

MEETING OF THE SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

14 MARCH 2024
COUNCIL CHAMBER, 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 14 December 2023
4. Public Question Time
5. Operational and Performance Report (Verbal update - Russell Panter)
6. Financial Report (Michael Packham)
7. Progress on Business Plan 2023/24 (Nick Binder)
8. Delegation of the Joint Committee decision to consider representations against an advertised Traffic Regulation Order

Date and time of next meeting
27 June 2024 at 2pm in the Council Chamber

MINUTES
of the
SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE
held on 14 December 2023 at 2pm

Members present:

Councillor Ian Fuller – Chelmsford City Council
Councillor Carole Morris – Basildon Borough Council
Councillor Laureen Shaw – Essex County 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
Stuart Jarvis – Castle Point Borough Council
Russell Panter – Chelmsford City Council
Dan Sharma-Bird – Chelmsford City Council
Jack Sharp - 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 S Morgan, Maldon District Council. Apologies had also been received from Sharon Braney – Rochford District Council, James Hendry – Basildon Borough Council, Mike Packham – Chelmsford City Council and Nicola Syder – Maldon District Council. Alan Underdown substituted for James Hendry – Basildon.

3. Minutes of the Joint Committee Meeting 31 August 2023

The minutes of the meeting 31 August 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. The Joint Committee were updated on the business plan position which detailed a positive increase against previous years, with the figures regarding PCN's issued in the plan being exceeded. It was noted that figures were down in Basildon, Maldon and Rochford but this was mainly due to staffing and sickness issues, some other areas were up against the previous years. The Joint Committee heard that there were currently three vacancies and officers had recently attended a labour day at Basildon employment centre to help advertise the roles. It was also noted that nine vehicles were going to reach the end of their leases in 2024 and officers were looking to replace these with lower emission vehicles. The Joint Committee also heard about the SEPP IT future plan, which was designed to maintain efficiency alongside enhancing and developing the services provided. It was also noted that officers continued to look at possible future issues, such as various digital solutions and moving traffic powers.

RESOVLED that the update be noted.

(2.01pm to 2.13pm)

6. Financial Report

The Joint Committee considered a report on the financial position of South Essex Parking Partnership up to 30th November 2023, which showed a cash-based surplus of £284,171 for SEPP and a deficit of £206,4003 for the TRO account before taking into account items funded from the Reserve. This resulted in an overall surplus position of £78,168 when the TRO account was included, an improvement of £134,628 since last reported. It was noted that the 23/24 figure on PCN income, represented just over 101% 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 for 23/24 and there had been one item of reserve spend of £33,820 for enforcement costs in Brentwood, leaving the net surplus for the partnership and TRO account after reserves use of £44,348.

RESOLVED that the financial report be noted.

(2.14pm to 2.16pm)

7. 3PR School Parking Initiative update

The Joint Committee received a verbal update on the 3PR School Parking Initiative. It was noted that 64 schools were now enrolled, with 9 further ones under discussion. It was also noted that a successful launch had recently taken place at Milhouse Primary in Basildon, with strong support shown. The Joint Committee also heard that the team were looking to improve on press releases and that a park and stride scheme from Asda to Barnes Farm school in Chelmsford was launching soon, with parents and teachers all being offered permits. In response to a question from the Joint Committee, about the use of the scheme in secondary schools, it was noted that this would require a major rebrand as the scheme had been very much designed with primary school age children in mind.

AGREED that the report be noted.

(2.16pm to 2.21pm)

8. Annual Business Plan 2024/25

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 2024/25 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 2024/25 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 also heard that officers were noticing costs across the board starting to increase and that this would be closely monitored in future years.

The Joint Committee heard the proposal that there would be £200k funding available for maintenance of signs and lines and new TROs with an additional £35k for the implementation of resident permit schemes to coincide with the opening of the new Beaulieu Train Station in Chelmsford. It was also proposed that the reserve fund continue to be set at £400k for 2024/25.

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

- The funds set aside for Beaulieu would cover parts of Old Beaulieu and North Springfield that were adopted roads. It was also noted that discussions had taken place with parishes and the partnership wanted to take the initiative before parking in the area became an issue and felt it was important to get ahead of any potential issues.
- The Partnership was part of the British Parking Association and increases to the PCN fees were a topic often discussed by the association.
- It was assumed that interest was earned on the £400k reserve but officers would look into this to confirm.
- The £400k reserve figures had been gradually increased, most recently, after the pandemic and it was felt by officers to be at the correct level to protect the partner authorities.
- Only Brentwood and Chelmsford had pay and display parking areas but this was an option for all partner authorities.

RESOVLED that;

1. the 2024/25 budgets and proposed actions/objectives be agreed and;
2. the proposed funding for 2024/25 be agreed and;
3. the £400,000 reserve for the financial year be maintained and'
4. the risks identified and the action plan to address the top three risks be agreed.

(2.22pm to 2.40pm)

9. Castle Point proposal for the allocation of the agreed share of the operational fund

The Joint Committee received a report detailing the proposal from Castle Point Borough Council on how they intended to use part of the agreed £186,000 allocation from the SEPP operational fund, in accordance with Section 55 of the Road Traffic Regulation Act 1984. It was noted that the funds had been allocated to upgrade the overspill car park at Thorney Bay. It was noted that this would help respond to increased visitor numbers throughout the year and meet Building Regulation requirements in respect of the soon to be built pavilion/toilet facilities and access to it by emergency vehicles.

AGREED that;

1. The proposed scheme totalling £135,000, is in accordance with Section 55 of the RTRA 1984 act and;
2. The SEPP manager be authorised to release the funds to Castle Point Borough Council from the SEPP parking account.

