

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

10 SEPTEMBER 2020
MICROSOFT TEAMS MEETING
COMMENCING AT 14.00

AGENDA

1. Welcome from Chairman
2. Apologies for absence and substitutions
3. Minutes of the Joint Committee meeting held on 2 July 2020
4. Public question time
5. Operational and Performance Report (Verbal update Russell Panter)
6. Financial Report (Michael Packham)
7. Update on Business Plan for 2020/21 (Nick Binder)
8. Review of Policies (Nick Binder)
 - Discretion Policy
 - Operational Protocols
 - Parking Policy Framework including Enforcement policy
9. Verbal update on footway parking consultation (Nick Binder)
10. Date and time of next meeting

Joint Committee Meeting 3 December 2020, at 2pm.

MINUTES
of the
SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE
held on 2 July 2020 at 2pm

Members present:

Councillor J Cloke – Brentwood Borough Council
Councillor M Durham – Maldon District Council
Councillor D Harrison – Basildon Borough Council
Councillor S Hart – Castle Point Borough Council
Councillor M Mackrory – Chelmsford City Council
Councillor R Mitchell – Essex County Council
Councillor M Steptoe – Rochford District Council
Councillor L Wagland – Essex County Council

Officers present:

Nick Binder – Chelmsford City Council
Trudie Bragg – Castle Point Borough Council
William Butcher – Chelmsford City Council
Liz Burr - Essex County Council
Sue Green – Maldon District Council
James Hendry – Basildon Borough Council
Brian Mayfield – Chelmsford City Council
Michael Packham – Chelmsford City Council

1. Welcome and Introductions

Nick Binder welcomed those present to the meeting of the Joint Committee.

2. Attendance and Apologies for Absence

The attendance of those present was confirmed. Apologies for absence had been received from Matt Harwood-White, Rochford District Council.

3. Election of Chair

AGREED that Councillor J Cloke (Brentwood Borough Council) be elected as Chair of the Joint Committee for 2020/21.

The Joint Committee asked that its thanks and appreciation be recorded for the work of Councillor Mike Steptoe as its Chairman over the past few years.

4. Appointment of Vice Chair

AGREED that Councillor M Mackrory (Chelmsford City Council) be appointed Vice Chair of the Joint Committee for 2020/21.

5. Appointment of Sub-Committee (Signs and Lines and Traffic Regulation Orders)

The Joint Committee was requested to appoint members to serve on the Sub-Committee responsible for considering and allocating funding for essential maintenance works relating to existing parking restrictions and new proposals requiring a Traffic Regulation Order (TRO).

AGREED that a Sub-Committee with responsibility for Signs and Lines comprising the Vice Chair, Councillor M Durham (Maldon Borough Council) and Councillor S Hart (Castle Point Borough Council) be appointed for 2020/21.

6. Appointment of Sub-Committee (Objections against an advertised TRO)

The Joint Committee was requested to appoint members to serve on the Sub-Committee responsible for considering representations made in respect of advertised TRO proposals.

AGREED that a Sub-Committee to hear representations in respect of Traffic Regulation Orders comprising the Chair or Vice Chair and two other members of the Joint Committee chosen on the basis of the local authority areas affected by the Orders be appointed for 2020/21.

7. Minutes of the Joint Committee Meeting on 5 March 2020

The minutes of the meeting on 5 March 2020 were confirmed as a correct record.

8. Public Question Time

No questions were asked or statements made.

9. Essex County Council (Chelmsford City) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment Number 4) Order 202*

The Joint Committee considered representations on the above Order which proposed the introduction of a resident permit parking scheme in Hilary Close, Chelmsford, operating from Monday to Saturday between the hours of 8am to 6pm.

Nine expressions of support and two objections had been received from the public following advertising of the proposed Order. One member of the public attended the meeting to speak against the proposed Order. He argued that there was already insufficient kerbside space for residents to park their vehicles, something that would be exacerbated by parking restrictions; that only 11 responses to the formal consultation had been received from the 52 residential properties; and that the seven properties referred to in the report were in fact seven garages.

Two residents had asked that their representations in support of the proposal be brought to the Committee's attention and these were read out at the meeting.

The Committee was told that the informal consultation carried out before the Order was advertised showed that there was a majority in favour of a residents parking scheme, after taking into account the seven garages and the empty properties in Hilary Close. It was appreciated that Hilary Close was a residential area in which parking space was at a premium, but the planned scheme would give residents priority for those spaces.

Whilst appreciating the concerns of those who had objected, the Committee felt that, on balance, a residents parking scheme in Hilary Close would benefit those who lived in the road by maximising the parking space available and giving the residents priority for it use.

AGREED that

1. The Essex County Council (Chelmsford City) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment Number 4) Order 202* insofar as it relates to Hilary Close, Chelmsford be made as advertised; and
2. Those who made representations be advised accordingly.

(2.12pm to 2.27pm)

10. Operational Report

A report was submitted on the performance and operation of the South Essex Parking Partnership.

The Joint Committee was informed that in respond to the coronavirus pandemic the enforcement operation was significantly relaxed after 23 March 2020, in line with the Government guidance, in the areas of resident parking schemes, single yellow line parking restrictions and limited waiting and on-street pay and display bays. Enforcement patrols were reintroduced again on 1 June 2020 with the teams instructed to only issue PCNs to higher level parking contraventions and to continue taking a lenient approach to the residential areas and marked on-street parking bays. The patrol of resident parking zones would resume on 6 July 2020.

Members were also informed that;

- during the lockdown period the Traffic Regulation Order Team had continued to accept requests for a parking restriction and continued with maintenance works as contractors had returned to the workplace. However, site assessments of existing and new requests were currently in abeyance until normal parking and traffic activity resumed;
- emergency parking restrictions using Section 14 notices and Temporary Traffic Regulation Orders had been used to address local parking problems experienced as a result of the easing of restrictions on movement; and
- there were currently 10 vacancies for enforcement officers to which it had not been possible to make appoints due to the coronavirus lockdown. Until there was a better understanding of the needs of the future operation, the vacancies would be reviewed and monitored against the Business Plan.

Reference was made during the discussion of this item to parking problems being experienced in Billericay and Wickford High Streets. It was confirmed that no social distancing-related measures had been introduced or were planned for those roads and the Partnership Manager said that he would ask the enforcement teams in those areas to address the problems.

Members of the Committee expressed their thanks for the work of the Partnership team during the difficult period caused by the coronavirus pandemic and their appreciation for the approach that had been taken.

AGREED that the report on the Partnership's operation be noted.

(2.27pm to 2.41pm)

11. Financial Report for 2020/21

The report to the meeting set out a summary of the financial position for the South Essex Parking Partnership for the period 1 April 2020 to 22 June 2020. The report showed a current deficit of £272,748 for SEPP and a deficit of £105,801 for the TRO account, on a cash basis for the financial year to 22 June 2020 before taking into account items funded from the Reserve. This resulted in an overall deficit position for the Partnership, including the TRO account, of £378,549.

The deficit could be attributed to the effect of the coronavirus pandemic which had had a significant impact on the operation of the South Essex Parking Partnership, with substantially reduced income compared to a standard financial year.

A little over £50,000 had been received from the government's furlough scheme but overall it was likely that the Partnership would return a deficit in 2020/21. However, the significant reserve balances held by the Partnership would be able to cover the deficit.

The ongoing impact of coronavirus in terms of parking trends would be monitored to assess whether the Partnership would need to change its approach to meet new levels of demand.

AGREED that the financial position of the Partnership at 22 June 2020 be noted.

(2.41pm to 2.43pm)

12. Financial Outturn for 2019/20

The Joint Committee considered a report on the financial position of South Essex Parking Partnership for the year ending 31 March 2020, which showed a cash-based surplus of £777,585 for SEPP and a deficit of £404,832 for the TRO account before taking into account items funded from the Reserve. This resulted in an overall surplus position for the Partnership including the TRO account of £372,754.

The surplus had been added to the cumulative cashable position for on-street operations, resulting in higher reserve balances. The Partnership now had a cumulative cashable position of £2,681,450. This amount did not include £335,411 of outstanding fines yet to be collected after allowing for bad debt provision. The reserves would help to offset against any potential deficit experienced in 2020/21 due to the coronavirus pandemic.

AGREED that the financial outturn of the Partnership for 2019/2020 be noted and approved.

(2.43pm to 2.48pm)

13. Annual Report of the South Essex Parking Partnership 2019/20

The Joint Committee received a draft of the Annual Report of the Partnership for 2019/2020. The report:

- provided statistical information on the operation of the Partnership and progress with initiatives carried out in 2019/2020;
- showed that the Partnership continued to operate an effective Business Plan and was in a sound financial position; and
- concluded that the objectives of the Partnership had been achieved and that it remained an effective and successful operation.

