

MEETING OF THE SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

13 March 2025
MARCONI ROOM, CIVIC CENTRE, CHELMSFORD CITY COUNCIL
COMMENCING AT 2PM

AGENDA

1. Welcome from Chairman
2. Apologies for absence and substitutions
3. Minutes of the Joint Committee meeting held on 15 January 2025
4. Public Question Time
5. Operational and Performance Report (Verbal update - Russell Panter)
6. Financial Report (Michael Packham)
7. Progress on Business Plan 2024/25 (Nick Binder)
8. Funding decisions made under delegated authority for 2024-25 sign and line maintenance and new Traffic Regulation Orders. (Nick Binder)

Date and time of next meeting
26 June 2025 at 2pm in the Council Chamber

MINUTES
of the
SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE
held on 15th January 2025 at 10am

Members present:

Councillor Alan Ball – Basildon Borough Council
Councillor Simon Morgan – Maldon District Council
Councillor Daryll Sankey – Brentwood Borough Council
Councillor Laureen Shaw – Essex County Council
Councillor Terry Sherlock – Chelmsford City Council

Officers present:

Nick Binder - Chelmsford City Council
Paul Brookes – Chelmsford City Council
William Butcher – Chelmsford City Council
Carole Carr – Brentwood Borough Council
Bret Edwards – Basildon Borough Council
Jo Heynes – Essex County Council
Stuart Jarvis – Castle Point Borough Council
Russell Panter – Chelmsford City Council
Dan Sharma-Bird – Chelmsford City Council
Nicola Syder – Maldon District Council

1. Welcome and Introductions

The Chair welcomed those present to the meeting.

2. Apologies for Absence

Apologies were received from Cllr Andrew Cross (Rochford District Council), Mike Fuller (Castle Point Borough Council), Sharon Braney (Rochford District Council), Michael Packham (Chelmsford City Council) and Alan Underdown (Basildon Borough Council). Bret Edwards (Basildon Borough Council) substituted for Alan Underdown.

3. Minutes of the Joint Committee Meeting 10 October 2024

The minutes of the meeting 10 October 2024 were confirmed as a correct record.

4. Public Question Time

A member of the public asked the Joint Committee a question regarding a recently accepted and funded application for parking restrictions in Stock Village. They asked when exactly in Q1 the proposal would be advertised, when the consultation period would commence and would enforcement officers visit regularly once the restrictions were in place.

In response officers informed the member of the public that they were expecting to advertise the scheme at the end of February, with a 21 day consultation period. After the consultation period, any support or objections would be looked at by the Committee under delegated authority, before a decision would be made to make the order, make the order less restrictive or to withdraw it. They clarified that when advertised, detailed maps of the restrictions would be available. Officers also stated that when a new restriction was put in place, they would often have more frequent patrols at the beginning to assist with the implementation and that during that time, they would also assess what the frequency of checks should be going forward.

(10.01am to 10.05am)

5. Operational and Performance Report (Verbal Update)

The Joint Committee received a verbal update on enforcement operational matters. The Joint Committee were informed that there had been positive recruitment news recently, with two posts filled and a good response to adverts for others. The Joint Committee also heard that new handheld devices and printers should be in use across SEPP soon and that officers were exploring the use of Full Hybrid vehicles and the option to either purchase or lease the vehicles. The Joint Committee were also updated on ongoing projects, including camera enforcement in Brentwood, service level agreements with Basildon and Maldon, the re location of the Rochford office and the use of anti-social behaviour legislation to tackle parking issues. It was noted that for example, community protection warnings could be issued where businesses were persistent offenders if a vehicle could be linked to the premises. The Joint Committee heard of a recent example in Maldon where the approach had been utilised.

The Joint Committee also heard that officers were due to attend a British Parking Association seminar where footway parking was due to be discussed and that they would report back. The Joint Committee were also updated on school parking initiatives, including new schools that had signed up and discussions about the scheme with other schools. The Joint Committee were also informed that PCN issue rates were fairly stable across the partnership, despite staffing issues in some areas, but that figures would be in line with the business plan objectives by the end of the year.

RESOLVED that the operational and performance update be noted.

(10.06am to 10.29am)

6. Financial Report

The Joint Committee received a financial report regarding the financial position of South Essex Parking Partnership for the period covering 1st April 2024 to 18th December 2024. The report also provided details of the actual costs and income received in this period.

Members heard that there was a surplus of £403,818 for SEPP and a deficit of £233,094 for the TRO account. The overall position for the Partnership was a surplus of £170,723 which was reported to be an improvement of £155,849 since August.

It was reported that the Partnership had received a total of £997,540 in 2024/25 from PCN income. In the same period in 2023/24, members were advised that the Partnership had received £1,083,860. It was advised that there was a risk that the income levels from PCN's would not reach the levels achieved in 2023/24.

It was advised that there had been three items of reserve spend to date in 2024/25, £186,000 allocation of Operational Fund to Essex County Council, £232,500 allocation of Operational Fund to Chelmsford City Council and £26,000 allocation of Operational Fund to Rochford District Council, totalling £444,500. It was noted that after taking the reserve spend into account, the total position for the partnership was a deficit of £273,777.

RESOLVED that the financial report be noted.

(10.29am to 10.35am)

7. Annual Business Plan 2025/26

The Joint Committee received a report on the proposed annual budget and business aims/objectives that the partnership set out to achieve in the forthcoming year. It was noted that the business objectives for 2025/26 had been set to ensure the Partnership maintained the current level of performance and continued to provide a high level of service delivery. It was also noted that the financial position and budget set for 2025/26 had ensured that all services would continue to be funded from the Partnership account with sufficient reserves to cover any shortfalls should they arise.

The Joint Committee were informed of the five key recommendations that they were being asked to approve as part of the Annual Business Plan for 2025/26;

- approve the 2025/26 budget and the proposed actions and objectives
- approve the proposed allocation of funding (Table 3 page 20) for 2025/26
- agree to maintain a reserve of £400,000 for financial year 2025/26
- approve the proposed on-street parking permit and pay and display fees and charges for 2025/26
- approve the risks identified and the action plan to address the top three risks in Appendix B.

The Joint Committee heard that the proposal to increase resident permit costs and on street pay and display costs would assist with offsetting higher National Insurance costs. They were also informed that a future paper would be presented on the costs of hybrid and EV

vehicles, and that further information from Brentwood was required about a potential red route in their area.

The Joint Committee were informed of the importance of keeping a reserve as in previous years and that the increased fees and charges had not been increased since 2015. It was noted that these were expected to raise income by £92,000. The Joint Committee heard that the surplus ~~from~~ from the parking enforcement account was expected to be £332,000 and that would contribute towards the TRO operational costs, the maintenance of sign and lines and the funding for new TROs identified in part 2 of the arrangement, with no estimated surplus to be added to Part 3 of the surplus sharing arrangement. The Joint Committee were also informed by officers that it was too early to comment on how the partnership may be structured in the future, as a result of Devolution and Local Government Reorganisation.

RESOLVED that;

1. the Joint Committee approved the attached Business Plan for 2025/26 and;
2. approved the 2025/26 budget and the proposed actions and objectives and;
3. approved the proposed allocation of funding (Table 3 Page 20) for 2025/26 and;
4. agreed to maintain a reserve of £400,000 for the financial year 2025/26 and;
5. approved the proposed on-street parking permit and pay and display fees and charges for 2025/26 and;
6. approved the risks identified and the action plan to address the top three risks in Appendix B.

(10.36am to 10.57am)

8. Forward Plan of meetings

The Joint Committee considered a report detailing the forward plan of agenda items and the proposed meeting dates for 2025/26.

RESOLVED that;

1. the forward plan of agenda items be agreed and;
2. the future meeting dates of 26 June 2025, 11 September 2025, 11 December 2025 and 12 March 2026 all commencing at 2pm be agreed and;
3. the meetings be held at the Chelmsford City Council offices.

(10.57am to 10.58am)

9. Date and time of next meeting:

RESOLVED that the next meeting of the Joint Committee be on 13th March 2025 at 2pm, at the Chelmsford City Council offices.

The meeting closed at 10.59am

Chairman

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

13th March 2025

AGENDA ITEM 6

Subject	Financial Report
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 28th February 2025

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 28th February 2025.

