



SOUTH ESSEX

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

5 SEPTEMBER 2019
COUNCIL CHAMBER, CIVIC CENTRE, CHELMSFORD
CITY COUNCIL
COMMENCING AT 14.00

AGENDA

1. Welcome from Chairman
2. Apologies for absence and substitutions
3. Minutes of the Joint Committee meeting held on 27 June 2019
4. Public question time
5. Operational and Performance Report (Russell Panter)
6. Financial Report (Michael Packham)
7. Update on Business Plan for 2019/20 (Nick Binder)
8. Review of Policies (Nick Binder)
 - Discretion Policy
 - Operational Protocols
 - Parking Policy Framework including Enforcement policy
9. Castle Point proposal for allocated funding
10. Chelmsford proposal for allocated funding
11. Date and time of next meeting

5 December 2019, at 2pm.

MINUTES

of the

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

on 27 June 2019 at 2pm

Present:

Councillor J. Cloke	Brentwood Borough Council
Councillor Durham	Maldon District Council
Councillor D. Harrison	Basildon Borough Council
Councillor A. Sosin	Chelmsford City Council
Councillor M. Steptoe	Rochford District Council

In attendance:

Alina Bailey	Chelmsford City Council
Nick Binder	Chelmsford City Council
Dan Bird	Chelmsford City Council
Liz Burr	Essex County Council
Jonathan Desmond	Rochford District Council
Leah Martin	Chelmsford City Council
Michael Packham	Chelmsford City Council
Russel Panter	Chelmsford City Council
Heather Smith	Basildon Borough Council
Kar-Wai Chan	Chelmsford City Council

1. **Welcome and Introductions**

Nick Binder welcomed everyone present to the meeting of the South Essex Parking Partnership Joint Committee.

2. **Apologies for Absence and Substitutions.**

Apologies for absence had been received from Councillors P. Varker (Castle Point), M. Mackrory (Chelmsford), R. Mitchell (Essex) and K. Bentley (Essex). Councillor Sosin was the substitute for Cllr Mackrory. Apologies were also received from James Hendry (Basildon), Tracey Lillie (Brentwood), Trudie Bragg (Castle Point), Adrian Rayner (Maldon)

3. **Election of Chair**

AGREED that Councillor M. Steptoe (Rochford District Council) be elected as Chair of the Joint Committee for 2019/20.

4. **Appointment of Vice-Chair**

AGREED that Councillor J. Cloke (Brentwood Borough Council) be elected as Vice -Chair of the Joint Committee for 2019/20.

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

Nick Binder explained the work of this Sub-Committee, which was responsible for considering and allocating funding for essential maintenance works relating to existing parking restrictions and new proposals requiring a traffic regulation order (TRO).

The Joint Committee was requested to consider the appointment of members to serve on the Sub-Committee in 2019/2020.

AGREED that a Sub-Committee with responsibility for Signs and Lines comprising the Vice Chair, Councillor Paul Varker (Castle Point Borough Council) and Councillor Durham (Maldon District Council) be appointed for 2019/2020.

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

Nick Binder explained the work of the Traffic Regulation Orders Sub-Committee which considered representations made about advertised TRO proposals and decided if the scheme or schemes should proceed as advertised, be amended or not be pursued.

The Joint Committee was requested to consider the appointment of members to serve on the Sub-Committee in 2019/2020.

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 Committee chosen on the basis of the local authority areas affected by the Orders be appointed for 2019/20.

7. **Minutes of the Joint Committee Meeting on 7 March 2019**

The minutes of the meeting held on 7 March 2019 were confirmed as a correct record and signed by the Chairman.

8. **Public Question Time**

No questions were asked or statements made.

9. **Operational Report**

Officers reported that:

- Health and Safety training would be taking place for Civil Enforcement Officers later this year.
- The PREDAS scheme which helped with obstruction of private driveways near schools had continued to be successful but did only grant additional powers rather than extra officers.
- Joint enforcement patrols in Brentwood had been very productive and well received especially during the out of hours service on Brentwood High St. It was noted that a similar scheme had been taking place with Maldon Community Protection Officers.
- A new vehicle supplier was being looked into using Basildon's framework and the previous uniform supplier had been replaced with a smaller independent company which was providing a much improved service.
- There had been two serious incidents with CEO's including physical assault and physical damage. The Committee was informed that support was in place for the officers

as well as the employee assistance programme. It was noted that the police were pursuing both cases but neither employee had received physical injuries.

