923
	Observations	32,008
	Average PCNs issued per day	31
	Average daily PCNs issued per CEO	6.2

Basildon total monthly PCN issue rate compared to Business Plan forecast and previous year

Basildon	2022/23	2023/24	Business Plan forecast
APR	616	555	725
MAY	578	490	725
JUN	508	558	725
JUL	528	494	725
AUG	569	571	725
SEPT	633	440	725
OCT	516	442	725
NOV	669	586	725
DEC	472	618	725
JAN	682	727	725
FEB	549	791	725
MAR	683	648	725
Total	7003	6920	8700



PCN issue and recovery rates

Basildon	Total PCNs
Number of Higher level PCNs issued	6439
Number of lower level PCNs issued	481
Number of total PCNs issued	6920
Number of PCNs paid	4932
Number of PCNs paid at discount amount	4091
Number of PCNs against which an informal or formal representation was made	1337
Number of PCNs cancelled because of an informal or a formal representation	535
Number of PCNs written off due to CEO error	49
Number of PCNs written off for other reasons (e.g., DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	809
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	93%
Percentage of lower level PCNs issued	7%
Percentage of PCNs paid	71%
Percentage of PCNs paid at discount amount	59%
Percentage of PCNs against which an informal or formal representation was made	19%
Percentage of PCNs cancelled because of an informal or a formal representation	8%
Percentage of PCNs written off due to CEO error	0.7%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	12%