The Committee was informed that all the partner authorities, apart from Chelmsford and Rochford, had allocated the funding surplus available to them under Section 55 of the Road Traffic Regulation Act 1985.

Asked for an update on the use of the CCTV vehicle in Basildon, the Partnership Manager reported that it was being used to detect parking contraventions at bus stops, near pedestrian crossings and around schools. It was also planned to adapt it to enable the monitoring of residents' parking areas and locations where there were concerns about unsafe parking.

The comment was made that the low number of appeals against PCNs indicated that they were only being issued where necessary and when there had been clear contraventions.

AGREED that the Annual Report of the Partnership for 2019/20 submitted to the meeting be approved.

(2.48pm to 2.59pm)

14. Rochford District Council Proposal for Allocation of Funding

The Committee received a report detailing a proposal from Rochford District Council on how it intended to use the remaining £100,571 of its £116,571 allocation in accordance with Section 55 of the Road Traffic Regulation Act 1985. The Committee was informed that the funding would be used for schemes in Rochford Garden Way, Rochford, Twyford Avenue, Great Wakering and Eastwood Road, Rayleigh.

AGREED that the proposed use of the allocation of £100,571 by Rochford District Council be approved.

(2.59pm to 3.02pm)

15. Consideration of Funding for Schemes Requiring a TRO

Members were requested to consider a list of schemes which required a TRO, were considered essential at a local level and had been measured against the SEPP Traffic Regulation Order (TRO) criteria. The schemes had been agreed locally with the Lead Officer and Joint Committee Member.

The total amount of funding required, if all the TRO schemes were approved, was estimated to be in the region of £93,500. Currently there was £200,000 funding available for 2020/21. If the Joint Committee agreed to allocate this funding, the total amount of funding available for the remainder of the financial year would be £106,500.

AGREED that funding for the schemes requiring a TRO detailed in Appendix A to the report to the meeting be approved.

(3.02pm to 3.04pm)

16. Date and Time of Next Meeting

AGREED that the next meeting of the Joint Committee be on 10 September 2020 at 2pm.

Other Business

Implementation of Traffic Regulation Orders

The Committee was told that there were a number of TROs on which preparatory and procedural work had largely been completed, but where it had not been possible to carry public meetings before a final decision was made on their implementation.

It was proposed that in cases where there would be clear benefits to the introduction of the Orders, use should be made of Section 14 notices to introduce them as temporary TROs, which would be subject to the full order-making process if it was decided to make them permanent.

AGREED that:

1. The use of Section 14 notices to introduce on a temporary basis traffic orders where there would be clear benefits be approved.
2. A report be presented to the next meeting on the timelines associated with the making of permanent TROs and the procedure for doing so be reviewed at that meeting.

3. Officers liaise with the North Essex Parking Partnership on the processes for the initiatives they are taking on the introduction of temporary traffic orders.

The meeting closed at 3.15pm

Chair

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

10th September 2020

AGENDA ITEM 6

Subject	Financial Report
Report by	Service Accountant, Chelmsford City Council

Enquiries contact: Michael Packham, Service Accountant, 01245 606682,
michael.packham@chelmsford.gov.uk

Purpose

To report on the financial position of the South Essex Parking Partnership up to 26th August 2020

Options

Recommendation(s)

That the report be noted.

Consultees	Service Accountant South Essex Parking Partnership Manager
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1. Introduction

- 1.1 This report sets out the summary of the financial position for the South Essex Parking Partnership for the period covering 1st April 2020 to 26th August 2020.

2. Financial summary

- 2.1 Appendix 1 provides details of the actual costs incurred and income received, and is currently showing a deficit of £129,468 for SEPP and a deficit of £189,617 for the TRO account, on a cash basis for the financial year to the 26th August 2020 before taking into account items funded from the Reserve. This results in an overall deficit position for the Partnership including the TRO account of £319,086. This is an improvement on the last reported deficit for the Partnership and TRO account of £59,463. This improvement is largely due to income picking up again in July and August, with expenditure remaining relatively similar in trend as the earlier part of the financial year.

As previously reported, the Coronavirus pandemic has had a significant impact on the operation of the South Essex Parking Partnership with significantly reduced income compared to a standard financial year. This can be seen most clearly through the drop-off in PCN income from this financial year to last. At approximately the same point in time last financial year the partnership had received just over £665,000 worth of PCN income. To the 26th August in this financial year, as can be seen in Appendix 1, the Partnership has received £231,850 worth of PCN income. It is therefore likely that the Partnership will return a deficit in 20/21, however, the significant reserve balances the Partnership holds will be able to cover this deficit.

However, when looking at the last full month of PCN income available for comparison, the PCN income figures are getting closer to last years figures. In 2019/20 the Partnership received £149,779 worth of PCN income in the month of July, for the same month this financial year the Partnership received £82,896 worth of PCN income which represents just over 55% of the income received in July 2019. This compares to a figure of just over 10% when comparing April from this financial year to last.

The ongoing impact of Coronavirus in terms of parking trends will be monitored as we move throughout the year in order to assess whether the Partnership will need to change it's approach to meet new levels of demand.

- 2.2 Several of the SEPP staff were furloughed for the early part of the financial year and the funding received for this is included in the Other Income line within Appendix 1.

There are also a number of vacancies within the Partnership currently for Enforcement Officers. These have currently been placed on hold to limit any additional expenditure and will be reviewed throughout the year. It is thought that some of these posts will need to be filled within the short to medium term in order to maintain operational provision of enforcement within the Partnership.

The expenditure on the items funded from the SEPP reserves are expected to be within requested funding. The Memorandum, Items funded from Reserves details the amounts committed to date that will be taken from reserves. These relate to £32,500 for design works for a Brentwood LHP scheme as part of their £116,000 allocation. A further £75,380 for replacement car park machines, a nuisance parking project, improved disabled access and road lining in Basildon as part of their £116,000 allocation. Finally, £16,000 has been committed to Public Right of Way improvements within Rochford as part of their £116,000 allocation. This is unchanged from the last report presented to this Committee.

Once the £123,880 use of reserves is taken into account, the net position for the Partnership including the TRO account is a deficit of £442,966 as can be seen in Appendix 1.

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 2020 to 26th August 2020 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 @ 26/08/2020

Background Papers

Nil

Appendix 1 South Essex Parking Partnership - Summary position @ 26/08/2020									
Actual 20/21	Chelmsford £	Brentwood £	Maldon £	Basildon £	Rochford £	Castle Point £	Total £	TROs £	Total £
Direct Expenditure									
- Employees	142,792	81,696	29,545	104,341	49,706	20,326	428,406	58,124	486,529
- Premises	1,819	1,138	350	1,225	525	298	5,355	0	5,355
- Supplies and Services	7,300	7,884	1,587	10,744	2,334	1,352	31,201	10,604	41,805
- Third Party Payments	23,226	18,765	6,516	12,584	5,946	5,189	72,226	110,740	182,966
- Transport costs	-394	-1,148	2,358	8,176	-748	-3,941	4,303	565	4,867
Total Direct Expenditure	174,743	108,335	40,356	137,070	57,763	23,224	541,490	180,032	721,523
Indirect Expenditure									
Central Support	21,144	14,176	3,061	11,639	4,309	3,705	58,035	9,585	67,620
Total Indirect Expenditure	21,144	14,176	3,061	11,639	4,309	3,705	58,035	9,585	67,620
Total Expenditure	195,887	122,511	43,417	148,709	62,073	26,929	599,525	189,617	789,143
Income received to 26/08/2020									
PCN's	73,896	48,799	15,935	51,802	22,579	18,839	231,850	0	231,850
Residents' Parking Permits	67,026	40,213	8,229	41,939	6,422	1,689	165,519	0	165,519
Pay & Display	0	14,808	0	0	0	0	14,808	0	14,808
Other (Including Furlough Grant Income)	30,997	12,697	1,281	9,539	1,821	1,544	57,880	0	57,880
Total Income	171,919	116,517	25,446	103,280	30,822	22,072	470,057	0	470,057
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below	23,968	5,994	17,971	45,429	31,250	4,857	129,468	189,617	319,086

(a)

Memorandum: Items funded from Reserves

	Actuals £
Design works for Brentwood LHP scheme (part of £116,000 agreed allocation - spend committed)	32,500
Replacement Car Park Machines, Nuisance Parking Project, Improved Disabled Access and Road Lining in Basildon (part of £116,000 agreed allocation - spend committed)	75,380
Public Right of Way Improvements - Rochford District Council (part of £116,000 agreed allocation - spend committed)	16,000
	123,880
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves	319,086
Net After Use of Reserves	442,966

(a)

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

10 September 2020

AGENDA ITEM 7

Subject	Update on Business Plan for 2020/21
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 2020/21.