2. Financial summary

- 2.1 Appendix 1 provides details of the actual costs incurred and income received, and is currently showing a surplus of £358,190 for SEPP and a deficit of £305,879 for the TRO account, on a cash basis for the financial year to the 28th February 2025 before taking into account items funded from the Reserve. This results in an overall surplus position for the Partnership including the TRO account of £52,311. This is £118,412 worse than last reported in January. It should be noted that the figures in Appendix 1 are missing February's parking permit income due to when this report had to be finalised, so this will improve the position when included.

Looking at a comparison between this year and last year (April to February), and PCN income in particular, the Partnership received a total of £1,352,909 in 24/25, whereas in 23/24 the Partnership over the same period (April to February) received £1,487,263. Given the variation in income to date compared to last year, PCN income levels will not reach 23/24 levels (£1,616,230) or 24/25 budget levels (£1,709,000).

- 2.2 There has been 1 further item of reserve spend since last reported as follows which relates to an allocation of £135,000 to Castle Point from the Operational Fund. When this is added to the 3 previously reported items of reserve spend, total reserve spend for the year comes to £579,500.

After this reserve spend is taken into account, the total position for the partnership is a deficit of £527,189.

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 28th February 2025 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 @ 28/02/2025

Appendix 1 South Essex Parking Partnership - Summary position @ 28/02/2025									
Actual 24/25	Chelmsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	Total	TROs	Total
	£	£	£	£	£	£	£	£	£
Direct Expenditure									
- Employees	466,350	269,757	74,776	298,458	142,128	92,682	1,344,152	133,476	1,477,627
- Premises	0	0	0	0	0	0	0	0	0
- Supplies and Services	58,637	-122,764	8,972	30,866	22,447	10,970	9,128	148,666	157,793
- Third Party Payments	36,089	26,822	6,097	19,509	9,267	8,046	105,831	0	105,831
- Transport costs	9,633	11,510	5,741	20,447	8,712	5,741	61,785	17	61,802
Total Direct Expenditure	570,709	185,326	95,586	369,281	182,553	117,439	1,520,895	282,158	1,803,053
Indirect Expenditure									
Central Support	63,042	46,802	10,674	34,030	16,148	14,050	184,747	23,721	208,467
Total Indirect Expenditure	63,042	46,802	10,674	34,030	16,148	14,050	184,747	23,721	208,467
Total Expenditure	633,751	232,129	106,260	403,311	198,702	131,489	1,705,641	305,879	2,011,520
Income received to 28/02/25 (Excluding Residents Parking Permits income for February)									
PCN's	479,870	354,029	63,035	235,001	113,888	107,085	1,352,909	0	1,352,909
Residents' Parking Permits (to end of January)	259,386	126,428	23,527	147,805	15,993	6,446	579,585	0	579,585
Pay & Display	92,391	37,447	0	0	0	0	129,838	0	129,838
Other	547	366	79	301	112	95	1,500	0	1,500
Total Income	832,193	518,271	86,640	383,107	129,993	113,626	2,063,831	0	2,063,831
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below	(198,442)	(286,142)	19,620	20,203	68,708	17,863	(358,190)	305,879	(52,311)

(a)

Memorandum: Items funded from Reserves

	Actuals
	£
£186,000 allocation of Operational Fund - Essex County Council allocation	186,000
£232,500 allocation of Operational Fund - Chelmsford City Council allocation	232,500
£26,000 allocation of Operational Fund - Rochford District Council allocation	26,000
£135,000 allocation of Operational Fund - Castle Point District Council	135,000
	579,500
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves	(52,311)
Net After Use of Reserves	527,189

(a)

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

13 March 2025

AGENDA ITEM 7

Subject	Update on Business Plan for 2024/25
Report by	Parking Partnership Manager

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

Purpose

This report updates the Joint Committee on progress against the Business Plan approved for 2024/25.

Options

This report is for information.

Recommendation(s)

1. That the Joint Committee notes this report

Consultees

Lead officers from each of the Partner Authorities as set out in Appendix B of the Joint Committee Agreement 2022.

1. Introduction

1.1 At its meeting on 14 December 2023, the Joint Committee approved the South Essex Parking Partnership's Business Plan for 2024/25.

1.2 This Business Plan provided an estimated annual budget based on the operational data and financial outturns from the previous years of operation and considered the reduction in income during the Covid-19 pandemic and the future forecasts on the business recovery.

1.3 This report provides the current progress to date against the approved Business Plan.

2 Current position against projected outturn.

2.1 The Business Plan 2024/25 estimated that the enforcement account could expect a final surplus position of £357,900 to contribute to the operational costs of Traffic Regulation Order (TRO) function, the maintenance of signs and lines and the implementation of new traffic management schemes which require a traffic Regulation. The £400,000 reserve currently held in the reserve account would also be maintained. These projected outturns would be dependent on operating the function to the agreed expenditure costs and the amount of income received, in particular, PCN income which equates to 65% of the overall projected income.

2.2 The amount of PCNs issued across the Partnership is currently 4.3% down against the 2022/23 outturn and down by 11.5% against the estimated figure in the 2024/25 Business Plan.

2.3 Operating costs and expenditure are currently as expected but the overall income received from Penalty Charge Notices is currently down by 9% compared to the same period last year.

3 Business objectives for 2024/25

3.1 The Business Plan sets out the objectives the Partnership wishes to achieve in 2024/25. Appendix A, section 1, provides an update against each objective. Section 2 provides a comparison of the overall Parking Partnership PCN issue rates and Section 3 provides the PCN issue data for each individual partnership area.

4 Appendix A, Section 4, provides the current recovery rates for the overall Parking Partnership and the individual areas.

The overall recovery rate for PCNs paid is currently 75% of the PCNs issued. The expected outturn for the Partnership is in the region of 75% to 77%. In 2023/24 the outturn recovery rate was 80%. Considering that a high volume of PCNs issued are still within the initial recovery stage, the current recovery level is very good.

The rate of PCN cancellation (11%) remains within the expected level. The outturn position for cancellation rates in 2023/24 was 11%

5 Conclusion

The estimated level of PCN income is currently down against the estimate in the Business Plan with difficulties in recruitment to the vacant posts being a factor in the reduction of the number of PCNs issued. This position will improve as the vacant posts have been filled and training is completed. All other expenditure and income are currently as expected and the account will remain in a positive position to contribute to the costs of Traffic Regulation Order (TRO) function, the necessary maintenance of signs and lines and the implementation of new traffic management schemes which require a traffic Regulation Order, whilst also in a position to retain the agreed reserve of £400,000.

List of Appendices

Appendix A: Performance and update on the Business Plan objectives for 2024/25

Background Papers

South Essex Parking Partnership Business Plan 2024/25

The South Essex Parking Partnership Joint Committee Agreement 2022

APPENDIX A



Performance and update on Business Plan objectives for 2024/25

(April 2024 to January 2025)

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1 Business Plan aims and objectives update

Objective for 2024/25	Linked to business aim	Action and measure to date
<p>1: Monitor the effects of the business recovery and adjust the business case to ensure service provision meets demand.</p> <p>Continue to gauge the potential long term operational and financial impact of the change of working patterns / environments and parking requirements.</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>The number of PCNs issued, and the amount of PCN, Pay & Display and resident parking income is being compared and monitored against the business plan estimates and the outturn from 2023/24.</p> <p>The level of recovery is being gauged against the Annual Business Plan 2023/24 which contains estimates based on the assumed recovery and performance, based on pre-Covid levels.</p>
<p>2: Continued focus on performance and sickness absence management at a local level to ensure best use of staff resource and improve attendance levels and subsequently maintain expected levels of patrol coverage.</p> <p>Provide a professional service, ensuring full compliance with TMA 2004 and high levels of customer service.</p> <p>Key Performance Indicators:</p> <ul style="list-style-type: none"> • 75% of PCNs issued are successfully recovered • CEOs to achieve an average performance score of 33 • PCNs which have been cancelled due to an CEO error, not to exceed 0.8% 	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Monthly 1 to1 meetings are taking place between the Area Team Leaders and the Civil Enforcement Officers. These meetings provide an opportunity to discuss individual performance and how the performance is contributing to the overall Business Plan.</p> <p>In addition to these meetings, six monthly operational updates are provided by the Parking Partnership Manager. These inform staff of the progress against the agreed Business Plan. Monthly area performance updates are provided to each area depot on a monthly basis.</p> <p>CEOs are not set any targets regarding the amount of PCNs they should issue. The main focus of this work is to ensure that staff make best use of their time and maintain a sufficient level of patrol coverage throughout the many areas that require parking enforcement.</p> <p>The amount of PCNs issued across the Partnership is currently 4.3% down against the outturn from 2023/24 and 11.5% down against</p>