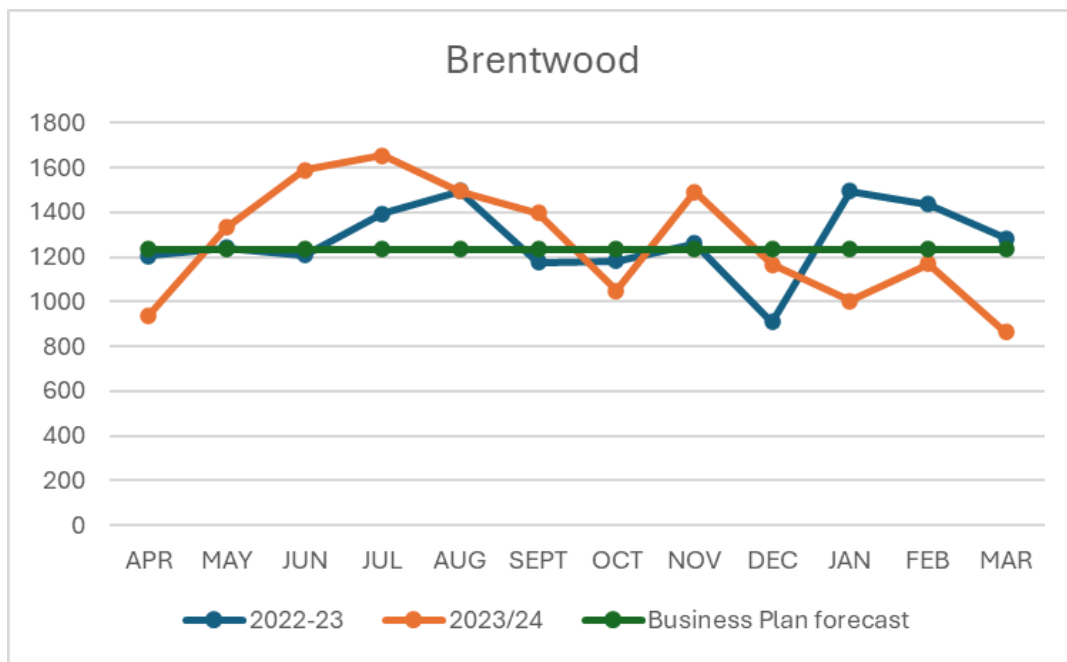
Brentwood

CEO patrol data

Code	Description	PCNs issued
01	Parked in a restricted street	6,326
02	Loading in restricted street	1,946
05	Parked after payment expired	48
06	Parked without clear display	288
07	Feeding the meter	4
10	Parked without clear display 2	2
12	Parked in a residents' place	2,002
16	Parked in a permit space	37
19	Parked in a residents' place	38
21	Parked in a suspended bay	3
22	Re-parked in the same place	62
23	Wrong class of vehicle	2
24	Not parked correctly	287
25	Parked in a loading place	836
26	Double parking in a SEA	39
27	Dropped footway in a SEA	175
30	Parked longer than permitted	792
36	Disc longer than permitted	2
40	Disabled person's parking	1,544
41	Diplomatic vehicles	13
45	Taxi rank	294
46	Clearway	2
47	Restricted bus stop or stand	245
48	Restricted school area	37
49	Cycle track or lane	50
55	Overnight lorry waiting ban	1
63	Parked with engine running	1
99	Pedestrian crossing	77
	Total PCNs issued	15,153
	Patrol visits to streets	41,786
	Observations	43,467
	Average PCNs issued per day	68.25
	Average daily PCNs issued per CEO	15.17

Brentwood total monthly PCN issue rate compared to Business Plan forecast and previous year

Brentwood	2022-23	2023/24	Business Plan forecast
APR	1206	939	1233
MAY	1240	1333	1233
JUN	1209	1590	1233
JUL	1393	1653	1233
AUG	1494	1495	1233
SEPT	1177	1398	1233
OCT	1182	1049	1233
NOV	1259	1491	1233
DEC	911	1165	1233
JAN	1493	1005	1233
FEB	1435	1170	1233
MAR	1282	865	1233
Total	15281	15153	14796



PCN issue and recovery rates

Brentwood	Total PCNs
Number of Higher level PCNs issued	13629
Number of lower level PCNs issued	1524
Number of total PCNs issued	15153
Number of PCNs paid	10719
Number of PCNs paid at discount amount	8581
Number of PCNs against which an informal or formal representation was made	2787
Number of PCNs cancelled because of an informal or a formal representation	797
Number of PCNs written off due to CEO error	215
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	1784
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	90%
Percentage of lower level PCNs issued	10%
Percentage of PCNs paid	71%
Percentage of PCNs paid at discount amount	57%
Percentage of PCNs against which an informal or formal representation was made	18%
Percentage of PCNs cancelled because of an informal or a formal representation	5%
Percentage of PCNs written off due to CEO error	1.4%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	12%