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 C of the Joint Committee Agreement 2011.

1. Introduction

- 1.1 At its meeting on 6 December 2019, the Joint Committee approved the South Essex Parking Partnership's Business Plan for 2020/21.
- 1.2 The 2020/21 Business Plan provided an estimated annual budget based on the operational data and financial outturns from the previous years of operation and set out the business objectives for the financial year.
- 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 2020/21 estimates that the Partnership could expect an overall operational fund in the region of £463,000. This would take into account an estimated surplus of £630,000 from the parking enforcement operation which would contribute to the operational costs of the Traffic Regulation Order Function (TRO) which is expected to be in the region of £167,000. 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 impact of Covid-19 and the period of national lockdown has significantly changed the estimated outturn for this financial year and creates a degree of uncertainty as to how operation will perform during the second half of the year and thereafter. Appendix A sets out the current operational and financial performance during the months of April to July, compared against the outturn position of 2019/20 and the 2020/21.
- 2.3 The amount of PCNs issued across the Partnership is currently 69% down against the previous year performance and currently 70% down against the estimated figure in the Business Plan. This is fully expected for the first four months of the year considering no enforcement patrols took place in April and May and only limited patrols in June. Full enforcement patrols started again on 1 July 2020 which resulted in an increase in the number of PCNs issued and resulted in 18% down in comparison to July last year. The operating costs and expenditure remain consistent and are currently as expected.
- 2.4 Appendix A section 3 provides the PCN issue rate comparisons for each of the Partnership areas. In summary these figures are:

	PCNs issued between April to July 2020 Compared to April to July 2019	PCNs issued in July 2020 compared to July 2019
Basildon	70% down	30% down
Brentwood	67% down	5% down
Castle Point	57% down	10% down
Chelmsford	76% down	30% down
Maldon	56% down	22% up
Rochford	58% down	5% up

Appendix A section 2.4 page 12 provides a potential final outturn position and the effect on the reserves held. This assumes that the operation will continue to gradually improve to income levels prior to the Covid-19 pandemic.

The financial effect for the first four months of the financial year compared to the estimate in the business case is as follows:

April to July 2020 comparison

	Business Plan Estimate	Current position	Difference
Expenditure	£594,000	£530,000	+£64,000
Income	£803,000	£375,000	-£428,000
Total deficit / (surplus)	(£209,000)	£155,000	-£364,000

The predicted financial effect for the 2020/21 financial year compared to the estimate in the business case is as follows:

2020/21 predicted comparison

	Business Plan Estimate	Estimated outturn	Difference +/-
Expenditure	£1,782,000	£1,738,000	+£44,000
Income	£2,413,000	£1,864,000	-£549,000
Total deficit / (surplus)	(£631,000)	(£126,000)	-£505,000

In addition, there are also the items of spend from the partnership reserve which have previously been approved by the Joint Committee and are expected to be spent in the current financial year, these costs include £200,000 for the maintenance of signs and lines and new TROs, £32,000 for out of hours parking enforcement costs and £742,000 for approved local schemes in each partner area. Considering the predicted outturn for 2020/21 and the items of spend from the reserve, the Partnership can expect to maintain a reserve in the region of £1.8m at the end of the financial year.

3 Business objectives for 2020/21

- 3.1 The Business Plan sets out the aims and objectives the Partnership wishes to achieve in 2020/21. Appendix A, section 1, provides an update against each objective.

The Covid-19 situation and period of lockdown has required a complete change to how the operation operates and is monitored.

The main focus while the lockdown has eased is to provide an enforcement service in line with central government guidance and advice and implementing new operational policy guidelines and changes to ensure the welfare and safety of the staff.

While the recovery of the business is being closely monitored and future outcomes determined, the Partnership has put on hold recruitment for the short term until the business case can justify employing further staff. An extra three staff members have been factored into the estimated outturn for the year with an assumed start date in November 2020

- 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 71% of the PCN issued. The expected outturn for the Partnership is in the region of 75% to 77%. In 2019/20 the outturn recovery rate was 75%. 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 (8%) remains within the expected level. The outturn position for cancellation rates in 2019/20 was 7%

5 Conclusion

The Covid-19 situation and period of lockdown has required a complete change to how the operation operates and is monitored.

The focus while the lockdown has eased is to provide an enforcement service in line with central government guidance and advice and implementing new operational policy guidelines and changes to ensure the welfare and safety of the staff.

The amount of PCNs issued across the Partnership is currently 69% down against the previous year performance and currently 70% down against the estimated figure in the Business Plan.

Since the return to full enforcement patrols in July the level of PCNs has recovered and is currently 18% down compared to July last year and is a good indicator of a gradual recovery.

Expenditure is as expected but income is currently 56% down compared to the period of April to July 2019. At the end of the financial year it is estimated that the total income will be 24% down compared to the previous year.

The reserves held by the partnership will sufficiently cover any financial shortfalls this year.

List of Appendices

Appendix A: Performance and update on the Business Plan objectives for 2020/21

Background Papers

South Essex Parking Partnership Business Plan 2020/21

APPENDIX A



Performance and update on Business Plan objectives for 2020/21

(April 2020 to July 2020)

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Objective for 2020/21		Progress to date (April 2020 to July 2020)
<p>1: 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 <p>PCNs which have been cancelled due to an CEO error, not to exceed 0.8%</p>		<p>The Covid-19 situation and period of lockdown has required a complete change to how the operation operates and is monitored.</p> <p>The focus since the lockdown measures have gradually eased is to provide an enforcement service in line with central government guidance and advice and implementing operational policy guidelines and changes to ensure the welfare and safety of the staff.</p> <p>As expected, the number of PCNs issued across the Partnership is currently 69% down compared to the previous year performance and currently 70% down against the estimated figure in the Business Plan.</p> <p>The level of performance is recovering but based on the current PCN issue rates the overall outturn position will potentially fall short by 35% compared to the estimate set out in the 2020/21 Business Plan.</p>
<p>2: 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 sufficient support during these periods</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>There has been increased pressure to deal with parking issues at places of interest and recreation, such as country parks, rivers and locks, water attractions. The team have adjusted 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, Rochford and Brentwood for their staff to provide additional patrol coverage at known problem areas outside of the core hours.</p>

		Chelmsford staff have also been included in Brentwood patrol rota to cover the current staff shortage.
3: Partnership CEOs to support Castle Point, and Rochford at key times and to provide holiday cover.		When resource permits, the partnership staff are being utilised to cover any staffing shortfalls due to holiday or sickness in these key areas.
4: Maldon to continue additional CEO patrol coverage with the use of the Community Service Officers outside of normal working hours and during peak summer season. 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 Introduce targeted action days to deal with Hot Spots (schools etc.) allocating Council resources in addition to the Partnership staff		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 arrangement is extended to provide additional enforcement during know events in the district.
5: Set up a 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.		The Service Level Agreement has been completed and the Brentwood Community Safety Officers started active patrols from 6 July 2020.
6: Review current operational expenditure and processes and determine if further efficiencies / improvements can be made		The operational expenditure is currently as expected and in line with the budget in the Annual Business Plan. The income in the first 4 months was down by £428,000 compared to the previous year and monitoring the income trends over the next 6 months will determine if the current operational costs remain viable.
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.		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

<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>Schemes requiring essential maintenance continue to be processed and agreed by the Sub Committee. 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 implementation of the scheme via section 106 arrangements or the Community Infrastructure Levy</p>		<p>Chelmsford officers through meetings with the Chelmsford Planning Department and the relevant ECC officers have held discussions about future City development proposals, S106 / CIL and the parking requirements. All Partnership Lead Officers have been encouraged to engage with the Planning Departments in their respective areas.</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>The School Parking Liaison Officer continues to engage with Schools within the Partnership areas. Work in this area has been limited while schools have been closed during the lockdown period and we expect to see an increase in interest when the schools return in September,</p>
<p>11. Meet with Officers from NEPP and ECC to determine the future working arrangements of the Parking Partnerships and determine a timeline of key decisions for ECC and Joint Committee Members.</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</p>	<p>Have had initial contact with ECC officers who will be drawing up the key decision milestones and setting out the necessary meetings to achieve these milestones.</p>

	level of individual deficit	
12. Employ two additional Civil Enforcement Officers to ensure that there is sufficient patrol coverage for the increase in new resident parking schemes and No Waiting parking restrictions.	<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>While the recovery of the business is being monitored and future outcomes determined, the Partnership has put on hold recruitment for the short term until the business case can justify employing further staff.</p>

2 Effect of Covid-19 on the overall account

The government lockdown as a result of Covid-19 and the subsequent easing of these measures and the ongoing period of recovery will have a detrimental effect on the Partnership account. The following section provides the operational and financial comparisons to the 2020/21 Business Plan and the previous year of operation together with some financial modelling to gauge the potential outturn for the financial year.