		<p>the estimate in the 2024/25 Business Plan</p> <p>The current level of performance is slightly down on the overall outturn position as set out in the 2024/25 Business Plan</p>
<p>3: Ensure CEO patrol rotas are continually reviewed to ensure best use of staff time in key areas.</p> <p>Continue to provide ad-hoc out of hours enforcement to concentrate enforcement on known problem areas.</p> <p>Review enforcement outside of the core operational hours and review level of resource required to ensure staff have enough support during these periods</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Area Team Leaders are modifying staff rotas to meet the needs of changing parking habits. The focus of the team is to ensure that the staff are in the right place at the right time providing essential traffic management.</p> <p>The requests for enforcement at school drop off and pick up time is increasing and the teams continue to adjust working patterns to meet these demands.</p> <p>Each area continues to provide out of hours enforcement at known problem areas. The areas are identified from feedback and reports from Councillors, Lead Officers and members of the public.</p> <p>The Parking Partnership has arrangements in place with Maldon and Brentwood for their staff to provide additional patrol coverage at known problem areas outside of the core hours.</p>
<p>3: Partnership CEOs to support Castle Point, and Rochford at key times and to provide holiday cover.</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>When resource permits, the partnership staff are being utilised to cover any staffing shortfalls due to holiday or sickness in these key areas.</p>
<p>4: Maldon to continue additional CEO patrol coverage with the use of the Community Safety Officers outside of normal working hours and during peak summer season.</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking</p>	<p>Maldon Community Service Officers continue to provide additional support to the Parking Partnership to provide out of hours parking enforcement in the Resident Parking</p>

<p>Maintain communications between the Council and the Partnership passing on intelligence regarding events (such as the Maldon Mud Race. Burnham Carnival etc.) when additional enforcement is required</p> <p>Introduce targeted action days to deal with Hot Spots (schools etc.) allocating Council resources in addition to the Partnership staff</p>	<p>enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>Zones and in the High Street outside of normal patrol hours. This arrangement is extended to provide additional enforcement during know events in the district.</p>
<p>5: Continue to operate the service level agreement with Brentwood Borough Council to engage the services of the Brentwood Community Safety Officers to provide enforcement patrols to assist with weekend and out of hours coverage.</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>The SEPP enforcement Team and the Brentwood Community Safety team are working well in Partnership to address issues outside of core operational hours. Joint patrols have also been set up with the police to deal with issues of anti-social behaviour and parking contraventions. These patrols have proved to be very successful.</p> <p>A new Service Level Agreement to continue this arrangement has been agreed and signed by both parties.</p>
<p>6: Review current operational expenditure and processes and determine if further efficiencies / improvements can be made</p>	<p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>The operational expenditure is currently as expected and in line with the budget in the Annual Business Plan.</p>
<p>7: Identify the proposed resident parking schemes, which are agreed and approved. Determine the additional income gained from the resident permit charges and adjust each area account to reflect the change.</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking</p>	<p>Resident permit schemes have been progressed and approved by the Sub Committee. Several new permit schemes have been introduced into the Partnership areas and the additional income received is reflected in the individual area financial outturn and</p>

	<p>enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>contributes to the running of these schemes.</p>
<p>8: Identify and prioritise schemes in areas which provide the greatest benefit to the overall aims and objectives of the Parking Partnership</p> <p>Produce and implement a programme of essential maintenance works for signs and lines and TROs requiring attention.</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p> <p>Maintain signs and lines and TROs to an acceptable level ensuring suitable funding is available</p>	<p>Schemes requiring essential maintenance continue to be identified and agreed by the delegated powers given to the SEPP manager. A significant amount of work has been completed in this area ensuring parking restrictions remain relevant and enforceable.</p>
<p>9: Ensure that new developments requiring parking related restrictions / schemes contribute to the implementation of the scheme via section 106 arrangements or the Community Infrastructure Levy</p>	<p>Maintain signs and lines and TROs to an acceptable level ensuring suitable funding is available</p>	<p>Ongoing: Partnership Lead Officers to maintain local relationships with planning departments and Essex County Council Highways.</p>
<p>10: Continue to develop and roll out the School Parking Initiative across all Partnership areas, to improve</p>	<p>Support the core principles of TMA 2004</p>	<p>The Parking Partnership School Liaison officer continues to promote this scheme and is currently engaged with many schools interested in launching the scheme.</p>

<p>parking behaviours at school drop off and pick up times</p>		
<p>11. Meet with Officers from NEPP and ECC to determine any additional services that can be delivered by the Partnerships on behalf of ECC under separate Service Level Agreements.</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>Meetings continue to take place with NEPP and ECC officers. No new services have been identified to date.</p>
<p>12. Working in Partnership with Brentwood Council and ECC Consider the feasibility to implement a red route in Brentwood High Street with Camera enforcement</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>Meetings with officers continue and initial designs and costings have been sourced for consideration.</p> <p>There is a wider discussion between Brentwood and ECC regarding the current condition of the cobbled stone area of the High Street, its current condition and how this will be remedied in the near future.</p>
<p>13. New Beaulieu Train Station – Chelmsford.</p> <p>Consult with residents in surrounding areas that have the potential to be affected by all day commuter parking, with the aim of implementing a suitable scheme prior to the station opening late 2025.</p> <p>Subject to approval of funding.</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Preliminary informal resident parking consultations have been completed in the North Chelmsford Beaulieu areas in advance of the opening of the new Train Station.</p> <p>The results of the consultations are currently under review awaiting a final decision.</p>

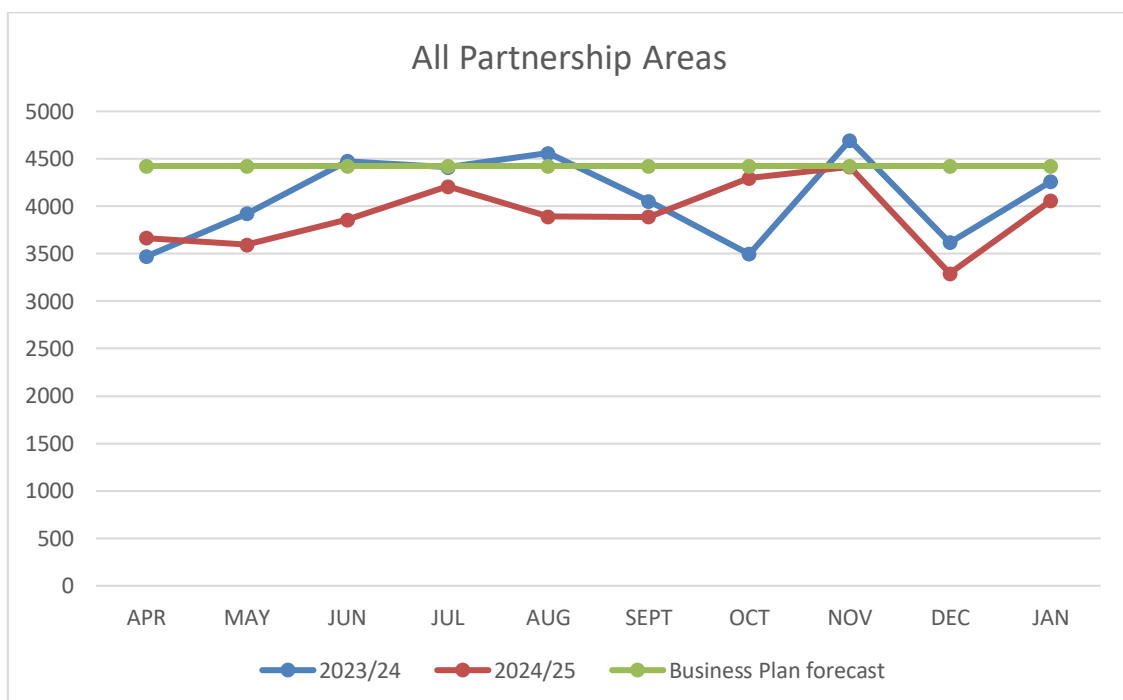
2 Overall Partnership PCN comparison

The income received from Penalty Charge Notices (PCNs) equates to 65% of the total income received. This income is not guaranteed and is dependent on the number of motorists who contravene a parking restriction and are noted by a patrolling enforcement officer.