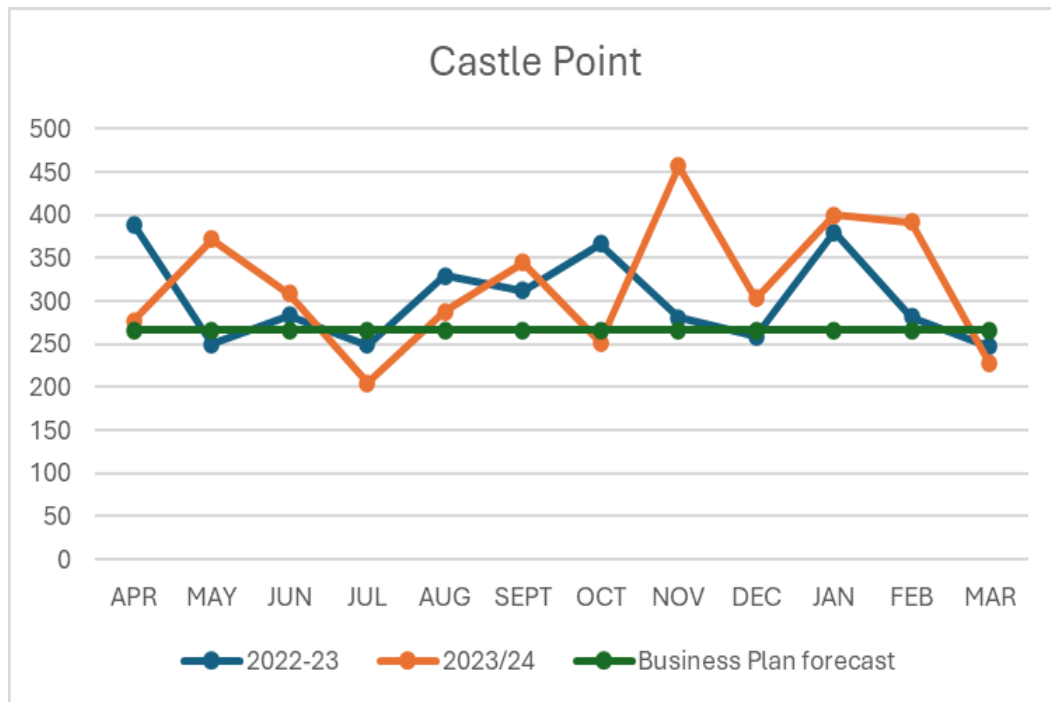
Castle Point

CEO patrol data

Code	Description	PCNs issued
01	Parked in a restricted street	2,508
02	Loading in restricted street	5
12	Parked in a residents' place	221
22	Re-parked in the same place	27
23	Wrong class of vehicle	10
24	Not parked correctly	54
26	Double parking in a SEA	8
27	Dropped footway in a SEA	76
30	Parked longer than permitted	321
40	Disabled person's parking	226
41	Diplomatic vehicles	1
45	Taxi rank	180
46	Clearway	31
47	Restricted bus stop or stand	29
48	Restricted school area	18
99	Pedestrian crossing	112
	Total PCNs issued	3,827
	Patrol visits to streets	27,629
	Observations	15,603
	Average PCNs issued per day	17.23
	Average daily PCNs issued per CEO	8.62

Castle Point total monthly PCN issue rate compared to Business Plan forecast and previous year

Castle Point	2022-23	2023/24	Business Plan forecast
APR	389	277	266
MAY	250	372	266
JUN	283	309	266
JUL	249	205	266
AUG	329	288	266
SEPT	312	345	266
OCT	366	252	266
NOV	281	457	266
DEC	259	303	266
JAN	380	400	266
FEB	282	392	266
MAR	247	227	266
Total	3627	3827	3192



PCN issue and recovery rates

Castle Point	Total PCNs
Number of Higher level PCNs issued	3425
Number of lower level PCNs issued	402
Number of total PCNs issued	3827
Number of PCNs paid	3062
Number of PCNs paid at discount amount	2531
Number of PCNs against which an informal or formal representation was made	503
Number of PCNs cancelled because of an informal or a formal representation	147
Number of PCNs written off due to CEO error	52
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	249
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	89%
Percentage of lower level PCNs issued	11%
Percentage of PCNs paid	80%
Percentage of PCNs paid at discount amount	66%
Percentage of PCNs against which an informal or formal representation was made	13%
Percentage of PCNs cancelled because of an informal or a formal representation	4%
Percentage of PCNs written off due to CEO error	1%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	6%