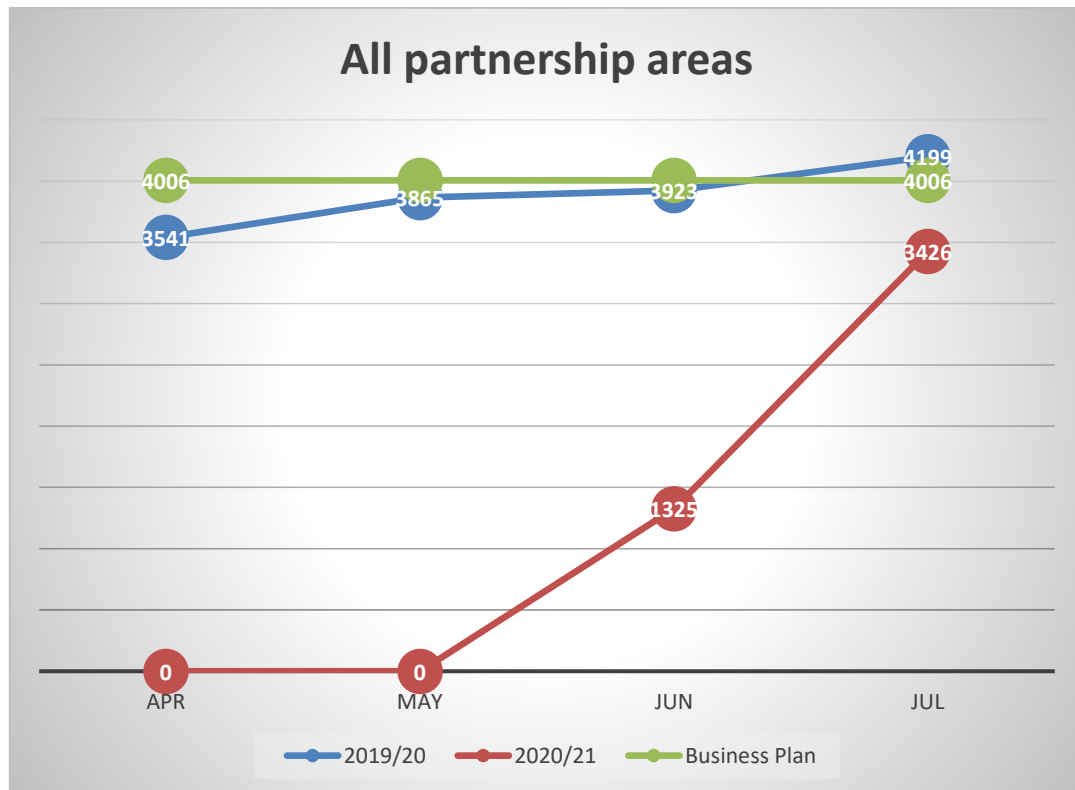
2.1 Overall Partnership PCN comparison

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 who are noted by an 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 year of the operation is a good benchmark to determine how the operation is performing and recovering as lockdown measures have eased. The following table provides the current PCN issue rate compared to the previous year of operation and the Business Plan estimate.

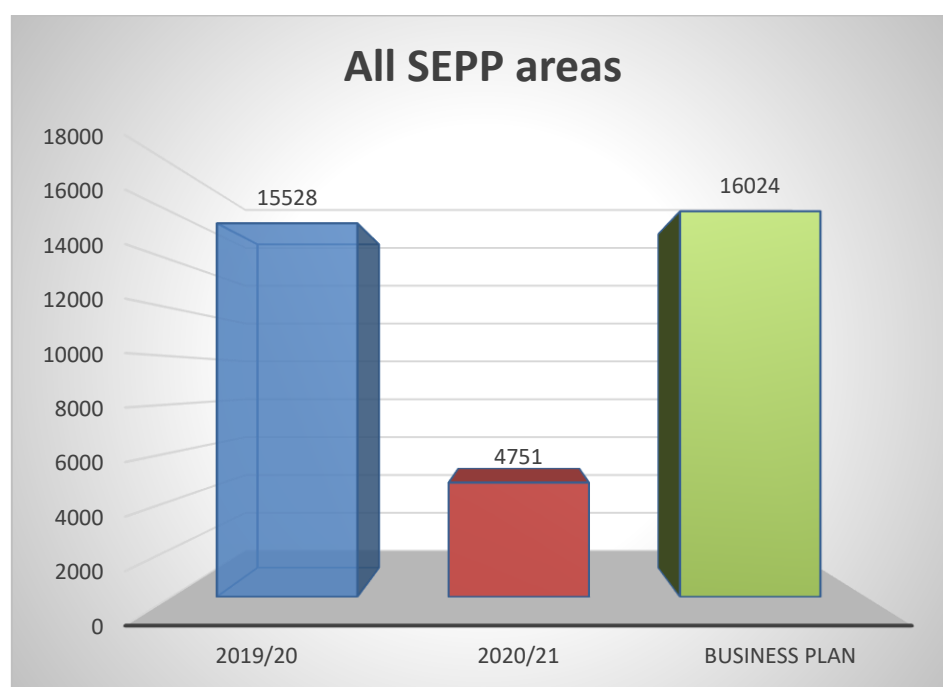
This relates to the period April 2020 to July 2020 for PCNs issued across all areas in the Parking Partnership

Monthly 2020/21 PCN issue rate comparison against 2019/2020 operation and Business Plan estimate for 2020/21.



SEPP	2019/20	2020/21	Business Plan	% down compared to 2019/20
APR	3541	0	4006	-100%
MAY	3865	0	4006	-100%
JUN	3923	1325	4006	-66%
JUL	4199	3426	4006	-18%
Total	15528	4751	16024	-69%

Overall Partnership PCN issue comparison figure for period April 2020 to July 2020



The amount of PCNs issued across the Partnership is currently 69% down against the previous year performance and currently 70% down against the estimated figure in the Business Plan.

The operation has started to recover in July with PCN issue rates 18% down in comparison to July last year.

2.2 Patrol statistics

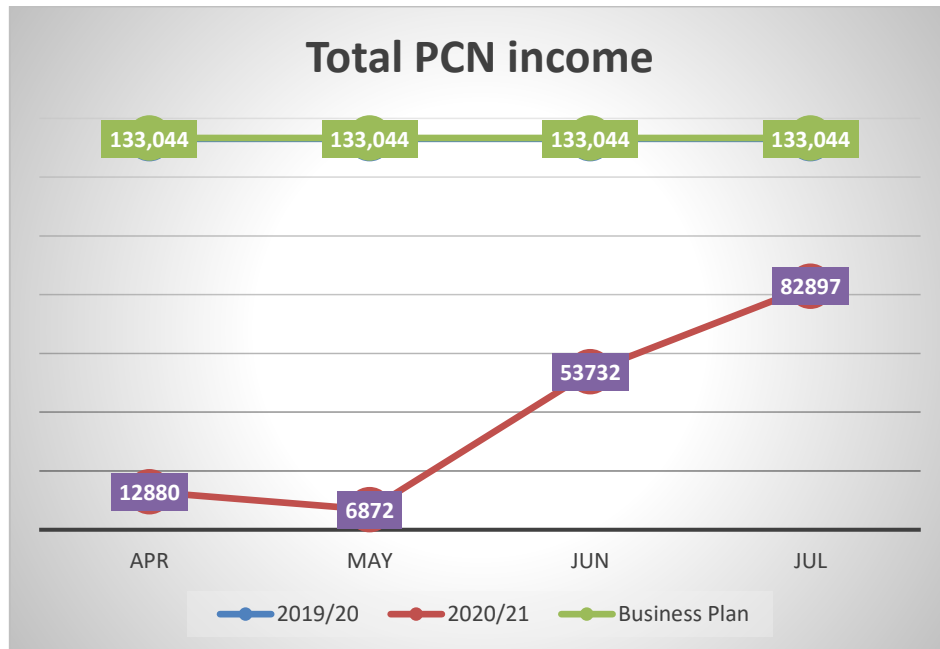
The following tables provide the current number of patrols and observations compared against the previous year of operation. This relates to the period April 2020 to July 2020.