A reduction in this level of income will have a detrimental effect on the overall account and it is therefore important to monitor this effect. The amount of PCNs issued compared to the previous years of the operation is a good benchmark to determine how the operation is performing. The following table provides the current PCN issue rate compared to the 2023/24 outturn and the Business Plan estimate.

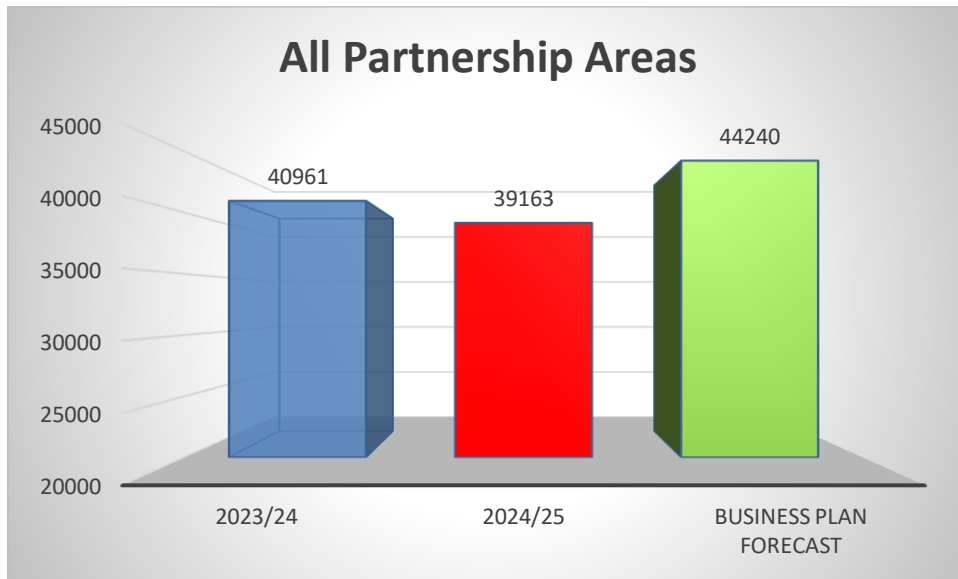
This relates to the period April 2024 to January 2025 for PCNs issued across all areas in the Parking Partnership.

Monthly 2024/25 PCN issue rate comparison against the 2023/24 outturn and the Business Plan estimate for 2024/25.



SEPP	2023/24	2024/25	Business Plan forecast
APR	3471	3664	4424
MAY	3922	3596	4424
JUN	4476	3859	4424
JUL	4410	4208	4424
AUG	4559	3890	4424
SEPT	4053	3888	4424
OCT	3498	4295	4424
NOV	4695	4415	4424
DEC	3617	3292	4424
JAN	4260	4056	4424
Total	40961	39163	44240

Overall Partnership PCN issue comparison figure for period April 2024 to January 2025

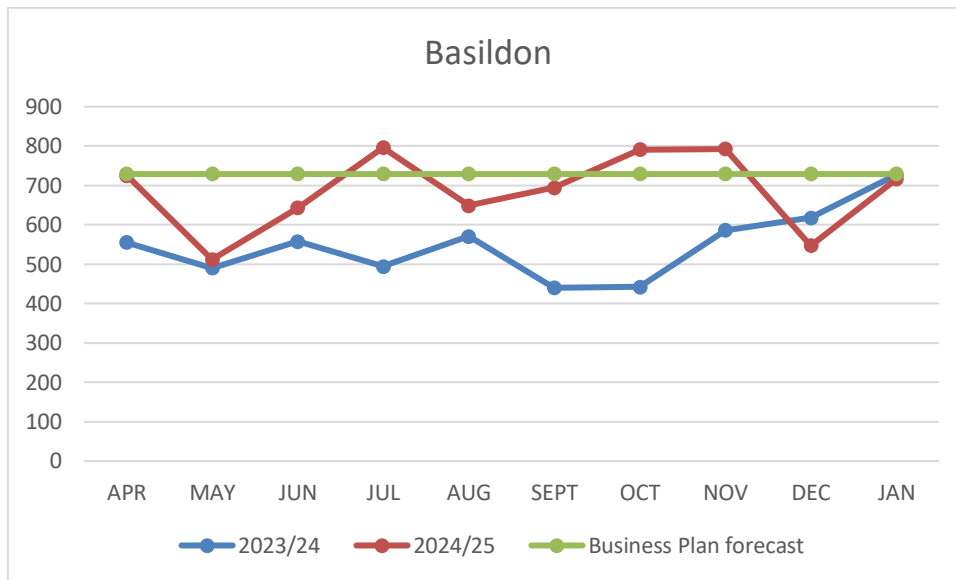


The amount of PCNs issued across the Partnership are currently 4.3% down against the 2023/24 performance and 11.48% down against the estimated figure in the Business Plan.

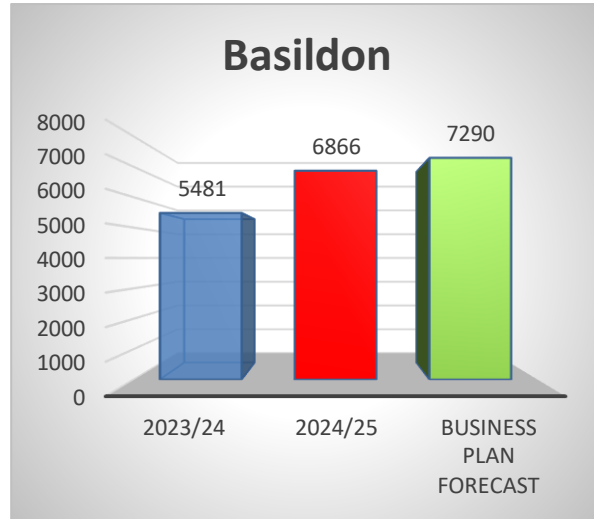
3 Individual area PCN comparison

The following tables (pages 10 to 15) provides the current PCN issue rate for each of the partner authorities compared to the 2023/24 outturn and the Business Plan estimate.

3.1 Basildon

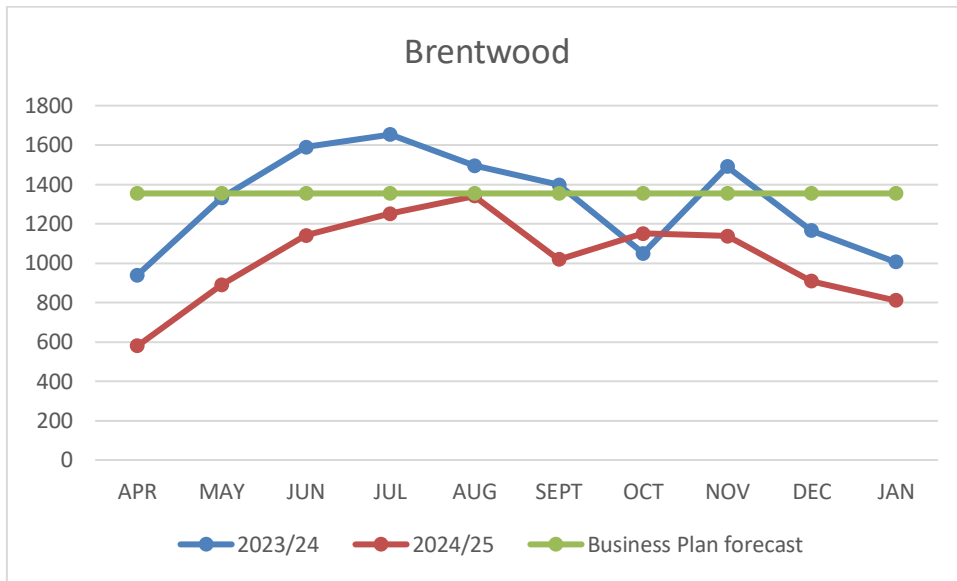


Basildon	2023/24	2024/25	Business Plan forecast
APR	555	725	729
MAY	490	512	729
JUN	558	643	729
JUL	494	796	729
AUG	571	649	729
SEPT	440	694	729
OCT	442	791	729
NOV	586	793	729
DEC	618	547	729
JAN	727	716	729
Total	5481	6866	7290

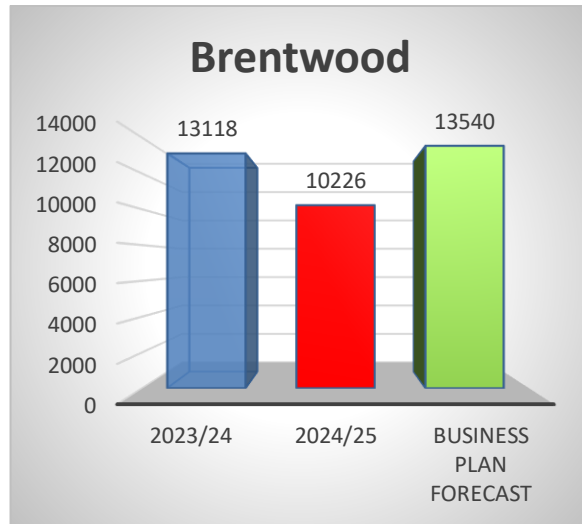


The amount of PCNs issued in Basildon is currently 25.3% up against the 2023/24 performance and 5.8% down against the estimated figure in the Business Plan.