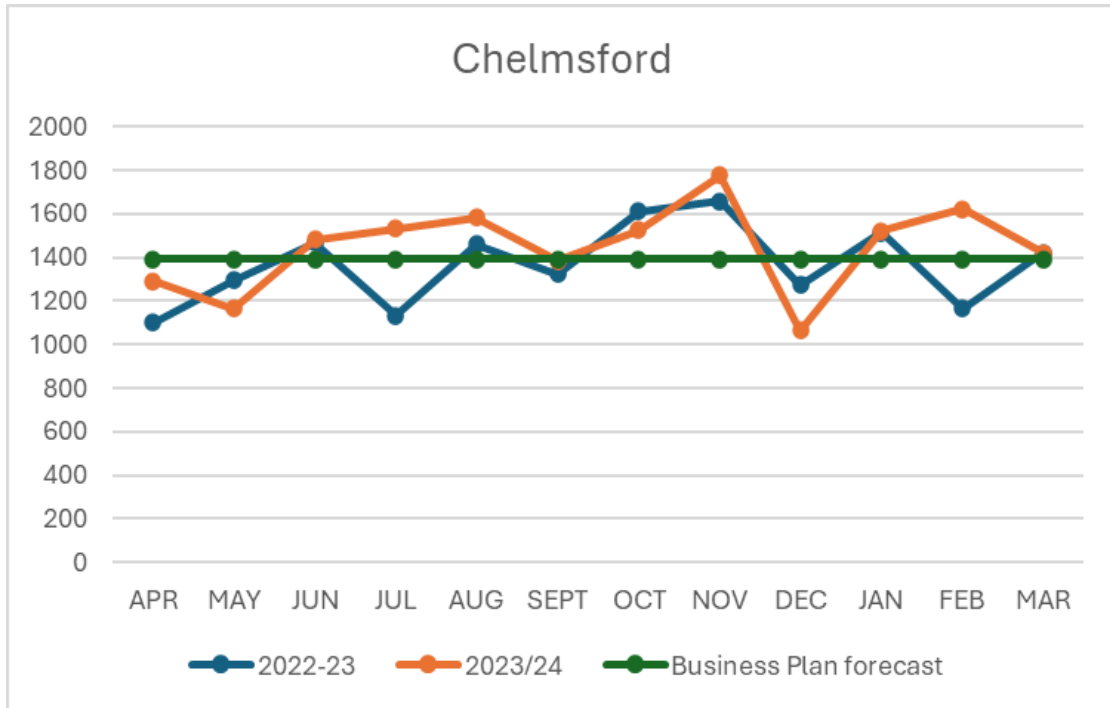
Chelmsford

CEO patrol data

Code	Description	PCNs issued
01	Parked in a restricted street	4,656
02	Loading in restricted street	819
04	Parked in a meter bay	2
05	Parked after payment expired	383
06	Parked without clear display	88
07	Feeding the meter	31
11	Parked without payment	868
12	Parked in a residents' place	6,298
14	Parked in an electric place	2
16	Parked in a permit space	8
19	Parked in a residents' place	20
21	Parked in a suspended bay	2
22	Re-parked in the same place	75
23	Wrong class of vehicle	414
24	Not parked correctly	19
25	Parked in a loading place	909
26	Double parking in a SEA	13
27	Dropped footway in a SEA	78
30	Parked longer than permitted	1,029
40	Disabled person's parking	1,096
41	Diplomatic vehicles	4
45	Taxi rank	320
46	Clearway	85
47	Restricted bus stop or stand	22
48	Restricted school area	6
49	Cycle track or lane	73
62	Footpath parking	18
63	Parked with engine running	4
99	Pedestrian crossing	30
	Total PCNs issued	17,372
	Patrol visits to streets	68,234
	Observations	58,202
	Average PCNs issued per day	78.25
	Average daily PCNs issued per CEO	11.18

Chelmsford total monthly PCN issue rate compared to Business Plan forecast and previous year

Chelmsford	2022-23	2023/24	Business Plan forecast
APR	1100	1291	1391
MAY	1294	1165	1391
JUN	1466	1482	1391
JUL	1133	1532	1391
AUG	1461	1583	1391
SEPT	1324	1386	1391
OCT	1610	1525	1391
NOV	1659	1777	1391
DEC	1272	1064	1391
JAN	1516	1523	1391
FEB	1166	1622	1391
MAR	1421	1422	1391
Total	16422	17372	16692



PCN issue and recovery rates

Chelmsford	Total PCNs
Number of Higher level PCNs issued	14853
Number of lower level PCNs issued	2519
Number of total PCNs issued	17372
Number of PCNs paid	15875
Number of PCNs paid at discount amount	13018
Number of PCNs against which an informal or formal representation was made	3011
Number of PCNs cancelled because of an informal or a formal representation	1183
Number of PCNs written off due to CEO error	266
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	2121
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	85%
Percentage of lower level PCNs issued	15%
Percentage of PCNs paid	91%
Percentage of PCNs paid at discount amount	75%
Percentage of PCNs against which an informal or formal representation was made	17%
Percentage of PCNs cancelled because of an informal or a formal representation	7%
Percentage of PCNs written off due to CEO error	1.5%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	12%