- Five staffing positions had recently been recruited with two already in place and others joining soon.
- There has been difficulty in finding suitable trained TRO Technicians to fill the vacant roles. A new approach has been taken whereby staff are being developed into the technical roles and this is proving very successful, the TRO team is currently at full strength.
- Due to the recent elections and other issues there was a slightly higher number than usual of TRO's and other orders which would need to be decided by future Sub-Committees.
- In response to a member's question regarding greater levels of enforcement staff, it was confirmed that this would have to be looked at as part of the annual business plan which would be agreed in December.
- In response to another question it was confirmed that 28.5 FTE staff operated on street with a total number of 35 including off street.
- Performance during the first two months of 2019/20 was 2.5% higher than in the business plan.

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

(2.06pm to 2.28pm)

10. **Financial Outturn for 2018/19**

Kar-Wai Chan reported on the financial position of South Essex Parking Partnership for the year ending 31 March 2019, which showed a cash-based surplus of £549,010. The Partnership had a cumulative cashable position of £2,438,070 for on-street operations.

The Joint Committee also received a document setting out the 2018/2019 outturn in the format required by the Section 2 of The Small Bodies Annual Return.

The Joint Committee was requested formally to approve the outturn.

AGREED that the financial outturn of the Partnership for 2018/2019 both on a cash basis and in the format of the Small Bodies Annual Return 2018/2019, Section 2 be noted and approved.

(2.29pm to 2.31pm)

11. **Annual Report for 2018/2019**

The Joint Committee received a draft of the Annual Report of the Partnership for 2018/2019. The report;

- provided statistical information on the operation of the Partnership and progress with initiatives carried out in 2018/2019;
- 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.

Members expressed appreciation for the work of officers and staff which had contributed to the successful operation of the Partnership.

AGREED that the Annual Report of the Partnership for 2018/2019 submitted to the meeting be approved.

(2.32pm to 2.41pm)

12. **Basildon Proposal for Allocated Funding**

The Committee received a report detailing the proposal from Basildon Borough Council on how they intended to use the £116,000 in accordance with Section 55 of the Road Traffic Regulation Act 1985. The Committee was informed that the proposal was made of five different areas.

- Reducing Nuisance Parking – Trial
- Radford Crescent Car Park Security Improvements
- Relining of Car Park Lines and Markings
- Installation of Drop Kerb, Wickford High Street Car Park
- Purchase and Installation of Cashless Car Parking Machines

The Committee agreed that the proposal included beneficial uses of the funding and were happy to approve the proposal. The Committee asked to be kept informed regarding the trial to reduce nuisance parking on grass verges.

AGREED that the agreed allocation of £116,000 for the Basildon Borough Council proposal be approved.

(2.42pm to 2.52pm)

13. **Forward Plan – next Sub-Committee Meeting to consider objections against an advertised TRO – date and time to be agreed**

AGREED that a meeting of the Signs and Lines Sub-Committee be organised by officers soon.

(2.53pm to 2.254pm)

14. **Date and Time of Next Meeting**

It was noted that the next meeting of the Joint Committee would be on 5 September 2019 at 2pm at the Chelmsford City Council offices.

(2.54pm to 2.55pm)

The meeting closed at 2.55pm

Chairman

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

5 September 2019

AGENDA ITEM 5

Subject	Operational and Performance Report
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 operation of the South Essex Parking Partnership for period 1 April 2019 to 27 August 2019

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
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1.0	<u>Introduction</u>
1.1	This report seeks to update the Joint Committee on the performance and operation of the South Essex Parking Partnership (SEPP).
2.0	<u>Operational</u>
2.1	In previous reports the Joint Committee has been updated on the Health & Safety training that the Partnership will provide for enforcement staff. This training will be provided through Chelmsford City Council and we are currently waiting for the HR department to provide some dates for the 'Working Safely' course.