(2.41pm to 2.44pm)

10. Forward plan of meetings

The Joint Committee considered a report detailing the forward plan of agenda items and the proposed meeting dates for 2024/25.

RESOLVED that;

1. the forward plan of agenda items be agreed and;
2. the future meeting dates of 27 June 2024, 12 September 2024, 12 December 2024 and 13 March 2025 all commencing at 2pm be agreed and;
3. the meetings be held at the Chelmsford City Council offices.

(2.44pm to 2.45pm)

11. Date and time of next meeting:

AGREED that the next meeting of the Joint Committee be on 14 March 2024 at 2pm.

The meeting closed at 2.45pm

Chairman

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

14th March 2024

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 29th February 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 2023 to 29th February 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 £387,836 for SEPP and a deficit of £288,524 for the TRO account, on a cash basis for the financial year to the 29th February 2024 before taking into account items funded from the Reserve. This results in an overall surplus position for the Partnership including the TRO account of £99,312. This is an improvement of £21,144 since last reported.

Looking at a comparison between this year and last year (April to February), and PCN income in particular, the Partnership received a total of £1,487,263 in 23/24, whereas in 22/23 the Partnership over the same period (April to February) received £1,462,489. The 23/24 figure therefore represents just under 102% of the income received in 22/23 over the same period.

Latest projections and income received mean that the budget of £1,627,800 for PCN income for 23/24 is likely to be broadly on target. Total PCN income received in 22/23 was £1,612,372, so the 23/24 budget allows for a slight increase from the prior year.

- 2.2 There have been 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, as previously reported to this Committee in March and August of last year. This is added to the other use of reserve spend in 23/24, the out of hours enforcement costs in Brentwood. Total reserve spend therefore totals £405,820 to date as highlighted in Appendix 1 and results in a net deficit for the partnership and TRO account after reserves use of £306,508.

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 29th February 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 @ 29/02/2024

Appendix 1 South Essex Parking Partnership - Summary position @ 29/02/2024									
Actual 23/24	Chelmsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	Total	TROs	Total
	£	£	£	£	£	£	£	£	£
Direct Expenditure									
- Employees	452,646	300,845	62,746	320,624	141,939	91,296	1,370,096	134,129	1,504,226
- Premises	0	0	0	0	0	0	0	0	0
- Supplies and Services	44,758	32,771	44,721	30,819	17,379	8,826	179,274	133,204	312,478
- Third Party Payments	30,910	22,974	5,221	16,708	7,936	6,892	90,642	0	90,642
- Transport costs	9,522	11,884	5,460	21,313	8,958	5,460	62,598	176	62,774
Total Direct Expenditure	537,837	368,474	118,149	389,464	176,212	112,475	1,702,610	267,509	1,970,119
Indirect Expenditure									
Central Support	57,283	38,433	8,236	31,570	11,804	9,974	157,300	21,230	178,530
Total Indirect Expenditure	57,283	38,433	8,236	31,570	11,804	9,974	157,300	21,230	178,530
Total Expenditure	595,120	406,907	126,384	421,034	188,016	122,449	1,859,910	288,739	2,148,649
Income received to 29/02/2024									
PCN's	492,711	485,743	57,047	202,395	123,919	125,447	1,487,263	0	1,487,263
Residents' Parking Permits	278,875	135,300	25,066	153,359	19,100	6,982	618,683	0	618,683
Pay & Display	99,533	41,308	0	0	0	0	140,841	0	140,841
Other	350	234	51	193	72	61	960	214	1,174
Total Income	871,470	662,586	82,163	355,947	143,092	132,489	2,247,747	214	2,247,961
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below	(276,350)	(255,679)	44,221	65,087	44,924	(10,041)	(387,836)	288,524	(99,312)

(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	
	405,820	
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves	(99,312)	(a)
Net After Use of Reserves	306,508	

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

14 March 2024

AGENDA ITEM 7

Subject	Update on Business Plan for 2023/24
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 2023/24.
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.
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1. Introduction
 - 1.1 At its meeting on 15 December 2022, the Joint Committee approved the South Essex Parking Partnership’s Business Plan for 2023/24.
 - 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 2023/24 estimated that the enforcement account could expect a final surplus position of £69,000 to be allocated to part 3 of the surplus allocation arrangements to cover wider strategic highway priorities. This amount would take into account an estimated surplus of £497,700 from the enforcement operation account and the deduction of the agreed £428,000 costs identified in Part 2 of the surplus allocation to cover the operational costs of Traffic Regulation Order (TRO) function, the necessary maintenance of signs and lines, the implementation of new traffic management schemes which require a traffic Regulation Order and new innovation and technology. 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% up against the 2022/23 outturn but slightly down by 2.1% against the estimated figure in the 2023/24 Business Plan.

2.3 Operating costs and expenditure are currently as expected but the overall income received from Penalty Charge Notices, resident parking permits and pay and display income is expected to be down by 3.5% compared to the estimate in the Business Plan. The expected surplus outturn for the enforcement operation is therefore expected to be in the region of £410,000 which will contribute to the costs identified in Part 2 of the surplus allocation.