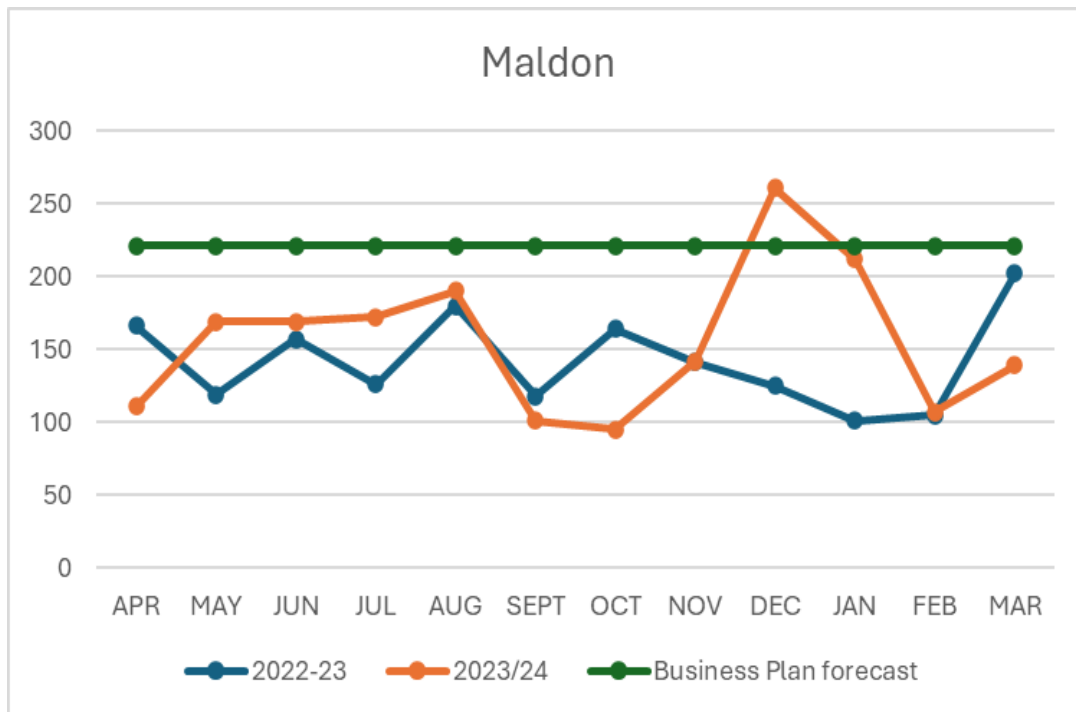
Maldon

CEO patrol data

Code	Description	PCNs issued
01	Parked in a restricted street	951
02	Loading in restricted street	1
12	Parked in a residents' place	623
16	Parked in a permit space	1
19	Parked in a residents' place	4
21	Parked in a suspended bay	1
22	Re-parked in the same place	5
23	Wrong class of vehicle	16
24	Not parked correctly	2
27	Dropped footway in a SEA	2
30	Parked longer than permitted	119
40	Disabled person's parking	15
45	Taxi rank	86
46	Clearway	1
47	Restricted bus stop or stand	21
48	Restricted school area	8
99	Pedestrian crossing	12
	Total PCNs issued	1,868
	Patrol visits to streets	15,675
	Observations	7,925
	Average PCNs issued per day	8.41
	Average daily PCNs issued per CEO	4.2

Maldon total monthly PCN issue rate compared to Business Plan forecast and previous year

Maldon	2022-23	2023/24	Business Plan forecast
APR	166	111	221
MAY	119	169	221
JUN	157	169	221
JUL	126	172	221
AUG	180	190	221
SEPT	118	101	221
OCT	164	95	221
NOV	141	142	221
DEC	125	261	221
JAN	101	212	221
FEB	105	107	221
MAR	202	139	221
Total	1704	1868	2652



PCN issue and recovery rates

Maldon	Total PCNs
Number of Higher level PCNs issued	1738
Number of lower level PCNs issued	130
Number of total PCNs issued	1868
Number of PCNs paid	1413
Number of PCNs paid at discount amount	1202
Number of PCNs against which an informal or formal representation was made	337
Number of PCNs cancelled because of an informal or a formal representation	146
Number of PCNs written off due to CEO error	44
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	224
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	93%
Percentage of lower level PCNs issued	7%
Percentage of PCNs paid	76%
Percentage of PCNs paid at discount amount	64%
Percentage of PCNs against which an informal or formal representation was made	18%
Percentage of PCNs cancelled because of an informal or a formal representation	8%
Percentage of PCNs written off due to CEO error	2%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	12%