3.2 Brentwood

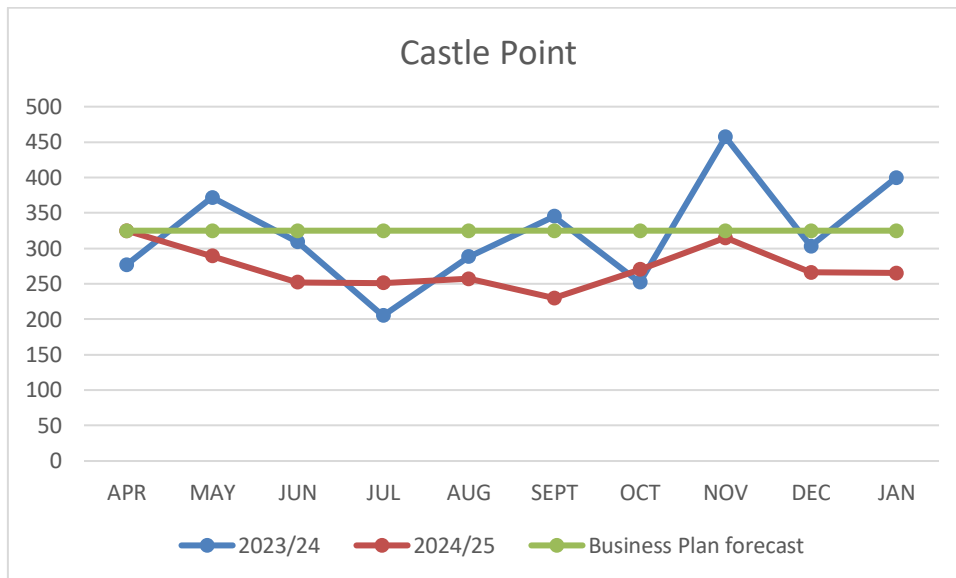


Brentwood	2023/24	2024/25	Business Plan forecast
APR	939	579	1354
MAY	1333	891	1354
JUN	1590	1140	1354
JUL	1653	1251	1354
AUG	1495	1340	1354
SEPT	1398	1019	1354
OCT	1049	1151	1354
NOV	1491	1137	1354
DEC	1165	908	1354
JAN	1005	810	1354
Total	13118	10226	13540

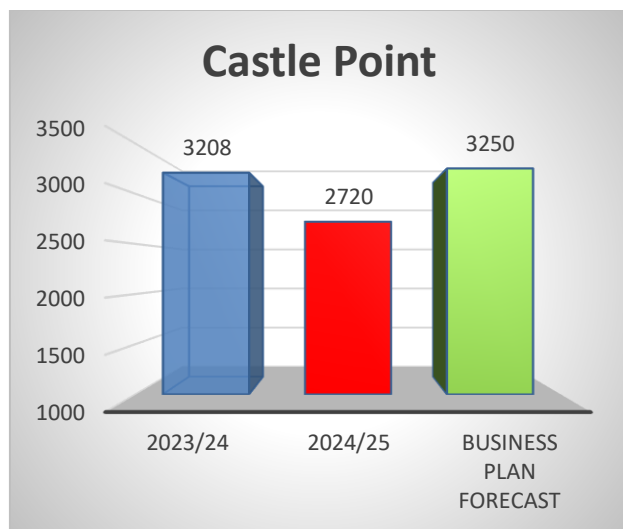


The amount of PCNs issued in Brentwood is currently 22% down against the 2023/24 performance and 24.5% down against the estimated figure in the Business Plan.

3.3 Castle Point

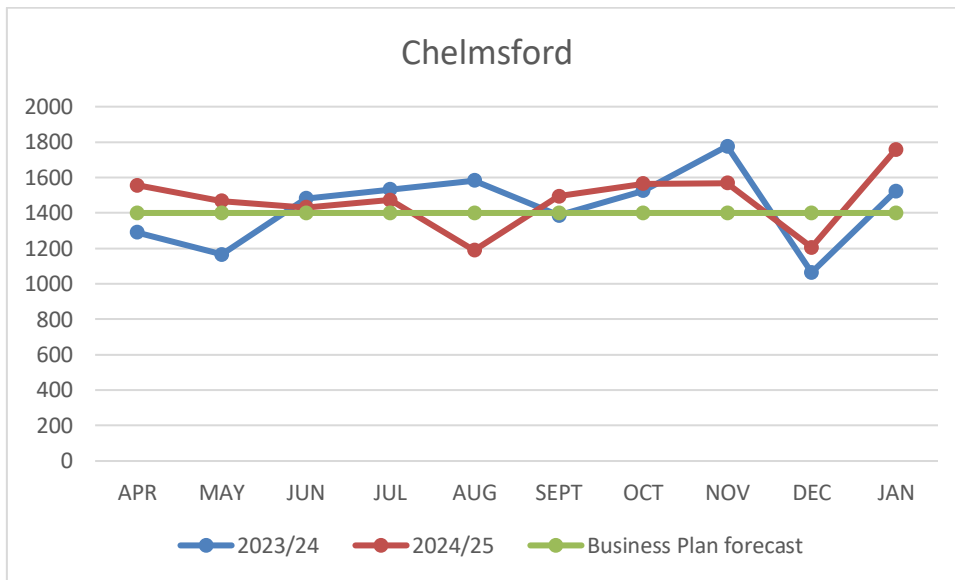


Castle Point	2023/24	2024/25	Business Plan forecast
APR	277	325	325
MAY	372	289	325
JUN	309	252	325
JUL	205	251	325
AUG	288	257	325
SEPT	345	230	325
OCT	252	270	325
NOV	457	315	325
DEC	303	266	325
JAN	400	265	325
Total	3208	2720	3250

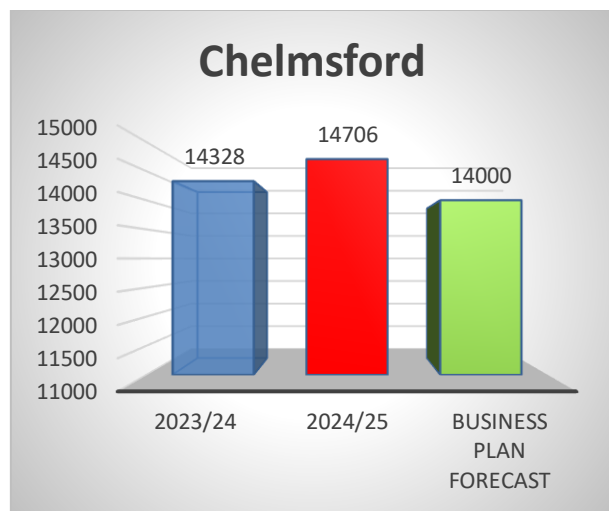


The amount of PCNs issued in Castle Point is currently 15.2% down against the 2023/24 performance and 16% down against the estimated figure in the Business Plan