3 Business objectives for 2023/24

3.1 The Business Plan sets out the objectives the Partnership wishes to achieve in 2023/24. 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 73% of the PCNs issued. The expected outturn for the Partnership is in the region of 75% to 77%. In 2022/23 the outturn recovery rate was 76%. 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 2022/23 was 14%

5 Conclusion

Overall, the operation has performed well and the expenditure is currently as expected. The estimated overall level of income is expected to be slightly down by 3.5% but the enforcement operation account will still remain in a positive surplus position to cover 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

List of Appendices

Appendix A: Performance and update on the Business Plan objectives for 2023/24

Background Papers

South Essex Parking Partnership Business Plan 2023/24

The South Essex Parking Partnership Joint Committee Agreement 2022

APPENDIX A



Performance and update on Business Plan objectives for 2023/24

(April 2023 to February 2024)

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1 Business Plan aims and objectives update

Objective for 2023/24	Linked to business aim	Action and measure
<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 following the Covid 19 pandemic.</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 Pre-Covid outturns, and the outturn from 2022/23.</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% up against the outturn from 2022/23</p>

		<p>and 2.15% down on the estimate in the 2023/24 Business Plan</p> <p>The current level of performance is likely to be slightly down on the overall outturn position as set out in the 2023/24 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>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>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>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 enforcement and the</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 Zones and in the High Street outside of normal patrol hours. This</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>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>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>The Partnership are currently engaging in a new Service Level Agreement to continue this arrangement.</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</p>	<p>Support the core principles of TMA 2004</p>	<p>Resident permit schemes have been progressed and approved by the Sub Committee. Several new permit schemes have been</p>

<p>charges and adjust each area account to reflect the change.</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>introduced into the Partnership areas and the additional income received is reflected in the individual area financial outturn and contributes to the running of these schemes.</p> <p>Preliminary informal resident parking consultations have begun in the North Chelmsford Beaulieu areas in advance of the opening of the new Train Station.</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 enforceable.</p>
<p>9: Ensure that new developments requiring parking related restrictions / schemes contribute to the</p>	<p>Maintain signs and lines and TROs to an acceptable level</p>	<p>Ongoing: Partnership Lead Officers to maintain local relationships with</p>

<p>implementation of the scheme via section 106 arrangements or the Community Infrastructure Levy</p>	<p>ensuring suitable funding is available</p>	<p>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 parking behaviours at school drop off and pick up times</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>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. Implement the trial CCTV camera enforcement project in Sawyers Hall Lane to monitor the School Keep Clear markings</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>This project is currently on hold and under a wider review of the Brentwood High Street</p>

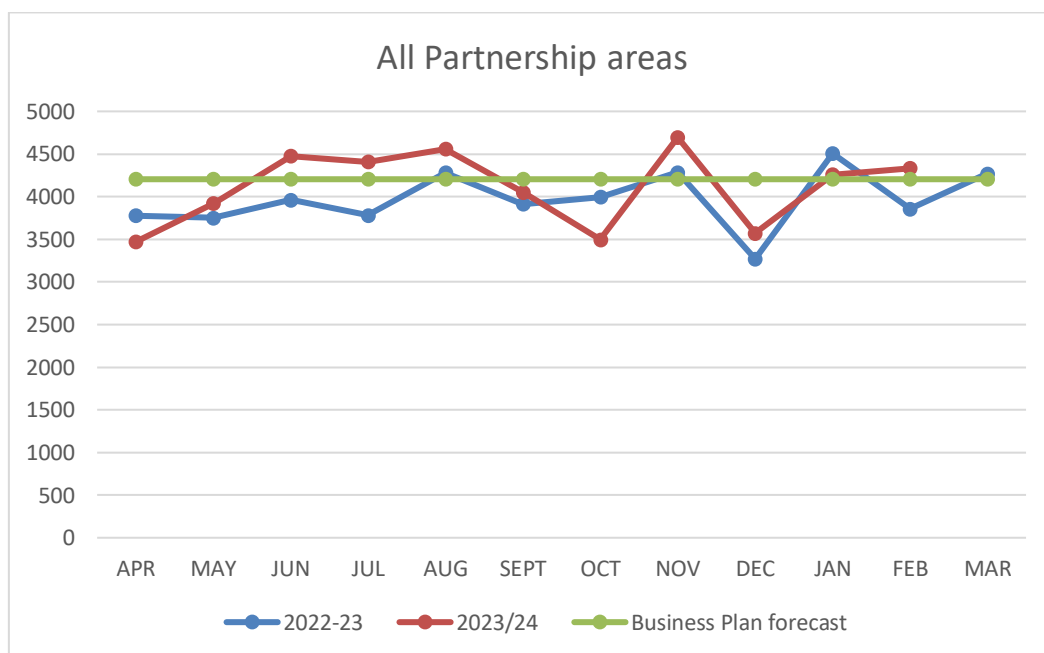
2 Overall Partnership PCN comparison

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 2022/23 outturn and the Business Plan estimate.

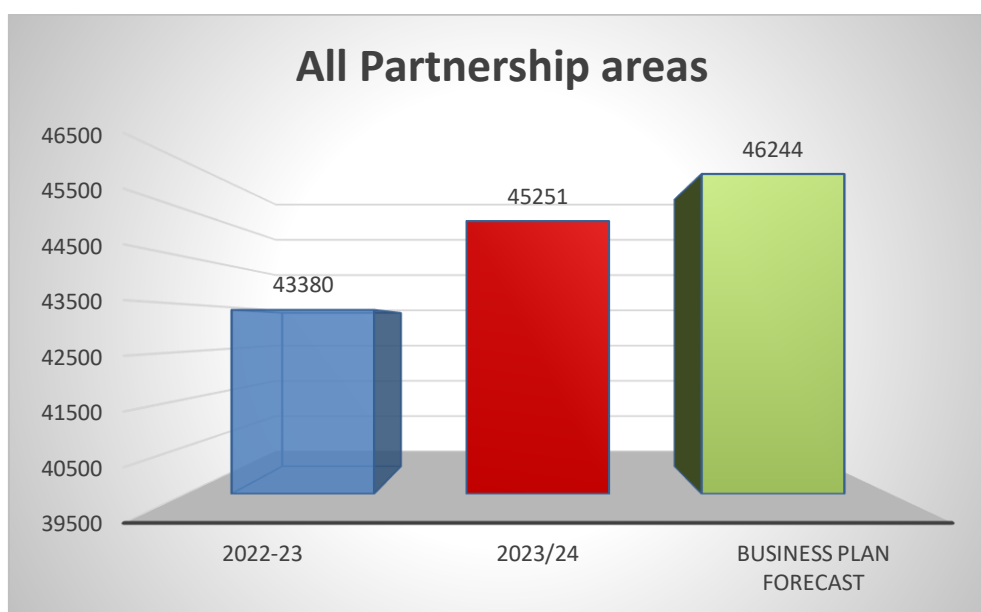
This relates to the period April 2023 to February 2024 for PCNs issued across all areas in the Parking Partnership.