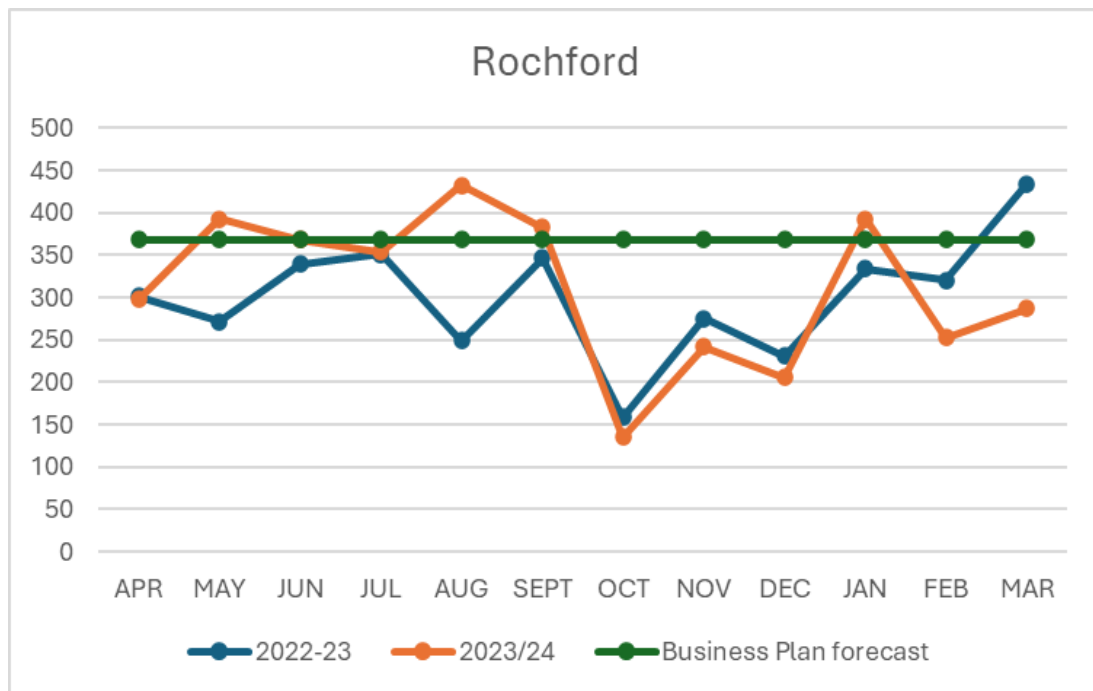
Rochford

CEO patrol data

Code	Description	PCNs issued
01	Parked in a restricted street	1,915
02	Loading in restricted street	373
11	Parked without payment	2
12	Parked in a residents' place	493
21	Parked in a suspended bay	1
22	Re-parked in the same place	5
23	Wrong class of vehicle	2
24	Not parked correctly	59
25	Parked in a loading place	185
26	Double parking in a SEA	19
27	Dropped footway in a SEA	70
30	Parked longer than permitted	107
40	Disabled person's parking	227
45	Taxi rank	249
46	Clearway	7
47	Restricted bus stop or stand	14
48	Restricted school area	6
99	Pedestrian crossing	10
	Total PCNs issued	3,744
	Patrol visits to streets	28,638
	Observations	14,229
	Average PCNs issued per day	16.86
	Average daily PCNs issued per CEO	5.62

Rochford total monthly PCN issue rate compared to Business Plan forecast and previous year

Rochford	2022-23	2023/24	Business Plan forecast
APR	301	298	368
MAY	272	393	368
JUN	339	368	368
JUL	351	354	368
AUG	249	432	368
SEPT	347	383	368
OCT	159	135	368
NOV	275	242	368
DEC	231	206	368
JAN	334	393	368
FEB	320	253	368
MAR	434	287	368
Total	3612	3744	4416



PCN issue and recovery rates

Rochford	Total PCNs
Number of Higher level PCNs issued	3571
Number of lower level PCNs issued	173
Number of total PCNs issued	3744
Number of PCNs paid	3046
Number of PCNs paid at discount amount	2593
Number of PCNs against which an informal or formal representation was made	550
Number of PCNs cancelled because of an informal or a formal representation	115
Number of PCNs written off due to CEO error	14
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	381
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	95%
Percentage of lower level PCNs issued	5%
Percentage of PCNs paid	81%
Percentage of PCNs paid at discount amount	69%
Percentage of PCNs against which an informal or formal representation was made	15%
Percentage of PCNs cancelled because of an informal or a formal representation	3%
Percentage of PCNs written off due to CEO error	0.4%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	10%