2.2	October 2019 has also been proposed for the new staff to attend formal Level two CEO training which will result in the new staff becoming industry recognised and nationally qualified CEO's. This also meets our obligation to the Traffic Management Act Statutory Guidance which states that it is best practice to do this.
2.3	Consultation has begun with residents in Hamilton Gardens, Oak Walk, Leamington Road and Cheltenham Road with regard to PREDAS becoming operational. Original size of the zone has been reduced to focus on properties closest to the school. Leah Martin will pick up the consultation again, once summer holiday period is over and will analyse results.
2.4	The new lease van partnership with Basildon Council and Riverside is working very well and benefits are now being seen. The next batch of vans to be replaced have all been approved with contracts in place for September this year.
2.5	'Joint Enforcement' patrols are continuing at Brentwood and also completed several 'ad-hoc' late and Sunday patrols (SEPP only) which have continued to be productive. Still receiving lots of complaints about out of hours contraventions despite high numbers of PCN's issued. The new Service Level Agreement between the Lead Authority and Brentwood is near completion and final sign off and expected to start in October.
2.6	A company called Also-print provided a sample of a bio-degradable (97%) PCN bag. Tested fully over two weeks in all different types of weather the PCN bag performed very well and remained intact. Potential for good PR and to also recognise plastics impact on the environment. Also, opportunity to have PCN bag in SEPP colours which is also something a lot of Authorities are doing recently.
2.7	Risk Assessments are currently undergoing a full review at this time and any amendments will be updated and discussed with staff members.
2.8	Chelmsford City Council management team are to consider a report on the use of dash-cams and a decision is to be made if this is procured Council wide or by each individual service. Once the position is known, the Partnership will look to introduce this technology in the Partnership lease vehicles.
2.9	The operation has recently introduced mobile HHC charger cables which will now enable staff to charge HHC whilst out on a mobile or foot patrol. This will help to maintain service levels and presence.
3.0	<u>Staffing</u>
3.1	Four of the five vacancies were filled during the last round of recruitment with the vacant position being filled by an agency worker. However, one further vacancy has since become vacant which will also be covered by the agency under our new agency agreement with Comity Recruitment. This offers a period of employment for us to assess the employee with the potential to recruit on a longer-term basis.
3.2	The officers are currently working with HR on an agency staff policy with Adecco who will become our main agency staff provider.
3.3	The positive impact of having vacancies filled is seeing service provision and PCN issue increase to standard expected levels.
4.0	<u>Performance</u>

4.1	An update on performance in line with the Business Plan 2019/20 will be presented to the Joint Committee as Agenda item 7.
5	<p><u>Conclusion</u></p> <p>The operation continues to perform very well with new staff members having been inducted into the organisation and taking part in a program of training to become industry recognised employment officers. Any vacant positions are currently being covered by agency staff resulting in a full complement of staff. The operation is already recognising the benefits of the new lease vehicle arrangement with Basildon and Riverside with a recognisable difference in the service support and provision. The Partnership officers will be introducing bio-degradable PCN bags following a successful trial of the product</p>
6.	<u>List of Appendices</u>
	Nil
6.1	<u>Background Papers</u>
	Nil

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

5th September 2019

AGENDA ITEM 6

Subject	Financial Report
Report by	Accountancy Officer, 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 20th August 2019

Options

Recommendation(s)

That the report be noted.

Consultees	Accountancy Officer 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 2019 to 20th August 2019.

2. Financial summary

- 2.1 Appendix 1 provides details of the actual costs incurred and income received, and is currently showing a surplus of £322,261 for SEPP and a deficit of £93,959 for the TRO account, on a cash basis for the financial year to 20th August 2019 before taking into account items funded from the Reserve. This results in an overall surplus position for the Partnership including the TRO account of £228,302.

PCN income continues to remain high with both Chelmsford and Basildon having received over half of the budgeted income for PCN's this financial year. Expenditure is largely in line with the expected costs at this point of the financial year.

The projection is that the TRO account will be fully funded by the rest of the Partnership and there will be a surplus at the end of this financial year but that this surplus will be less than last year.