Monthly 2023/24 PCN issue rate comparison against the 2022/23 outturn and the Business Plan estimate for 2023/24.



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	3572	4204
JAN	4506	4260	4204
FEB	3857	4335	4204
Total	43380	45251	46244

Overall Partnership PCN issue comparison figure for period April 2022 to February 2023

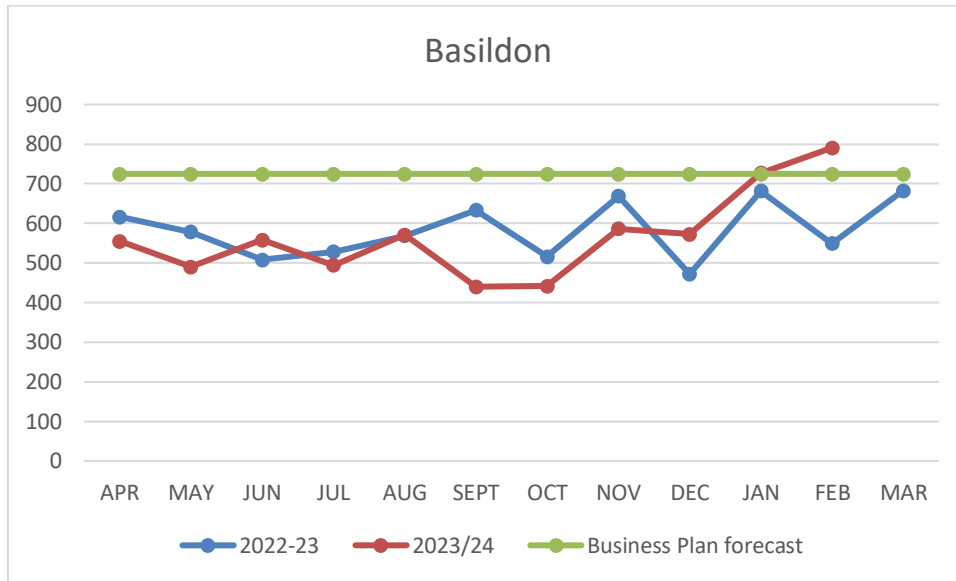


The amount of PCNs issued across the Partnership is currently 4.3% up against the 2022/23 performance and 2.15% down against the estimated figure in the Business Plan.

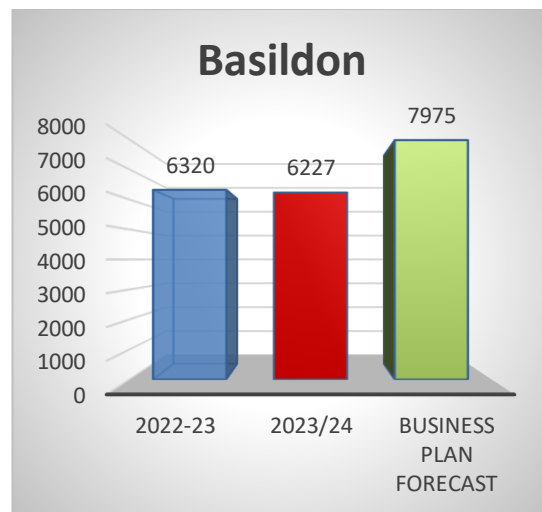
3 Individual area PCN comparison

The following tables (pages 10 to 15) provides the current PCN issue rate for each of the partner authorities compared to the 2022/23 outturn and the Business Plan estimate.