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SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

8 AUGUST 2024

AGENDA ITEM 12

Subject	Essex County Council proposal for the allocation of the agreed share of operational fund
Report by	Nick Binder, South Essex Parking Partnership Manager

Enquiries contact: Nick Binder. Nick.binder@chelmsford.gov.uk

Purpose

- This report provides the Joint Committee with the proposal from Essex County Council on how they intend to use the agreed £186,000 allocation from the South Essex Parking Partnership (SEPP) operational fund in accordance with Section 55 of the Road Traffic Regulation Act 1984 (RTRA 1984).

Options

The Joint Committee can approve, amend, or reject the proposal

Recommendation(s)

It is recommended that the Joint Committee;

- Agree that the proposed schemes totalling £186,000 are in accordance with Section 55 of the RTRA 1984 and;

Authorise the South Essex Parking Partnership Manager to release these funds to Essex County Council from the SEPP parking account.

Consultees	Lead Officers from each of the Partner Authorities as set out in Appendix B of the Joint Committee Agreement 2022.
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1. Introduction

- 1.1 At its meeting on 28 July 2022 the Joint Committee was presented with a report with a recommendation that the Joint Committee approves the allocation of £1,302,000 from the operational fund between the seven Partnership authorities for schemes and projects which are in accordance with Section 55 of the RTRA 1984.

The Joint Committee agreed to equally share the £1,302,000 surplus (the amount remaining at the end of the previous Joint Committee Agreement) between the seven Partner Authorities (£186,000 each). It was also agreed that the funding will be released to the Partnership Authorities subject to the following criteria:

- Each partner authority will need to present a report for approval by the Joint Committee providing details of the proposed scheme(s) which will demonstrate that the funding will be fully used as per the requirements of Section 55 of the RTRA 1984.

This report provides the Joint Committee with information for the Essex County Council proposals.

2 **Essex County Council proposals**

Bus gate/lane maintenance

Background: Across Essex there are a number of bus lanes and gates which have been provided to improve the reliability and journey times of passenger transport services. Additionally, many of these bus lanes and gates also contribute to the aim of reducing through traffic in town centre areas, improving air quality and enhancing safety for road users at interchange points such as bus and rail stations.

In addition to the maintenance of signs, lines and associated assets required to enforce bus gates, Essex proactively explores additional bus lane and gate locations to contribute to its active travel aspirations and increasing the use of buses across the network. An allocation of £152,200 would be used both for maintenance of existing bus lane assets and to assess new sites and deliver additional enforcement equipment as appropriate.

Amount Sought for Proposal: £152,200

Parkmap Maintenance

Background - Both NEPP and SEPP currently utilise Parkmap as a system to record and manage parking restrictions in Essex. The system (maintenance and licences) is fully funded via Essex County Council (approximately £67,500 pa). It is proposed that the 50% of this cost is used to support the funding of Parkmap.

Amount Sought for Proposal: £33,800

2.1 **Summary of funding request**

Bus Gate / lane Maintenance	£152,200
Parkmap Maintenance	£33,800
Total	£186,000

3 How these proposals meet the requirements of the RTRA 1984 (s55)

The proposals meet the criteria of subsection 2 of section 55 of the Road Traffic Regulation act 1984 “any deficit in the account shall be made good out of the general fund ‘ being a legitimate cost that should be recovered through the operational income of on-street parking that is not currently included in the operational costs of either SEPP or NEPP

- 4 If the Joint Committee approve these schemes totalling £186,000, Essex County Council will have no monies remaining from their allocation.

Conclusion

Essex County Council has provided a list of proposed schemes which meet the criteria of Section 55 of the RTRA 1984 to be approved by the Joint Committee.

It is recommended that the Joint Committee:

- Agree that the proposed schemes totalling £186,000 are in accordance with Section 55 of the Road Traffic Regulation Act 1985 and.