	2019/20	2020/21
Visits to streets	94,031	26,430
Observations	69,799	14,775
PCNs issued	15,528	4,751

2.3 Impact on income

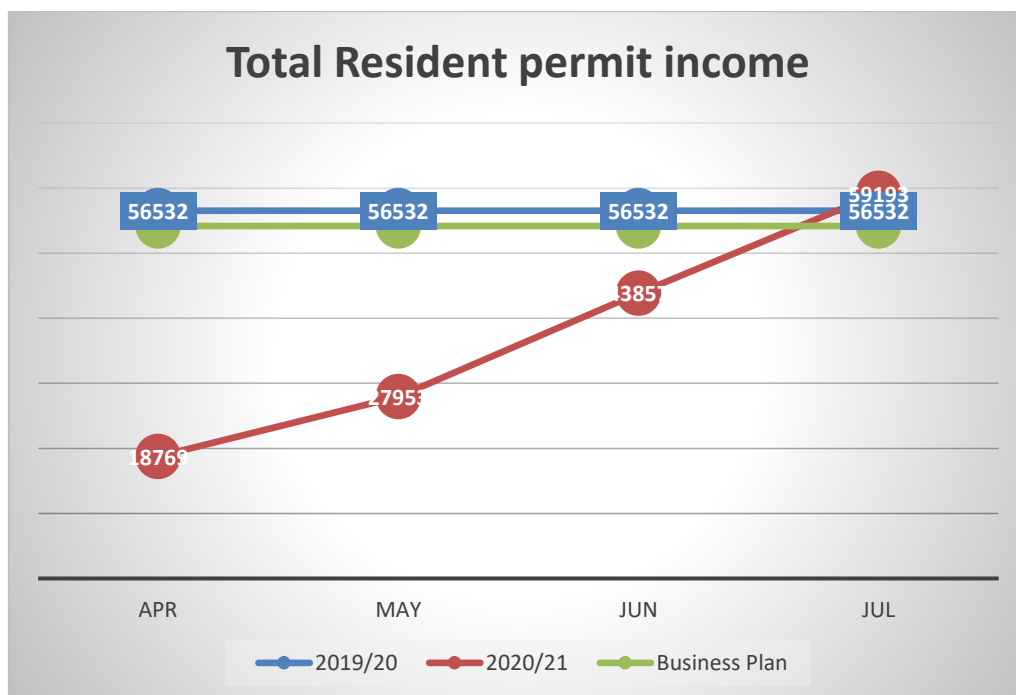
The following tables show the financial impact on the reduction of PCNs issued and the reduction in resident permit and pay and display income.

Overall Partnership monthly PCN income comparison for period April 2020 to July 2020



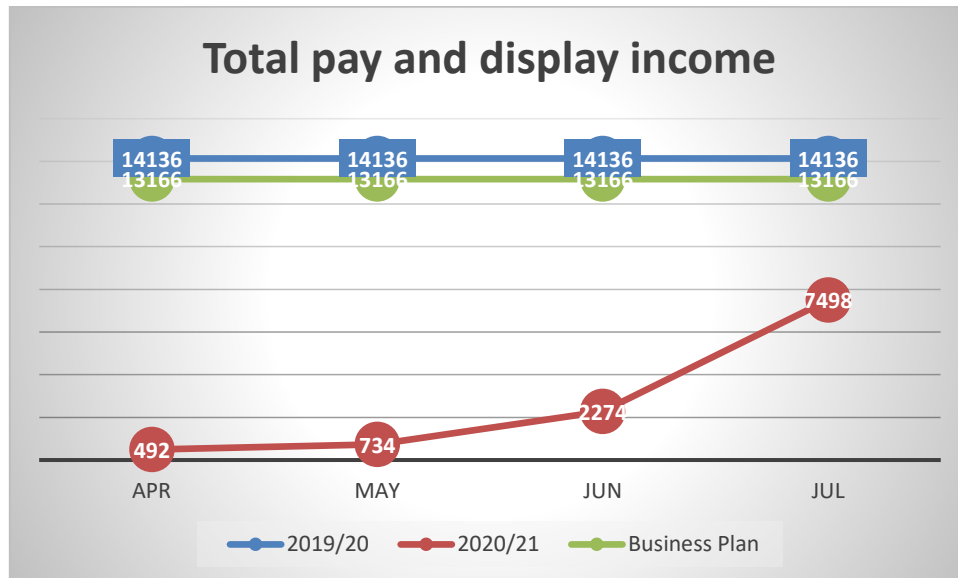
The overall PCN income has reduced by 71% compared to the previous year and the estimate in the Business Plan. The income has started to recover in July and is currently 37% down on the previous year.

Overall Partnership monthly PCN income comparison for period April 2020 to July 2020



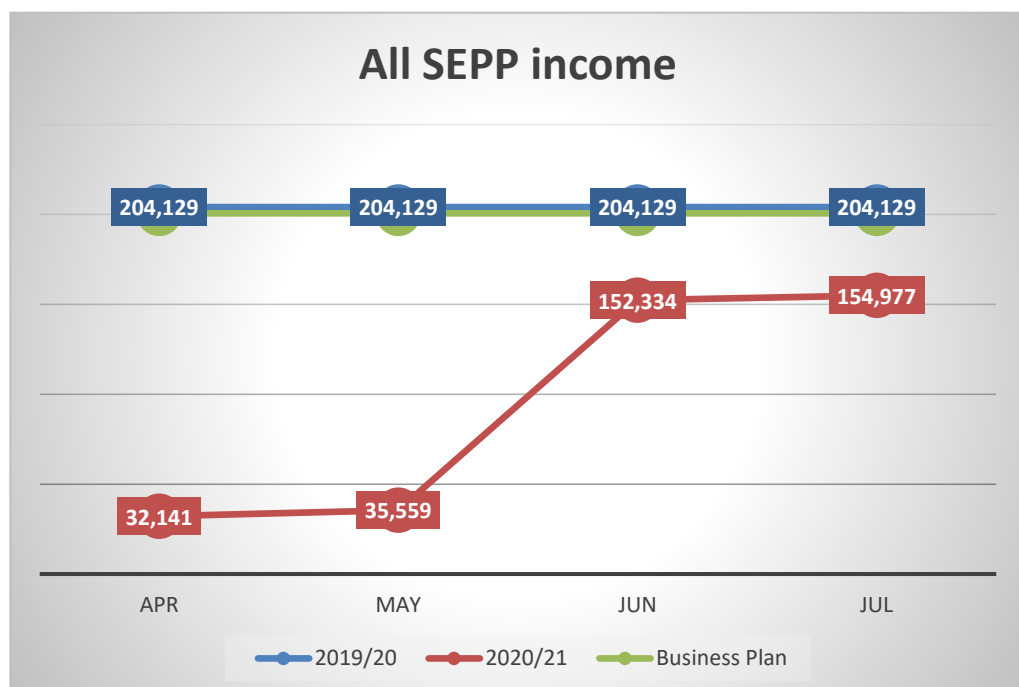
The overall resident permit income has reduced by 31% compared to the previous year. This income has currently recovered in July to the same level as the previous year.

Overall Partnership monthly Pay and display income comparison for period April 2020 to July 2020



The overall pay and display income has reduced by 80% compared to the previous year. The income has started to recover slightly in July and is currently 47% down on the previous year.

Total Partnership monthly income comparison for period April 2020 to July 2020



	2019/20	2020/21	Business Plan	% down compared to 2019/20
Apr	£204,129	£32,141	£200,674	84%
May	£204,129	£35,559	£200,674	82%
Jun	£204,129	£152,334	£200,674	25%
Jul	£204,129	£154,977	£200,674	24%
	£816,516	£375,011	£802,696	54%

The amount of income is currently 54% down against the previous year performance. The operation has started to recover in July with income received at 24% down in comparison to July last year.

2.4 Estimated outturn

The following table provides an estimate on the potential financial outturn for the Parking Partnership account. The information assumes that income levels will gradually recover to that achieved in the previous year and considers the introduction of 3 new Civil Enforcement Officers.