3.1 Basildon

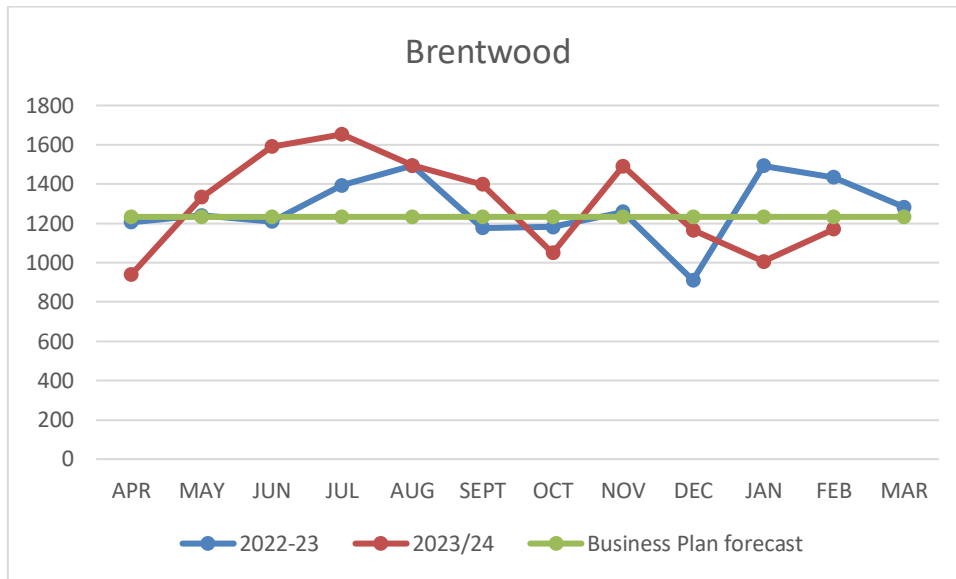


Basildon	2022-23	2023/24	Business Plan forecast
APR	616	555	725
MAY	578	490	725
JUN	508	558	725
JUL	528	494	725
AUG	569	571	725
SEPT	633	440	725
OCT	516	442	725
NOV	669	586	725
DEC	472	573	725
JAN	682	727	725
FEB	549	791	725
Total	6320	6227	7975

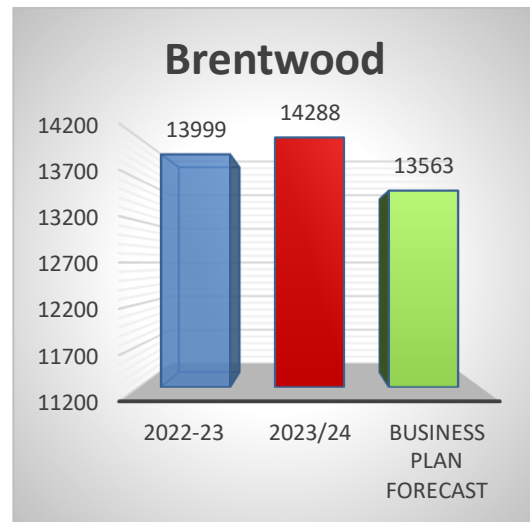


The amount of PCNs issued in Basildon is currently 1.4% down against the 2022/23 performance and 22% down against the estimated figure in the Business Plan.

3.2 Brentwood

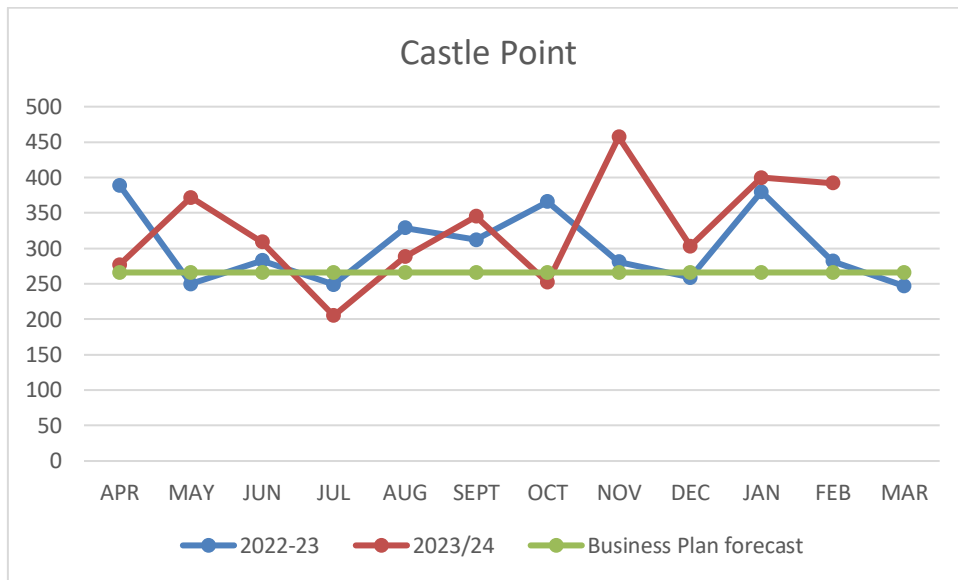


Brentwood	2022-23	2023/24	Business Plan forecast
APR	1206	939	1233
MAY	1240	1333	1233
JUN	1209	1590	1233
JUL	1393	1653	1233
AUG	1494	1495	1233
SEPT	1177	1398	1233
OCT	1182	1049	1233
NOV	1259	1491	1233
DEC	911	1165	1233
JAN	1493	1005	1233
FEB	1435	1170	1233
Total	13999	14288	13563

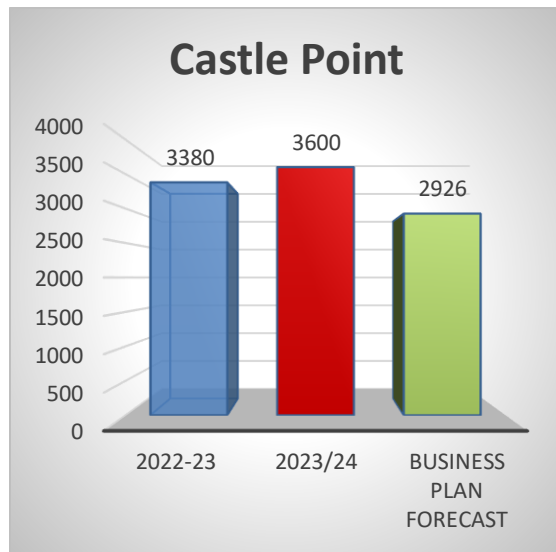


The amount of PCNs issued in Brentwood is currently 2% up against the 2022/23 performance and 5.3% up against the estimated figure in the Business Plan.