3.4 Chelmsford

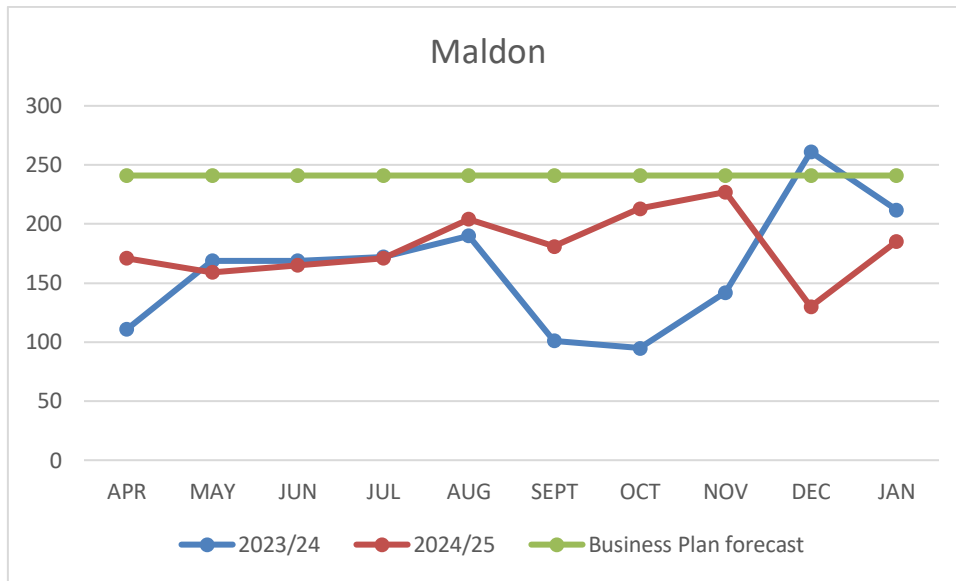


Chelmsford	2023/24	2024/25	Business Plan forecast
APR	1291	1555	1400
MAY	1165	1467	1400
JUN	1482	1432	1400
JUL	1532	1472	1400
AUG	1583	1189	1400
SEPT	1386	1494	1400
OCT	1525	1564	1400
NOV	1777	1569	1400
DEC	1064	1206	1400
JAN	1523	1758	1400
Total	14328	14706	14000

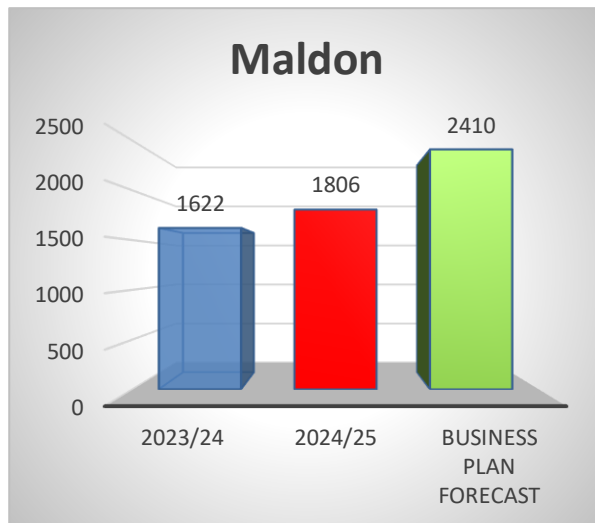


The amount of PCNs issued in Chelmsford is currently 2.6% up against the 2023/24 performance and 5% up against the estimated figure in the Business Plan

3.5 Maldon

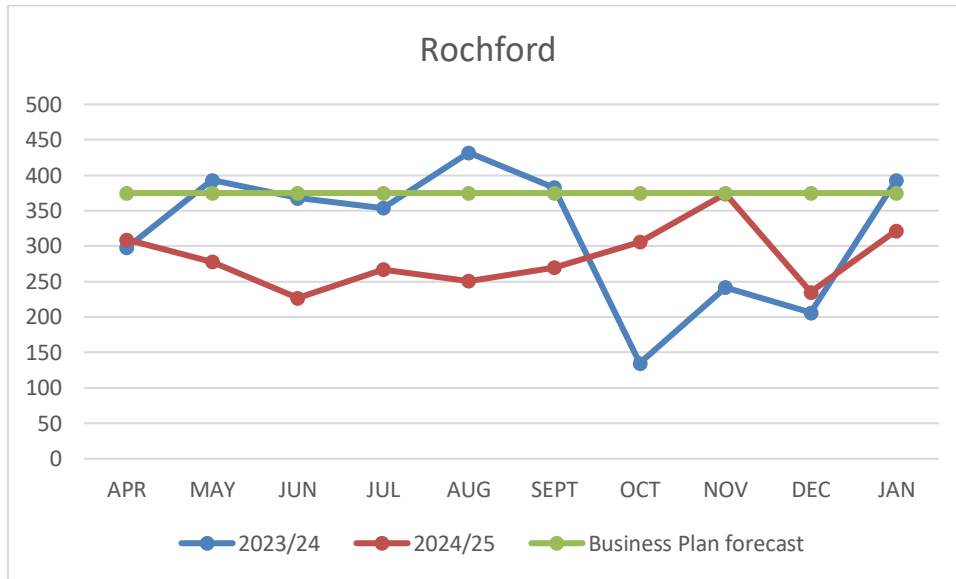


Maldon	2023/24	2024/25	Business Plan forecast
APR	111	171	241
MAY	169	159	241
JUN	169	165	241
JUL	172	171	241
AUG	190	204	241
SEPT	101	181	241
OCT	95	213	241
NOV	142	227	241
DEC	261	130	241
JAN	212	185	241
Total	1622	1806	2410

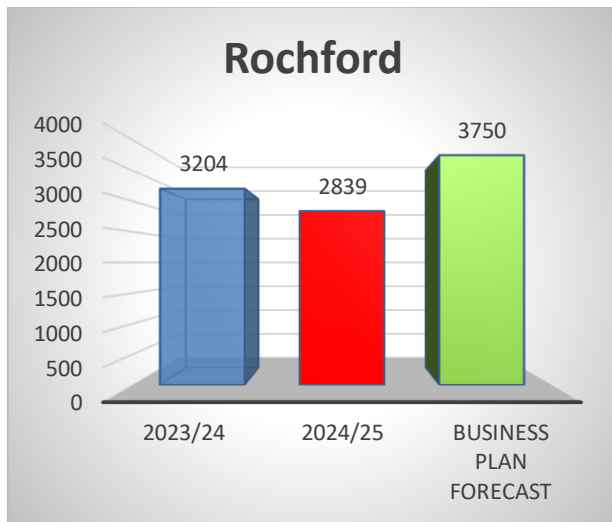


The amount of PCNs issued in Maldon is currently 11.3% up against the 2023/24 performance and 25% down against the estimated figure in the Business Plan

3.6 Rochford



Rochford	2023/24	2024/25	Business Plan forecast
APR	298	309	375
MAY	393	278	375
JUN	368	227	375
JUL	354	267	375
AUG	432	251	375
SEPT	383	270	375
OCT	135	306	375
NOV	242	374	375
DEC	206	235	375
JAN	393	322	375
Total	3204	2839	3750



The amount of PCNs issued in Rochford is currently 11.3% down against the 2023/24 performance and 24% down against the estimated figure in the Business Plan

4 Recovery rates

The following table shows the current recovery and cancellation rates across the Partnership and for each individual area. This data relates to the period 1 April 2024 to 31 January 2025.

Back Office PCN recovery rates April 2024 to January 2025								% of stage payment received from PCNs fully paid		
	PCNs Issued	Cases stopped	%	Outstanding	%	Fully Paid	%	Discount	Full amount	Surcharge Paid
Basildon	6,866	908	13	1147	17	4811	70	85	12	3
Brentwood	10226	1066	10	1802	18	7358	72	82	14	4
Chelmsford	14706	2263	15	2765	19	9678	66	85	12	3
Castle Point	2720	249	9	270	9.9	2201	81	86	12	2
Maldon	1806	221	12	214	12	1371	76	87	11	2
Rochford	2839	179	6	299	11	2361	83	88	10	2
Partnership Total	39163	4886	11	6497	14	27780	75	85	12	3

The overall recovery rate for PCNs paid is currently 75% of the PCN issued. The expected outturn for the Partnership is in the region of 75% to 77%. In 2023/24 the outturn recovery rate was 80%. Considering that a high volume of PCNs issued are still within the initial recovery stage, the current recovery level is very good.