Authorise the South Essex Parking Partnership Manager to release these funds to Essex County Council from the SEPP parking account.

Appendices

None

Background Papers

The South Essex Parking Partnership Joint Committee Agreement 2011.
The South Essex Parking Partnership Joint Committee Agreement 2022.

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

8 AUGUST 2024

AGENDA ITEM 13

Subject	Rochford proposal for the remaining allocation of the agreed share of operational fund
Report by	Nick Binder, South Essex Parking Partnership Manager

Enquiries contact: Nick Binder. Nick.binder@chelmsford.gov.uk

Purpose

- This report provides the Joint Committee with the proposal from Rochford District Council on how they intend to use the remaining £26,000 of the agreed £186,000 allocation from the SEPP operational fund in accordance with Section 55 of the Road Traffic Regulation Act 1984 (RTRA 1984)

Options

The Joint Committee can approve, amend or reject the proposal

Recommendation(s)

It is recommended that the Joint Committee;

- Agree that the proposed schemes totalling £26,000 are in accordance with Section 55 of the RTRA 1984 and.

Authorise the South Essex Parking Partnership Manager to release these funds to Rochford District Council from the SEPP parking account.

Consultees	Lead Officers from each of the Partner Authorities as set out in Appendix B of the Joint Committee Agreement 2022.
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1. **Introduction**

- 1.1 At its meeting on 28 July 2022 the Joint Committee was presented with a report with a recommendation that the Joint Committee approves the allocation of £1,302,000 from the operational fund equally between the seven Partnership authorities for schemes and projects which are in accordance with Section 55 of the RTRA 1984.

The Joint Committee agreed to equally share the £1,302,000 surplus (the amount remaining at the end of the previous Joint Committee Agreement) between the seven Partner Authorities (£186,000 each). It was also agreed that the funding will be released to the Partnership Authorities subject to the following criteria:

- Each partner authority will need to present a report for approval by the Joint Committee providing details of the proposed scheme(s) which will demonstrate that the funding will be fully used as per the requirements of Section 55 of the RTRA 1984.
- 2 At its meeting on 15 December 2022 the Joint Committee approved a report submitted by Rochford District Council setting out schemes totalling £160,000 from their allocated £186,000 which were in accordance with Section 55 of the RTRA 1984.
- 2.1 This report provides the Joint Committee with some further proposals within the Rochford District for the remaining £26,000 of their allocation.

2 **Rochford District Council proposals**

The remaining £26,000 will contribute to the total costs identified as follows:

Approach Road Car Parks works:

Lighting

To reduce all tree & hedge encroachment back to fence line to a height of 4m and clear streetlamps and to remove weedy growth from tarmac areas to enable resurfacing:

£4,400.00

LED lighting – to remove existing and supply and fit 19 LED lanterns and to install 3 additional LED lights by taxi rank area:

£7,293.35

Lighting total:

£11,693.35

2.1 Reconstruction, Resurfacing and Relining

Essential resurfacing works along the perimeter fence, from taxi rank to ticket machine (60% of parking bays)

To include the access road running along by the parking bays, as above

Reline all parking bays and road markings throughout the whole car park:

£33,070.22

General repair (to repair barriers, paint, and tidy some signage):

£3,336.00

If required, estimated cost for any additional signage:

£150.00

Ground works total:

£36,556.22

3 **How these proposal meet the requirements of the RTRA 1984 (s55)**

The above proposals meet the criteria of subsection 4 (b) meeting all or part of the cost of the provision and maintenance by the local authority of off-street parking accommodation whether in the open or under cover.

Conclusion

Rochford District Council has provided a list of proposed schemes which meet the criteria of Section 55 of the RTRA 1984 to be approved by the Joint Committee.

It is recommended that the Joint Committee:

- Agree that the proposed schemes are in accordance with Section 55 of the Road Traffic Regulation Act 1985 and.

Authorise the South Essex Parking Partnership Manager to release the remaining £26,000 of the allocated funds to Rochford District Council from the SEPP parking account.

Appendices

None

Background Papers

The South Essex Parking Partnership Joint Committee Agreement 2011.
The South Essex Parking Partnership Joint Committee Agreement 2022.