3.3 Castle Point

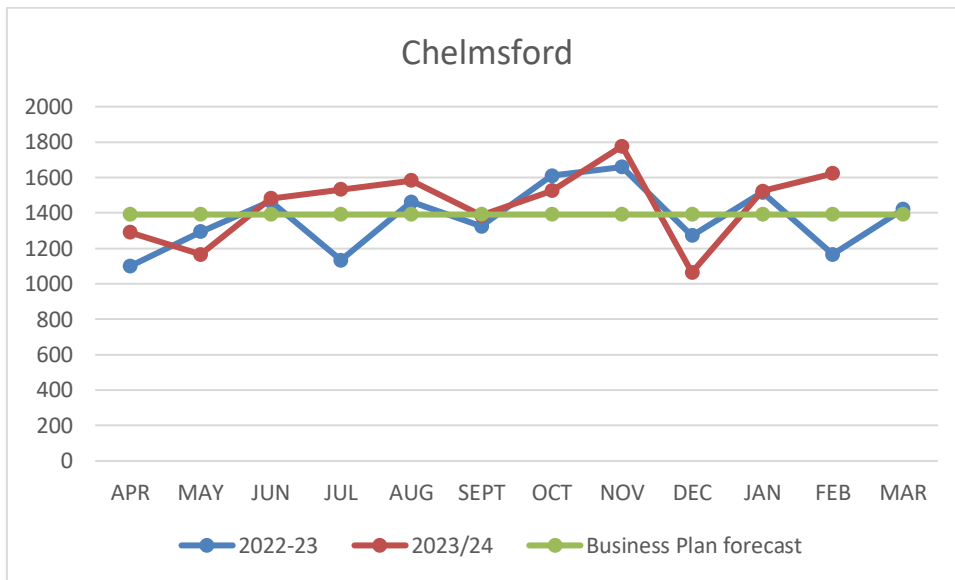


Castle Point	2022-23	2023/24	Business Plan forecast
APR	389	277	266
MAY	250	372	266
JUN	283	309	266
JUL	249	205	266
AUG	329	288	266
SEPT	312	345	266
OCT	366	252	266
NOV	281	457	266
DEC	259	303	266
JAN	380	400	266
FEB	282	392	266
Total	3380	3600	2926

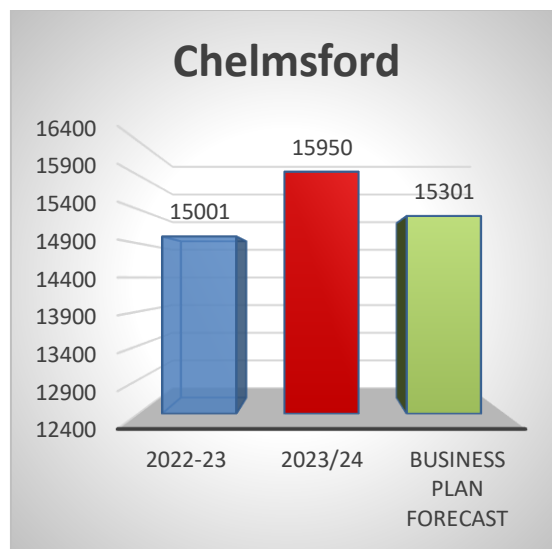


The amount of PCNs issued in Castle Point is currently 6% up against the 2022/23 performance and 23% up against the estimated figure in the Business Plan

3.4 Chelmsford

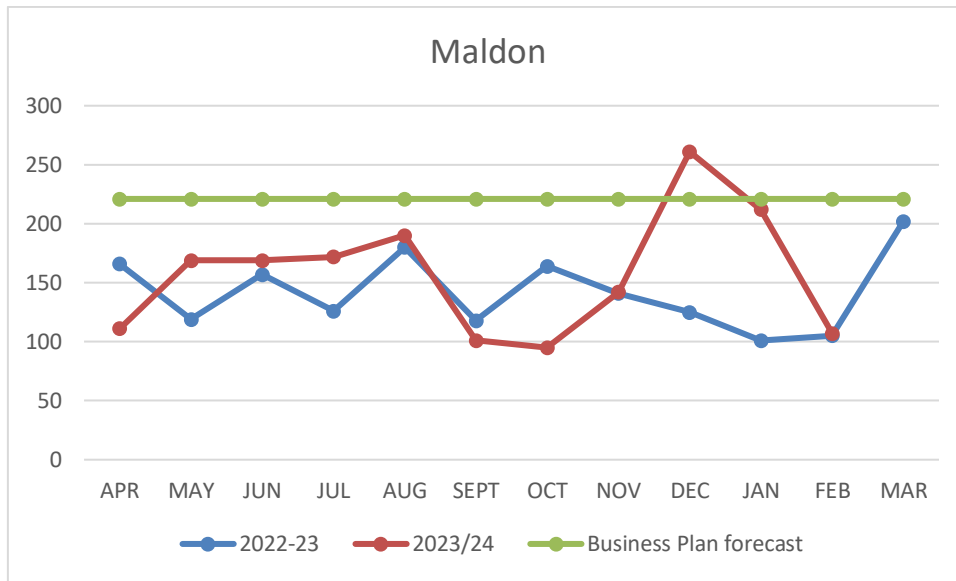


Chelmsford	2022-23	2023/24	Business Plan forecast
APR	1100	1291	1391
MAY	1294	1165	1391
JUN	1466	1482	1391
JUL	1133	1532	1391
AUG	1461	1583	1391
SEPT	1324	1386	1391
OCT	1610	1525	1391
NOV	1659	1777	1391
DEC	1272	1064	1391
JAN	1516	1523	1391
FEB	1166	1622	1391
Total	15001	15950	15301