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 the replacement of on-street pay and display machines at a cost of £78,000 and further mapping costs to validate TROs against on-street signs and lines at a cost of £5,600.

Once the £83,600 use of reserves is taken into account, the net position for the Partnership including the TRO account is a surplus of £144,702 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 April 2019 to 20th August 2019 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 @ 20/08/19

Background Papers

Nil

Appendix 1 South Essex Parking Partnership - Summary position @ 20/08/2019							
Actual 19/20	Chelmsford £	Brentwood £	Maldon £	Basildon £	Rochford £	Castle Point £	Total £
Direct Expenditure							
- Employees	129,605	80,572	22,888	88,361	37,916	16,542	375,884
- Premises	80	1,534	0	0	0	0	1,614
- Supplies and Services	15,722	12,623	3,196	17,533	4,899	2,731	56,705
- Third Party Payments	26,549	26,515	4,907	14,301	12,797	7,767	92,836
- Transport costs	6,016	8,145	2,954	17,754	4,136	4,469	43,475
Total Direct Expenditure	177,973	129,388	33,945	137,949	59,748	31,510	570,514
Indirect Expenditure							
Central Support	29,822	7,069	1,429	5,215	2,395	966	46,897
Total Indirect Expenditure	29,822	7,069	1,429	5,215	2,395	966	46,897
Total Expenditure	207,796	136,457	35,374	143,164	62,143	32,476	617,411
Income received to 20/08/2019							
PCN's	233,214	139,116	32,267	137,065	48,037	39,458	629,157
Residents' Parking Permits	86,632	78,058	10,788	58,995	6,729	1,865	243,066
Pay & Display	46,882	14,306	0	496	0	0	61,684
Other	5,765	0	0	0	0	0	5,765
Total Income	372,493	231,480	43,055	196,555	54,765	41,323	939,672
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below	(164,697)	(95,022)	(7,681)	(53,391)	7,378	(8,848)	(322,261)

TROs £	Total £
32,635	408,519
0	1,614
9,677	66,382
43,070	135,905
79	43,553
85,460	655,974
8,499	55,396
8,499	55,396
93,959	711,370
0	629,157
0	243,066
0	61,684
0	5,765
0	939,672
93,959	(228,302)

(a)

Memorandum: Items funded from Reserves

Actuals £
Replacement on-street pay and display machines
Funds to validate TROs against on-street signs and lines and map electronically
83,600

Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves **(228,302)**

(a)

Net After Use of Reserves **(144,702)**

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

5 September 2019

AGENDA ITEM 7

Subject	Update on Business Plan for 2019/20
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 2019/20.

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.	<u>Introduction</u>
1.1	At its meeting on 6 December 2018, the Joint Committee approved the South Essex Parking Partnership's Business Plan for 2019/20.
1.2	The 2019/20 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	<u>Current position against projected outturn.</u>
2.1	The Business Plan 2019/20 estimated that the Partnership could expect an overall operational fund in the region of £391,000. This would take into account an estimated surplus of £559,000 from the parking enforcement operation which would contribute to the operational costs of the Traffic Regulation Order Function 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	In comparison to the previous financial year the overall PCN issue rate for 2019/20 is currently 5% down, compared to the performance during the same period last year and is 7% up against the estimate in the Business Plan. Operating costs and expenditure are currently as expected.
2.3	Included in the account for this financial year will be the cost of items where the Joint Committee has approved funding from the operational fund. These items will be new on-street pay and display machines (£78,000), and the funding allocated to maintain signs and lines and implement new TROs (£200,000). These items will be reported as reserve items of spend and will also be included in the end of year account and will therefore reduce the projected outturn.
3	<u>Business objectives for 2019/20</u>
3.1	The Business Plan sets out the objectives the Partnership wishes to achieve in 2019/20. Appendix A, section 1, provides an update against each objective. Section 2 provides a comparison of PCN issue rates, days lost to sickness and patrol data across all Partnership areas and section 3 provides the same information for each individual area. Section 4 provides information on the recovery rates of the PCNs issued during the current financial year.
3.2	The progress in summary:
	<ul style="list-style-type: none"> ➤ PCN issue rates are slightly down by 5% compared to the same period last year but remain 7% up against estimate.
	<ul style="list-style-type: none"> ➤ Sickness continues to be managed in accordance with Chelmsford City Council's Sickness Absence Management Policy ➤ The average monthly amount of days lost to absence has decreased by 17 days per month compared to the previous year. ➤ CEO patrol rotas are continually monitored to ensure the best use of resource. The number of visits to streets (94,031) is slightly down on the same period last year (105,081)
	<ul style="list-style-type: none"> ➤ The current performance in Basildon and Chelmsford is currently on course to exceed the estimate in the Business Plan with a 56% & 2% increase in PCNs issued compared to the previous year and 32% and 8% up against the estimate in the Business Plan