Estimated Outturn based on assumption of recovery

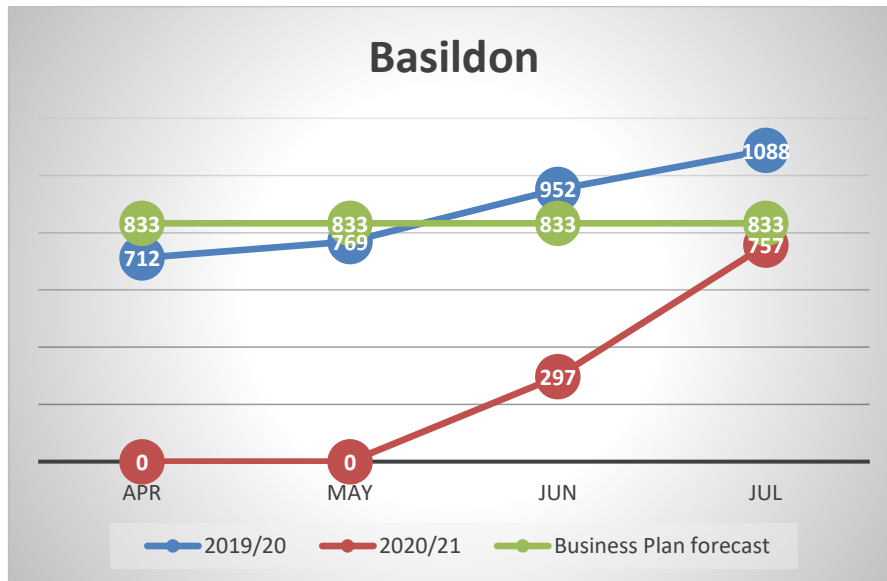
	19/20 comparison																	
	Qtr	Month	Week		April	May	June	July	August	September	October	November	December	January	February	March	Estimated outturn	
Income Streams																		
PCN	£ 1,596,525	£ 399,131	£ 133,044	£ 30,702	12,880	6,872	53,732	82,896	90,000	100,000	110,000	120,000	130,000	133,044	133,044	133,044	£ 1,105,511	
Resident Permits	£ 678,379	£ 169,595	£ 56,532	£ 13,046	18,769	27,953	43,857	59,193	56,532	56,532	56,532	56,532	56,532	56,532	56,532	56,532	£ 602,025	
Pay and Display	£ 169,637	£ 42,409	£ 14,136	£ 3,262	492	734	2,274	7,498	5,000	7,000	9,000	10,000	14,000	14,136	14,136	14,136	£ 98,407	
Other	£ 5,000	£ 1,250	£ 417	£ 96	-	-	52,471	5,389	-	-	-	-	-	-	-	-	£ 57,860	
Total	2,449,541	612,385	204,128	47,107	32,141	35,559	152,334	154,976	151,532	163,532	175,532	186,532	200,532	203,712	203,712	203,712	£ 1,863,803	
Expenditure																		
Employees	£ 1,239,607	£ 309,902	£ 103,301	£ 23,839	91,787	97,268	94,711	100,068	97,713	97,713	97,713	102,213	102,213	102,213	102,213	121,213	£ 1,207,040	
Premises	£ 27,629	£ 6,907	£ 2,302	£ 531	1,071	1,071	1,071	1,071	1,071	2,302	2,302	2,302	2,302	2,302	2,302	2,302	£ 21,472	
Supplies and Services	£ 140,995	£ 35,249	£ 11,750	£ 2,711	6,240	6,240	6,240	6,240	6,240	11,750	11,750	11,750	11,750	11,750	11,750	11,750	£ 113,448	
Third party payments	£ 155,726	£ 38,932	£ 12,977	£ 2,995	14,445	14,445	14,445	14,445	14,445	12,977	12,977	12,977	12,977	12,977	12,977	12,977	£ 163,066	
Transport	£ 104,043	£ 26,011	£ 8,670	£ 2,001	861	861	861	861	861	8,670	8,670	8,670	8,670	8,670	8,670	8,670	£ 64,995	
Central Costs	£ 152,277	£ 38,069	£ 12,690	£ 2,928	13,992	13,992	13,992	13,992	13,992	13,992	13,992	13,992	13,992	13,992	13,992	13,992	£ 167,900	
Total	£ 1,820,277	£ 455,069	£ 151,690	£ 35,005	128,396	133,877	131,320	136,677	134,322	147,404	147,404	151,904	151,904	151,904	151,904	170,904	£ 1,737,921	
Impact - Total Deficit/(surplus)	(629,264)	(157,316)	(52,439)	(12,101)	96,255	98,318	(21,014)	(18,299)	(17,210)	(16,127)	(28,127)	(34,627)	(48,627)	(51,808)	(51,808)	(32,808)	£ (125,882)	
Spend from reserves																		
Basildon Council	Replacement Car Park Machines						£48,455										£ 48,455	
	Nuisance parking project						£15,507										£ 15,507	
	Improved disabled access						£1,200										£ 1,200	
	Improved Road lining						£10,217										£ 10,217	
Brentwood Council	Design works for Mountnessing crossing						£35,500										£ 35,500	
Rochford Council	PROW 285 improvements Sunny Road Hockley																£ -	
	LHP scheme LROC198001						£16,000										£ 16,000	
Out of hours enforcement SLA with Brentwood																£32,000	£ 32,000	
Amount still to be invoiced from approved allocation of reserve																£614,500	£ 614,500	
Signs and Lines Maintenance & new TROs	£200,000	£ 50,000	£ 16,667	£ 3,846	£16,667	£16,667	£16,667	£16,667	£16,667	£16,667	£16,667	£16,667	£16,667	£16,667	£16,667	£16,667	£ 200,000	
Total reserve spend					£16,667	£16,667	£143,546	£16,667	£16,667	£16,667	£16,667	£16,667	£16,667	£16,667	£16,667	£663,167	£ 973,379	
Impact on reserve held - Reserve held	(2,681,450)				(2,568,529)	(2,453,544)	(2,331,012)	(2,332,644)	(2,333,188)	(2,332,648)	(2,344,109)	(2,362,070)	(2,394,030)	(2,429,171)	(2,464,312)	(1,833,953)	£ (1,833,953)	

3 Individual area PCN comparisons

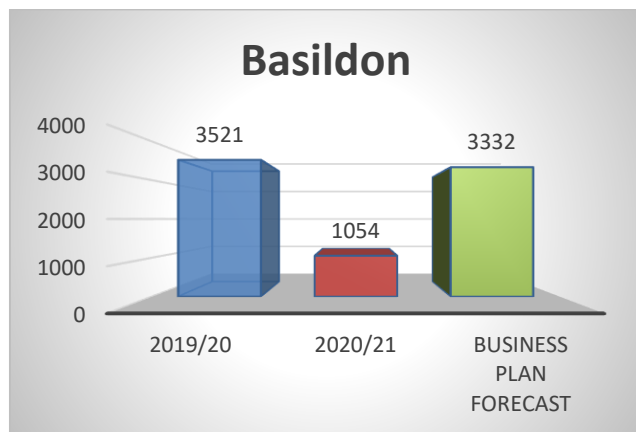
The following tables (pages 10 to 21) provides a comparison of the number of PCN issued against the previous year of operation and the 20/21 Business Plan estimate

3.1 Basildon

Combined Basildon foot patrol & CCTV PCN issue comparison figure for period April 2020 to July 2020



Basildon	2019/20	2020/21	Business Plan forecast
APR	712	0	833
MAY	769	0	833
JUN	952	297	833
JUL	1088	757	833
Total	3521	1054	3332



Basildon is currently 70% down compared to the same period in 2019/20 and 68% down against the estimate in the Business Plan.

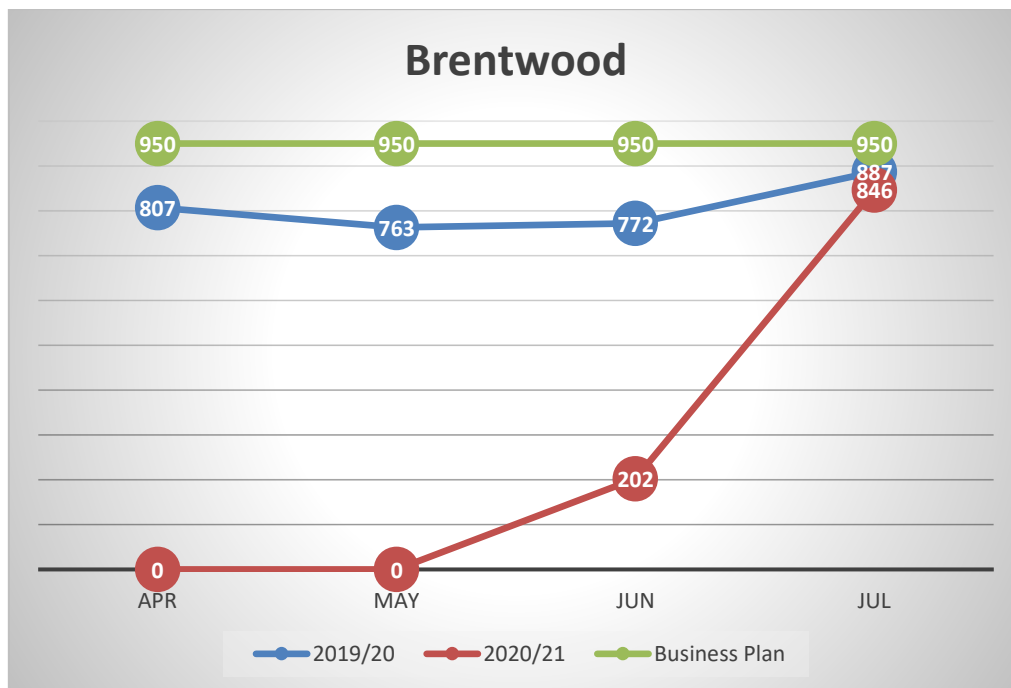
3.1.1 Patrol statistics

The following table provides the current number of patrols and observations compared against the previous year of operation. This relates to the period April 2020 to July 2020.