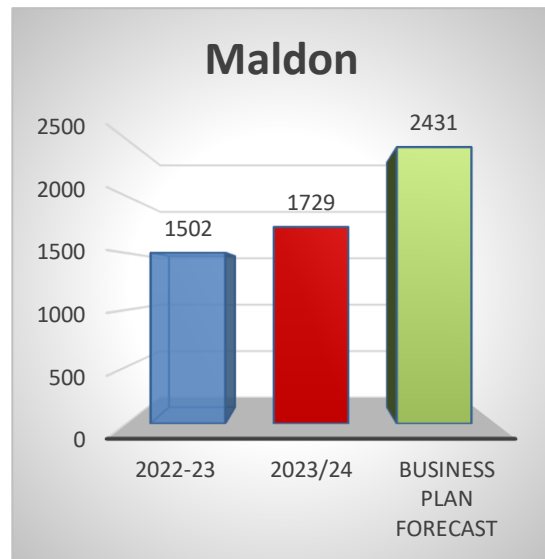


The amount of PCNs issued in Chelmsford is currently 6.3% up against the 2022/23 performance and 4.2% up against the estimated figure in the Business Plan

3.5 Maldon

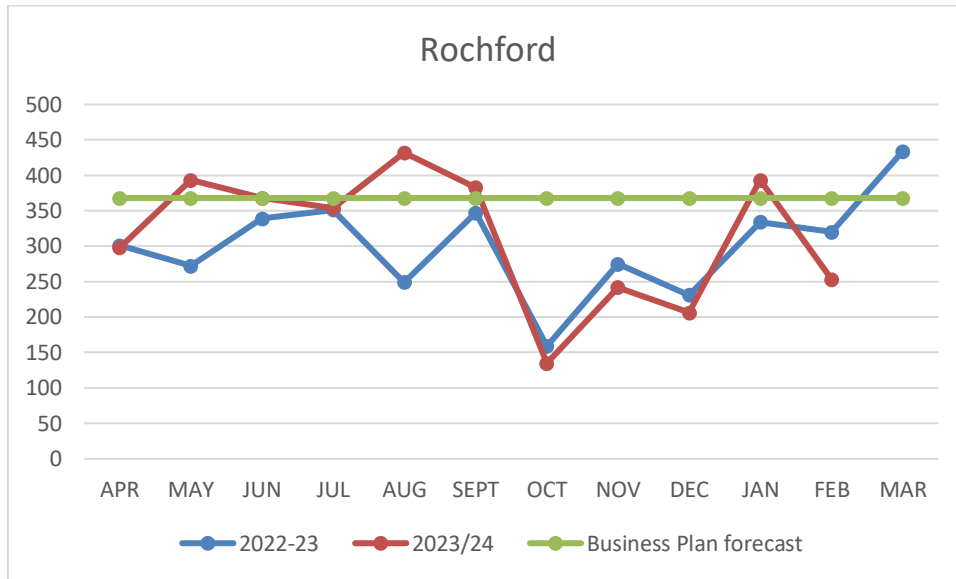


Maldon	2022-23	2023/24	Business Plan forecast
APR	166	111	221
MAY	119	169	221
JUN	157	169	221
JUL	126	172	221
AUG	180	190	221
SEPT	118	101	221
OCT	164	95	221
NOV	141	142	221
DEC	125	261	221
JAN	101	212	221
FEB	105	107	221
Total	1502	1729	2431

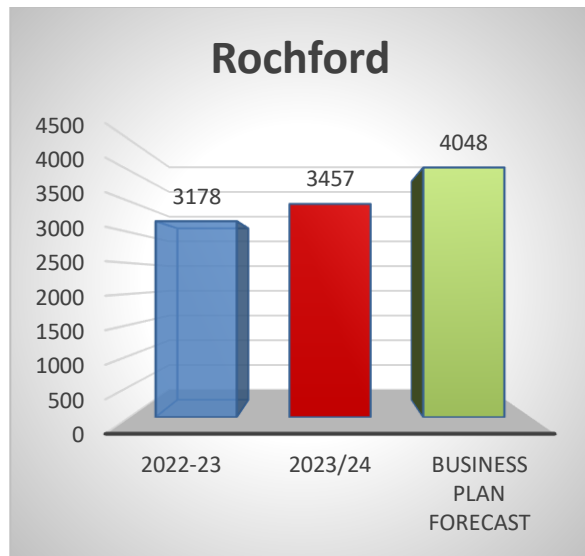


The amount of PCNs issued in Maldon is currently 15% up against the 2022/23 performance and 29% down against the estimated figure in the Business Plan

3.6 Rochford



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
Total	3178	3457	4048



The amount of PCNs issued in Rochford is currently 8.8% up against the 2022/23 performance and 14.6% 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 2023 to 29 February 2024.