The rate of PCN cancellation (11%) remains within the expected level. The outturn position for cancellation rates in 2023/24 was 18%

**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE
MEETING**

13 March 2025

Subject	Decisions made under delegated authority for 2024/25 sign and line maintenance and new traffic management schemes requiring a new Traffic Regulation Order (TRO).
Report by	South Essex Parking Partnership Manager

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

Purpose

To update the Joint Committee as per the Terms of reference (**Appendix A**) on the funding decisions made under delegated authority by the South Essex Parking Partnership Manager in consultation with the SEPP Joint Committee Chairman and Vice Chairman for the allocation of the 2024/25 funding for signs and lines maintenance and traffic management schemes requiring a new TRO

Options

The report is for noting

Recommendation(s)

The report is noted

Consultees

Lead officers from each of the Local Authorities within the South Essex Parking Partnership (SEPP)

1.	<u>Introduction</u>
1.1	Essex County Council has delegated to the Joint Committee the responsibility for on-street civil parking enforcement and responsibility for relevant sign and lines maintenance and the power to make relevant traffic regulations in accordance with the provisions contained within the Traffic Mangement Act 2004 (TMA 2004) and the Road Traffic Regulation Act 1984 (RTRA 1984)

1.2	After an operational term of 11 years, the 2011 Joint Committee Agreement expired on 31 March 2022. The newly agreed 2022 Joint Committee Agreement was signed and completed by all partners on 30 June 2022. The term of the 2022 Joint Committee Agreement is for a further 5 years with the option thereafter to extend annually up to a maximum of 8 years.
1.4	Section 10.4 of the 2022 Joint Committee Agreement also makes the following provisions for delegation of functions: 10. Functions to be exercised by the Joint Committee <i>10.4 The Joint Committee is authorised to delegate any of its functions (including for the avoidance of doubt the enforcement and/or cancellations of PCN's) to the South Essex Parking Partnership Manager or nominated deputy of the Lead Authority.</i>
1.5	At its meeting on 28 July 2022 the Joint Committee agreed to continue with the delegated authority as set out in the terms of reference (Appendix A) to approve the funding for signs and lines maintenance and TRO funding for the term of the 2022 Joint Committee Agreement.
1.6	This report updates the Joint Committee on the decisions made under this arrangement.
2	<u>Decisions made under delegated authority</u>
2.1	At its meeting on 14 December 2023 the Joint Committee approved the Annual Business Plan for the financial year 2024/25. The Business Plan allocated £200,000 for the essential maintenance of parking related signs and lines and new parking schemes which require a new TRO.
2.1	Appendix B lists the Batch 21 schemes totalling £155,050 where funding has been allocated for the maintenance of parking related signs and lines and Appendix C lists the schemes totalling £34,500 where funding has been allocated for new parking schemes requiring a new TRO. These decisions were made under the delegated authority by the South Essex Parking Partnership Manager in consultation with the SEPP Joint Committee Chairman and Vice Chairman
2.2	From the allocated sum of £200,000 a total amount of £189,550 has been approved and allocated under these arrangements, leaving £10,450 available for the remainder of the financial year.
3	<u>Conclusion</u>
	Under the terms of the 2022 Joint Committee Agreement, approval was given for the delegated authority for the funding of signs and lines maintenance and new TROs as set out in the Terms of Reference (Appendix A) The Joint Committee has been updated on the funding decisions made under this delegation.
<u>List of Appendices</u>	
Appendix A Terms of Reference for approval of funding for signs and lines maintenance and new Traffic Regulation Orders (TROs)	
Appendix B South Essex Parking Partnership Lines & Signs Maintenance Batch 21 Funding Approval 2024/25	

Appendix C Funding for new Traffic Regulations Orders

Background Papers

South Essex Parking Partnership Joint Committee Agreement June 2022

Appendix A

South Essex Parking Partnership **Approval of funding for signs and lines maintenance and new Traffic Regulation Orders** **(TROs)**

1. Terms of Reference

- In accordance with Clause 10.4 of the 2022 Joint Committee Agreement, the Joint Committee has delegated its function to approve funding for schemes requiring signs and lines maintenance and new Traffic Regulation Orders to the South Essex Parking Partnership Manager in consultation with the Chairman and Vice Chairman of the Joint Committee
- Decisions taken under this delegated authority by the South Essex Parking Partnership Manager will not exceed the level of funding agreed in the Annual Business Plan for the maintenance of signs and lines and new TROs and will be reported to the next available Joint Committee meeting.

Appendix B

South Essex Parking Partnership Lines & Signs Maintenance Batch 21 Funding Approval 2024/25

BASILDON		
Road	Request	Estimate
Radford Way, Billericay	Refresh DYL/LWB/SYL	£1,000
Radford Crescent, Billericay	Refresh DYL/LWB/SYL	£1,000
Chestnut Avenue, Billericay	Refresh DYL, SYL and Posts/Signs	£1,500
Gilmour Rise, Billericay	Refresh DYL, SYL and Posts/Signs	£1,000
Western Road, Billericay	Refresh DYL, SYL and Posts/Signs	£2,000
Beaufort Road, Billericay	Refresh DYL, SYL and Posts/Signs	£1,500
Tye Common Road, Billericay	Refresh DYL, SYL and Posts/Signs	£1,500
Elder Avenue, Wickford	Refresh DYL	£1,000
Alfred Gardens, Wickford	Refresh SYL	£750
Edward Gardens, Wickford	Refresh SYL	£750
Hereward Gardens, Wickford	Refresh SYL	£750
Hengist Gardens, Wickford	Refresh SYL	£750
The Hastings, Wickford	Refresh SYL	£750
Butneys, Basildon	Refresh DYL	£500
Scott Drive, Wickford	Refresh SKC & SYL	£750
London Road, Wickford	DYL, SYL and Posts/Signs	£2,000
High Street, Wickford	DYL, SYL, Kerb blips, Loading Bays, Taxi Bay and Posts/Signs	£5,000
Market Road, Wickford	DYL, SYL, Kerb blips, Limited Waiting Bays, Taxi Bay and Posts/Signs	£2,500
Market Avenue, Wickford	DYL	£2,000
Church Road, Basildon	Refresh SKCs, DYL & SYL	£1,500
Coppice Lane, Basildon	Replace SKC signs and add additional signage	£1,500
Heather Bank, Billericay	Refresh SYL & missing sign on LC	£500
Daines Road, Billericay	Refresh SYL & RP bays - RP signs & No Waiting signs	£1,500
Hurlock Road, Billericay	Refresh SYL & RP bays - RP signs & No Waiting signs	£1,500
Chantry Way, Billericay	Refresh RP bays & No Waiting signs	£1,000
High Cloister, Billericay	Refresh No Waiting signs	£500
Mayflower Road, Billericay	Refresh SYL's & signs	£500
Great Gregorie, Basildon	Refresh SYL & DYL's	£500
Great Spenders, Basildon	Replace signing	£500
	Total	£37,000

BRENTWOOD		
Road	Request	Estimate
Crescent Road/Kavanaghs Road, Brentwood	Refresh DYL, SYL & RPB and Posts/Signs	£5,000
Cromwell Road, Brentwood	Refresh DYL, SYL & RPB and Posts/Signs	£2,500
Mascalls Lane, Brentwood	Remove Posts/Signs	£300
Mascalls Gardens, Brentwood	Refresh damaged/faded Posts/Signs	£300
River Road, Brentwood	Refresh DYL, SYL and Posts/Signs	£750
Spital Lane, Brentwood	Refresh DYL, SYL and Posts/Signs	£1,000
The Grove, Brentwood	Refresh DYL and Posts/Signs	£500
Jasons Close, Brentwood	Refresh DYL	£500

Honeypot Lane, Brentwood	Refresh DYL and RPB and Posts/Signs	£2,000
The Leas, Ingatestone	Refresh DYL	£250
Whadden Chase, Ingatestone	Refresh SYL and Posts/Signs	£750
The Paddocks, Ingatestone	Refresh SYL and Posts/Signs	£2,000
Stock Lane, Ingatestone	Refresh DYL, SYL & RPB and Posts/Signs	£2,000
Fairfield, Ingatestone	Refresh DYL, SYL & RPB and Posts/Signs	£2,000
Wigley Bush Lane & Weald Road, South Weald	Refresh SKCs, DYL & SYL	£5,000
Broomwood Gardens & Larchwood Gardens, Pilgrims Hatch	Refresh DYL	£500
Sawyers Hall Lane, Brentwood	Refresh lining	£3,500
Sawyers Grove, Brentwood	Refresh DYL, SYL and Posts/Signs	£1,500
Vaughan Williams Way, Brentwood	Refresh DYL/SYL	£3,000
Crown Street, Brentwood	Refresh Loading Bays, DYL, SYL and Posts/Signs	£1,000
Rose Valley, Brentwood (between Gresham Rd and Station)	Refresh DYL, SYL, RP Bays and Posts/Signs	£750
High Street, Brentwood	Refresh Kerb Blips, Lining and replace damaged posts/signs	£1,500
Fryerning Lane, Ingatestone	Refresh DYL's	£500
Waterloo Road / Wellesley Road, Brentwood	Refresh lining and replace missing/damaged/worn signs	£2,500
	Total	£39,600