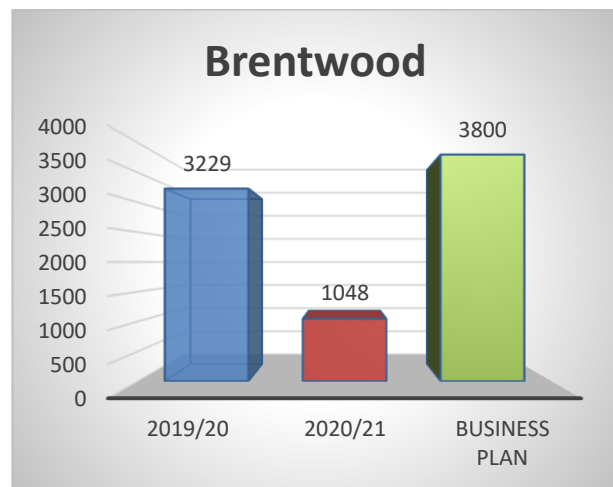
Basildon	2019/20	2020/21
Visits to streets	13,574	4,353
Observations	11,363	2,650
PCNs issued	3521	1054

3.2 Brentwood

PCN issue comparison



Brentwood	2019/20	2020/21	Business Plan
APR	807	0	950
MAY	763	0	950
JUN	772	202	950
JUL	887	846	950
Total	3229	1048	3800



The amount of PCNs issued is currently 67% down against the same period last year and down by 72% against the estimate in the Business Plan.

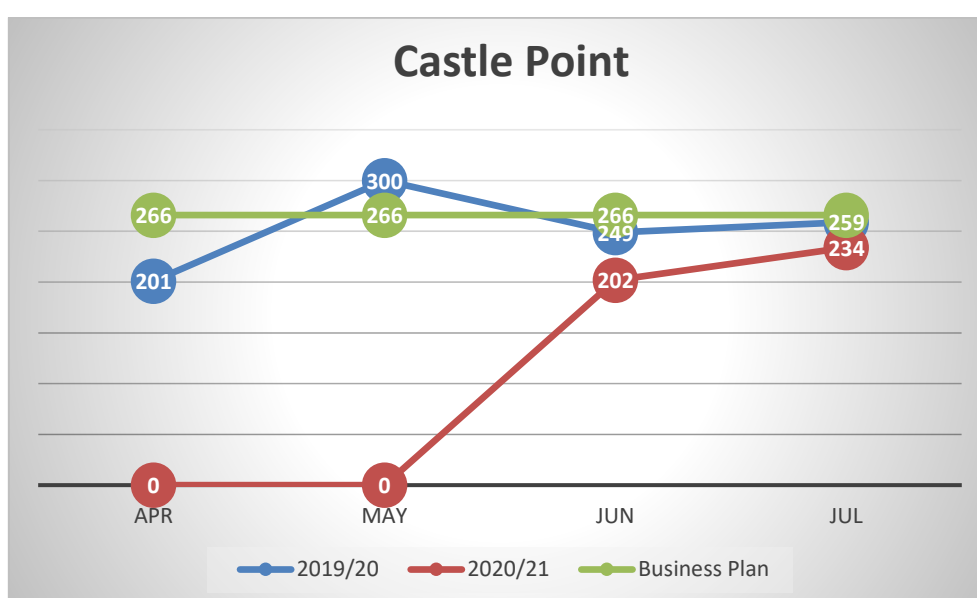
3.2.1 Patrol statistics

The following tables provide the current number of patrols and observations compared against the previous year of operation. This relates to the period April 2020 to July 2020.

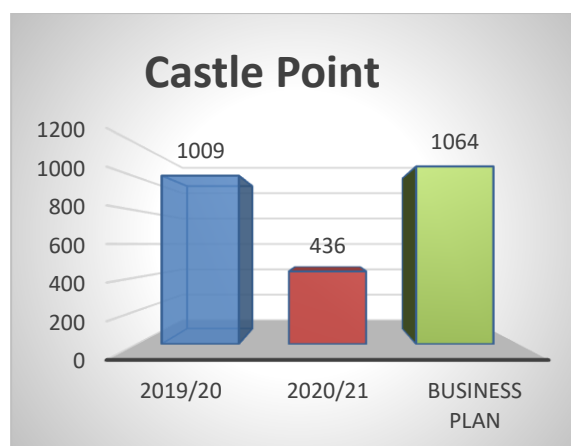
Brentwood	2019/20	2020/21
Visits to streets	20,692	3931
Observations	21,779	3673
PCNs issued	3,229	1,048

3.3 Castle Point

PCN issue comparison



Castle Point	2019/20	2020/21	Business Plan
APR	201	0	266
MAY	300	0	266
JUN	249	202	266
JUL	259	234	266
Total	1009	436	1064



The amount of PCNs issued in Castle Point is down by 57% compared to the previous year performance and is currently 59% down against the estimated figure in the Business Plan.

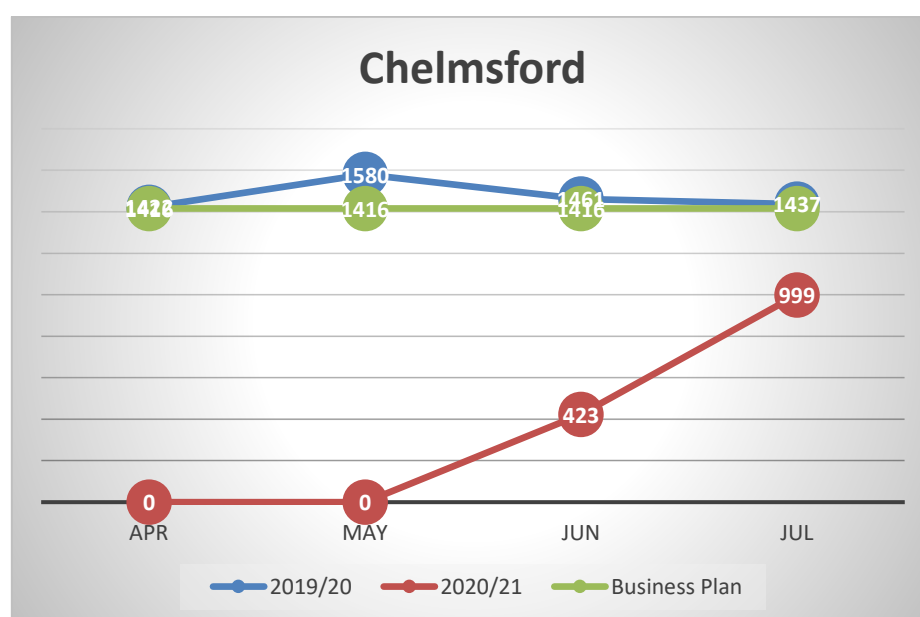
3.3.1 Patrol statistics

The following tables provide the current number of patrols and observations compared against the previous year of operation. This relates to the period April 2020 to July 2020.

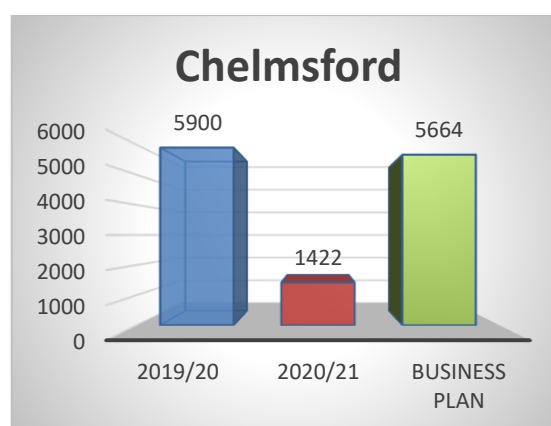
Castle Point	2019/20	2020/21
Visits to streets	8,183	2,295
Observations	5,531	1,494
PCNs issued	1009	436

3.4 Chelmsford

PCN issue comparison



Chelmsford	2019/20	2020/21	Business Plan
APR	1422	0	1416
MAY	1580	0	1416
JUN	1461	423	1416
JUL	1437	999	1416
Total	5900	1422	5664



The current PCN issue rate is currently down 76% compared to 2019/20 and is down 75% against the estimate in the Annual Business Plan.