Back Office PCN recovery rates April 2023 to February 2024								% of stage payment received from PCNs fully paid		
	PCNs Issued	Cases stopped	%	Outstanding	%	Fully Paid	%	Discount	Full amount	Surcharge Paid
Basildon	6,272	819	13	1183	19	4270	68	86	12	2
Brentwood	14288	1572	11	2491	17	10225	72	83	13	3
Chelmsford	15950	2070	13	3134	20	10746	67	85	11	3
Castle Point	3600	255	7	513	14	2832	79	86	11	3
Maldon	1729	253	15	193	11	1283	74	87	10	3
Rochford	3457	312	9	402	12	2743	79	87	10	3
Partnership Total	45296	5281	11	7916	15	32099	73	86	11	3

The overall recovery rate for PCNs paid is currently 73% of the PCN issued. The expected outturn for the Partnership is in the region of 75% to 77%. In 2022/23 the outturn recovery rate was 76%. 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 2022/23 was 14%

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

14 March 2023

AGENDA ITEM 8

Subject	Delegation of the Joint Committee decision to consider representations against an advertised Traffic Regulation Order to the South Essex Parking Partnership Manager or nominated deputy of the Lead Authority.
Report by	South Essex Parking Partnership Manager

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

Purpose

For the Joint Committee to approve the delegation to the South Essex Parking Partnership Manager (or nominated deputy of the Lead Authority) the function of considering representations received in respect of an advertised proposed Traffic Regulation Order and determining whether to proceed with the making of such Traffic Regulation Order (with or without modifications) or to withdraw the proposed Traffic Regulation Order in its entirety. Such decision to be taken 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)

Options

The Joint Committee can approve, amend or reject the recommendation

Recommendation(s)

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 proceed 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.

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.	<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	When making a proposal to introduce a new Traffic Regulation Order ('TRO') the Authority is required to publish a statutory Notice of Proposal which provides for a statutory 21 day period for members of the public to send in a representation either supporting the proposal or objecting to the proposal. The Authority is required to consider any unresolved objections before making a final decision. On consideration of the representations the Authority has the option to make the proposed TRO as advertised, make the proposed TRO with modifications which are less restrictive or to withdraw the proposed TRO in its entirety
1.3	<p>The Joint Committee currently has a Sub Committee to consider objections against an advertised TRO under the following terms of reference:</p> <p style="text-align: center;"><u>South Essex Parking Partnership</u> <u>Sub – Committee to consider objections against an advertised Traffic Regulation Orders (TRO)</u></p> <p>1. Membership</p> <p style="padding-left: 40px;">The Chair or Vice Chair and two other members of the Joint Committee chosen based on the local authority area affected by the Orders.</p> <p style="padding-left: 40px;">This Committee requires a Quorum of two members present to consider objections.</p> <p>2. Terms of Reference for the Sub Committee</p> <p>To consider representations from members of the public against an advertised TRO with the option to:</p> <ul style="list-style-type: none"> • Make the Order as advertised

	<ul style="list-style-type: none"> • Make the Order as advertised with modifications which are less restrictive • Withdraw the Order in its entirety <p>3. Meeting frequency</p> <p>To ideally coincide with the Joint Committee Meetings held in June, September, December, and March. This will be dependent on the volume of work to be considered and may require alternative meetings to be arranged.</p>
1.4	<p>Members of the public who send in a representation during the 21 day consultation period are currently invited to attend the Sub Committee Meeting with the option to speak to the Sub Committee Members. (If a member of public chooses not to attend their written representation will, of course, still be taken into account by the Sub Committee when making its determination.) There is, however, no statutory or other legal requirement to hold a public meeting to consider objections. The holding of a public meeting is something the Joint Committee currently chooses to do.</p>
1.5	<p>A high percentage of the TROs advertised are merely reinforcing the guidance taken from the Highway Code where people should not be parking in any event. These types of schemes include parking too close to a junction, obscuring sightlines on a bend or causing an obstruction of the highway or footpath. The proposed delegation set out in this report will negate the need to arrange regular Sub Committee Meetings to consider such schemes and will significantly reduce the amount of time spent by Joint Committee Members and Officers in arranging and attending these meetings; there is also the added benefit of reducing the amount of time taken from advertising a proposal to making a final decision should objections be received.</p> <p>It is also worth noting that the North Essex Parking Partnership also rely on a delegation to officers to consider an objection against a TRO and by adopting the same approach will bring further consistency across the two partnership areas.</p>
	<p><u>Proposed delegation</u></p>
2.4	<p>Section 10 of the 2022 Joint Committee Agreement sets out the functions to be exercised by the Joint Committee</p> <ul style="list-style-type: none"> • <i>10.1 The Joint Committee shall exercise the functions as set out in Appendix A</i> <p>The relevant section from Appendix A in terms of this report being:</p> <p>14. Make relevant traffic regulation orders as permitted under the Road Traffic Regulation Act 1984 and in line with the agreed Parking Management Policy Framework and other local policies.</p> <p>10.4 of the new Joint Committee Agreement enables the provision for the delegation of functions.</p> <ul style="list-style-type: none"> • <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>

2.5	<p>It is proposed under the above clause that the Joint Committee delegate the decision to consider representations received against an advertised TRO and to the South Essex Parking Partnership Manager or nominated deputy of the Lead Authority.</p> <p>The decision whether to proceed with the making of the proposed TRO (either in its entirety or with modifications) would be taken by the South Essex Parking Partnership Manager (or nominated deputy of the Lead Authority) under this delegation but only after consultation with the South Essex Parking Partnership Joint Committee Chair 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).</p> <p>Under this delegation the option will also remain to refer a decision to TRO Sub Committee if considered necessary or appropriate to do so after consultation with the Joint Committee Chair and the Joint Committee Member for the local authority in whose district the proposed TRO relates.</p>
3	<p><u>Recommendation</u></p>
3.1	<p>1) That the South Essex Parking Partnership Manager (or nominated deputy of the Lead Authority) be delegated the standing authority to -</p> <p>i) consider representations received in respect of an advertised proposed Traffic Regulation Order; and</p> <p>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:</p> <ul style="list-style-type: none"> • 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 proceed with the making of such TRO) <p>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.</p>
<p><u>List of Appendices</u></p> <p>None</p>	

Background Papers

South Essex Parking Partnership Joint Committee Agreement June 2022

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