CASTLE POINT		
Road	Request	Estimate
Church Road / Seamore Close, Benfleet	Refresh DYL	£500
Elmhurst Avenue, Benfleet	Refresh DYL	£500
Swans Green Close, Benfleet	Refresh DYL	£500
Kimberley Road, Benfleet	Refresh DYL	£500
Wavertree Road, Benfleet	Refresh DYL	£500
Clifton Avenue, Benfleet	Refresh DYL j/w High Road	£200
Kents Hill Road, Benfleet	Refresh DYL	£1,000
Central Wall Road, Canvey Island	Refresh DYL (layby)	£500
High Street, Canvey Island	Refresh DYL outside "GMD"	£250
London Road, Benfleet	Refresh DB, LWB, DYL's	£1,000
Hatley Gardens, Benfleet	Signing	£500
Konnybrook, Benfleet	Signing	£500
Brook Road, Benfleet	Signing & Lining	£1,000
	Total	£7,450

CHELMSFORD		
Road	Request	Estimate
Kings Road, Chelmsford	Refresh Lines	£5,000
Sandringham Place, Chelmsford	Refresh Lines & Signs	£1,000
Maldon Road, Margaretting	Refresh DYL on bend near Parsonage Lane	£500
Waveney Drive, Springfield	Refresh Permit Bays	£3,000
Goodier Road, Chelmsford	Refresh DYL	£500
Maldon Road, Great Baddow	Refresh Lines	£700

Fitzwalter Place & Sackville Close	Refresh Lines	£2,000
Butts Lane, Danbury	Refresh Lines	£3,000
New London Road, Chelmsford	Refresh Kerb Markings o/s Fitness Superstore and Signs outside school	£2,500
Tower Avenue, Chelmsford	Refresh Lines and Signs	£1,000
Park Avenue, Chelmsford	Replace Permit signs	£1,000
Moulsham Street, Chelmsford	Replace Faded Signs	£4,000
Victoria Road, Chelmsford	Relocate / Remove Post o/s Bed Shop	£500
Primrose Hill, Chelmsford	Relocate sign o/s no. 65-73	£250
Samuel Parish Link, Wright Crescent, Ben Wilson Link, Alick Horsnel View, Robert McCarthy Place, William Gurton View, Grantham Drive, Beaulieu Park	Install additional Permit Repeater Signs	£2,500
Baker Road, William Bull Place, Cattle Crescent	Install additional Permit Repeater Signs	£500
Ernest Webb Drive, Philip Whitehead Road, Albert Bausor Close	Correct Signage	£500
New Writtle Street, Chelmsford	Replace Faded Signs	£1,000
Hamlet Road, Chelmsford	Replace Faded Signs	£1,000
Rothesay Avenue, Chelmsford	Replace Faded Signs	£1,000
Havencourt, Chelmsford	Replace No Loading Sign and refresh lines	£500
Market Road, Chelmsford	Replace No loading Sign o/s County Hall	£500
St Fabians Drive, Acres End, Canterbury Way and Lichfield Close, Chelmsford	Install additional Permit Repeater Signs	£500
Mildmay Road	H-bar o/s no. 141	£50.00
Broomfield Road, Victoria Road, Waterloo Lane, Coval Lane and Rainsford Road.	Correct EV Bay Lines and Signs	£3,500
Chichester Drive	Refresh Lines and Signs	£1,000
Cramphorn Walk and Andrews Place, Chelmsford	Replace Signs	£3,000
Searle Crescent	Install additional Permit Repeater Signs	£500.00
Russell Way, Chelmsford	Correct SYL	£250
Beeches Road, Chelmsford	Refresh Lines and Signs	£1,000
The Green, Writtle	Refresh Lines	£2,000
Moulsham Street, Chelmsford	Replace post (painted black) outside 181 Moulsham Street	£500
Main Road & Ormond Crescent, Woodham Ferrers	Refresh Lines	£750
Rainsford Lane, Coval Lane, Alma Drive, Elgin Avenue and Prykes Drive, Chelmsford	Replace faded and/or damaged signs	£1,500
Swan Lane, Stock	Refresh SKC	£500
Total		£47,500

MALDON		
Road	Request	Estimate
Fambridge Road, Maldon	Change Permit Bay Signage (for consistency)	£1,000
High Street, Burnham on Crouch	Lining and signing	£1,000
Main Road, Saint Lawrence,	Refresh DYL, SYL and Replace/Add	£6,000

Southminster	Posts/Signs	
Hoe Mill Lock, Woodham Walter & Ulting	Refresh DYL	£3,000
	Total	£11,000

ROCHFORD		
Road	Request	Estimate
Burrows Way, Rayleigh	Refresh DYL	£1,000
Victoria Road, Rayleigh	Replace missing signs	£500
West Street / Market Square	Refresh Lines and Signs	£1,000
Main Road, Hockley	Replace LWB signs	£500
Highfield Crescent, Rayleigh	Lining and signing	£1,000
Brook Road, Rayleigh	Signing	£1,000
The Approach, Rayleigh	Signing	£1,000
Mansted Gardens, Rochford	Replace post	£500
Brooklyn Drive, Rayleigh	Refresh SKC	£1,000
Picton Gardens, Rayleigh	Lining and signing	£1,500
Love Lane, Rayleigh	Refresh lining	£1,000
Marina Avenue, Cordilia Crecent, Oakwood Road	Refresh lining	£2,500
	Total	£12,500

AREA	TOTALS
Basildon	£37,000
Brentwood	£37,100
Castle Point	£7,450
Chelmsford	£47,000
Maldon	£11,000
Rochford	£12,500
Total	£155,050

Appendix C

Funding for new Traffic Regulation Orders within The South Essex Parking Partnership

KEY: DYL = Double yellow line SYL = Single yellow line RP = Resident permit

TRO SCHEMES 2024/25 MALDON					
Item	Road	Town	District	Restriction	Estimated cost
1	Woodrolfe Road	Tollesbury	Maldon	DYL	£2,500
2	Park Drive	Maldon	Maldon	DYL	£2,000
TOTAL - £4,500					

TRO SCHEMES 2024/25 BASILDON					
Item	Road/s	Town	District	Restriction	Estimated cost
1	Mount Road	Wickford	Basildon	Amend times of SKC	£2,000
2	St Cleres Crescent, Beauchamps Drive & Hill Avenue	Wickford	Basildon	DYLs and SKCs	£5,000
3	Fernbank & Mountnessing Road	Billericay	Basildon	DYL on junction	£2,000
4	Tyrells & The Redinge	Billericay	Basildon	DYL on junction	£2,000
5	High Street, Billericay	Billericay	Basildon	Amend Limited Waiting Bay to Loading Bay	£2,000
TOTAL - £13,000					

TRO SCHEMES 2024/25 CHELMSFORD					
Item	Road/s	Town	District	Restriction	Estimated cost
1	Mill Lane, The Square, Swan Lane, Back Lane, Cambridge Close & Austen Drive	Stock	Chelmsford	DYL	£10,000
TOTAL - £10,000					

Item	Road	Town	District	Restriction	Estimated cost
TRO SCHEMES 2024/25 CASTLE POINT					
1	Earleswood and Clifton Avenue	Benfleet	Castle Point	DYL on junction	£2,000
2	Woodside View & Manor Road, Woodside Lawn Cemetery Access Road	Benfleet	Castle Point	DYL on junctions	£2,500
3	Nordland Road, Brandenburg Road, Tewkes Road, Heilsburg Road, Landsburg Road, Munsterburg Road	Canvey Island	Castle Point	DYL on junctions	£2,500
TOTAL - £7,000					