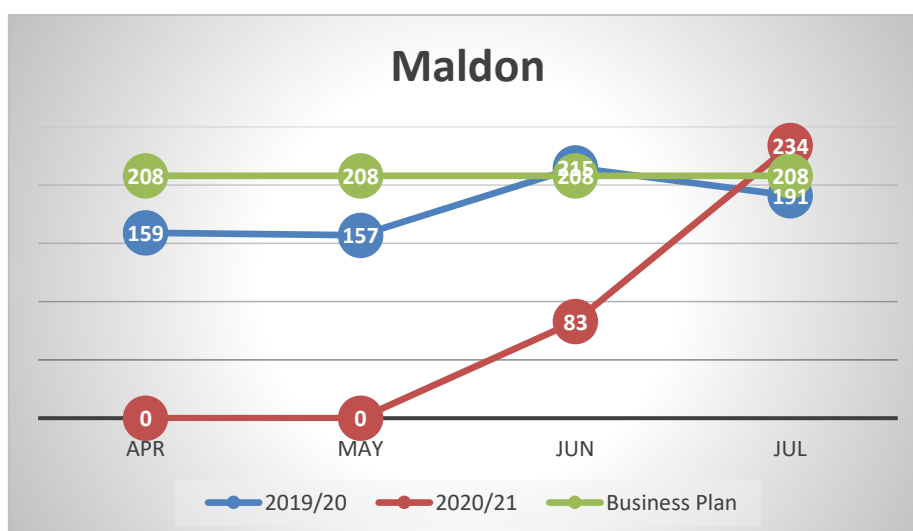
3.4.1 Patrol statistics

The following tables provide the current number of patrols and observations compared against the previous year of operation. This relates to the period April 2020 to July 2020.

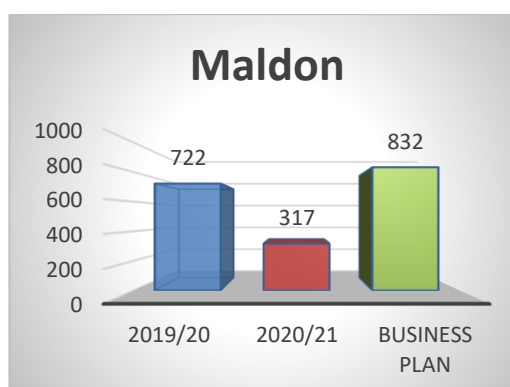
Chelmsford	2019/20	2020/21
Visits to streets	24,925	6,323
Observations	18,040	3,001
PCNs issued	5,900	1,422

3.5 Maldon

PCN issue comparison



Maldon	2019/20	2020/21	Business Plan
APR	159	0	208
MAY	157	0	208
JUN	215	83	208
JUL	191	234	208
Total	722	317	832



The amount of PCNs issued in Maldon is currently 56% down compared to 2019/20 and 62% down compared to the estimate in the Annual Business Plan.

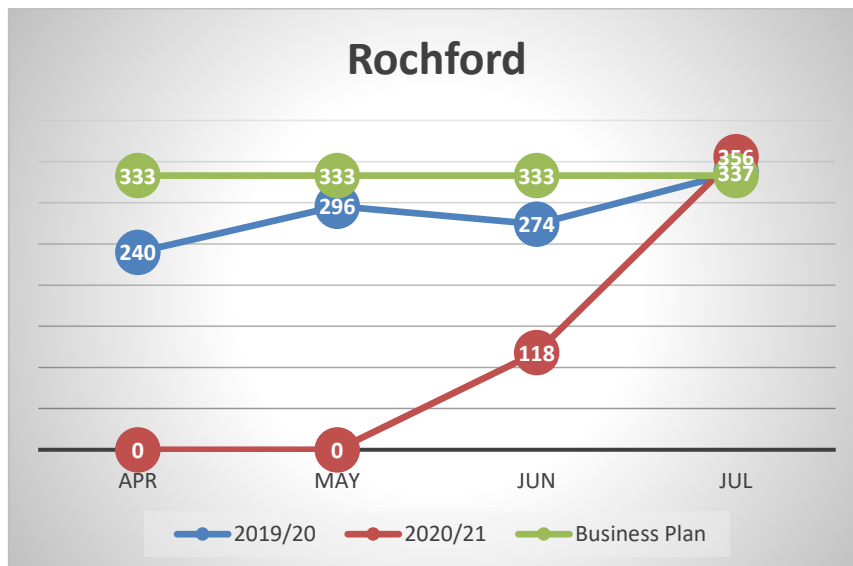
3.5.1 Patrol statistics

The following tables provide the current number of patrols and observations compared against the previous year of operation. This relates to the period April 2020 to July 2020.

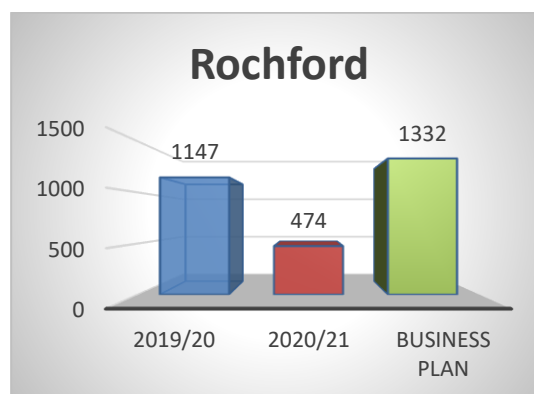
Maldon	2019/20	2020/21
Visits to streets	12,027	4,990
Observations	4,433	1,940
PCNs issued	722	317

3.6 Rochford

PCN issue comparison



Rochford	2019/20	2020/21	Business Plan
APR	240	0	333
MAY	296	0	333
JUN	274	118	333
JUL	337	356	333
Total	1147	474	1332



The amount of PCNs issued in Rochford is currently 59% down compared to the previous year performance and is currently 64% down against the estimated figure in the Business Plan.

3.6.1 Patrol statistics

The following tables provide the current number of patrols and observations compared against the previous year of operation. This relates to the period April 2020 to July 2020.

	2019/20	2020/21
Visits to streets	14,630	4,538
Observations	8,653	2,017
PCNs issued	1,147	474

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 2020 to 31 July 2020.

Back Office PCN recovery rates April 2020 to July 2020								% of stage payment received from PCNs fully paid		
	PCNs Issued	Cases stopped	%	Outstanding	%	Fully Paid	%	Discount	Full amount	Surcharge Paid
Basildon	1054	98	9	253	24	703	67	93	7	0
Brentwood	1048	97	9	212	20	739	71	93	7	0
Chelmsford	1422	138	10	332	23	952	67	93	7	0
Castle Point	436	24	6	95	22	317	73	94	6	0
Maldon	317	29	9	62	20	226	71	95	5	0
Rochford	474	29	6	83	18	362	76	94	6	0
Partnership Total	4751	415	8	1037	21	3299	71	94	6	0

The overall recovery rate for PCNs paid is currently 71% of the PCN issued. The expected outturn for the Partnership is in the region of 75% to 77%. In 2019/20 the outturn recovery rate was 75%. 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 (8%) remains within the expected level. The outturn position for cancellation rates in 2019/20 was 7%

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

10 September 2020

AGENDA ITEM 8

Subject	Review of Policies
Report by	South Essex Parking Partnership Manager

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

Purpose

This report provides an update on the review of the Parking Partnership Operational Protocols, Parking Policy Framework including the Partnership Enforcement Policy and the Civil Parking Enforcement Discretion Policy

Options

The 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 C of the Joint Committee Agreement 2011.

1.	<u>Introduction</u>
1.1	This report provides the outcome of the review of the Parking Partnership Policies which consist of the Parking Partnership Operational Protocols, Parking Policy Framework including the Partnership Enforcement Policy and the Civil Parking Enforcement Discretion Policy.

2	<u>Policy Documents</u>
2.1	<p>The original documents were approved by the Joint Committee on the following dates;</p> <ul style="list-style-type: none"> ➤ Civil Parking Enforcement Discretion Policy, approved 16 June 2011 ➤ Parking Partnership Operational Protocols (POP), approved 22 September 2011 ➤ Parking Policy Framework including the Partnership Enforcement Policy (PEP), approved 15 December 2011 <p>Thereafter the policies have been reviewed annually or as and when there has been a fundamental change to policy or legislation.</p> <p>At its meeting on 10 September 2015, version changes were agreed to the Discretion policy to incorporate the changes to the legislation of the Traffic Management Act 2004.</p>
3	<u>2020 review of Policy Documents</u>
3.1	The three operational policies have been reviewed and it has been agreed that no amendments to the POP, PEP or discretion policy documents is required. These documents remain relevant to the aims and objectives of the Parking Partnership and the legislation and operational guidance of the Traffic Management Act 2004
3.3	The three policies will be reviewed again in 12 months' time and any changes reported to the Joint Committee.
<u>List of Appendices</u>	
<u>Background Papers</u> <p>Civil Parking Enforcement Discretion Policy Parking Partnership Operational Protocols Parking Policy Framework including the Partnership Enforcement Policy</p>	