	<ul style="list-style-type: none"> ➤ Brentwood is currently 36% down compared to the previous year and 12% down against the estimate in the Business Plan. A vacant position during April and May and an increased level in sickness has been a contributing factor to the reduction in performance. The vacant position has now been filled since mid-June and the team is back to full strength.
	<ul style="list-style-type: none"> ➤ A vacant position in Rochford during the months of April and May and until mid-June has also been a contributing factor to a slight down turn in the performance. Rochford is currently 6% down compared to the same period last year and down 9% against the 2019/20 Business Plan estimate.
	<ul style="list-style-type: none"> ➤ A period of long-term sickness has reduced the level of staff coverage in Maldon resulting in 25% less PCNs issued compared to last year and 13% less against the 2019/20 Business Plan estimate. ➤
4	<p>Appendix A, Section 4, provides the current recovery rates for the overall Parking Partnership and the individual areas.</p> <p>The overall recovery rate for PCNs paid is currently 75% of the PCN issued. The expected outturn for the Partnership is in the region of 75% to 77%. In 2018/19 the outturn recovery rate was 77%. Taking into account that a high volume of PCNs issued between April and July are still within the initial recovery stage, the current recovery level is very good.</p> <p>The rate of PCN cancellation (7%) remains within the expected level. The outturn position for cancellation rates in 2018/19 was 13%</p>
5	<p><u>Conclusion</u></p> <p>The projected Partnership outturn for 2019-20, including the TRO operational costs, is expected to achieve an operational fund in the region of £391,000. Included in this financial year outturn will be items of spend where the Joint Committee has approved and allocated the operational fund. These items will be in the region of £287,000 and will add to the final outturn position</p> <p>Overall the operation has performed well in the first four months of the financial year. The PCN issue rate is currently up by 7% compared to the estimate in the 2019-20 Business Plan and expenditure and income is currently as expected</p> <p>The current financial position and the level of the performance to date provide a good indication that the Partnership will achieve the estimated outturn position of the 2019/20 Business Plan.</p>
<p><u>List of Appendices</u></p> <p>Appendix A: Performance and update on the Business Plan objectives for 2019/20</p>	
<p><u>Background Papers</u></p> <p>South Essex Parking Partnership Business Plan 2019/20</p>	

APPENDIX A



Performance and update on Business Plan objectives for 2019/20

(April 2019 to July 2019)

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1 Business Plan aims and objectives update

Objective for 2019/20	Progress to date (April 2019 to July 2019)
<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>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 and aim to provide staff with a sense of achievement and ownership regarding their individual contribution to the Business Plan. Area meetings are planned for October 2019 to provide the staff with a 6-month update of the Business Plan. Monthly area performance updates are provided to each area depot on a monthly basis.</p> <p>Sickness continues to be managed in accordance with Chelmsford City Council's Sickness Absence Management Policy. In the first four months of the financial year the average monthly amount of working days lost to sickness is 26 days compared to 43 days for the same period last year, this equates to 0.87 days per staff member per month. The Lead Authority continues to proactively manage the level of sickness</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 5% down compared to the previous year performance and currently 7% up against the estimated figure in the Business Plan.</p> <p>The current level of performance is likely to exceed the overall outturn position as set out in the 2019/20 Business Plan.</p>
<p>2: Ensure CEO patrol rotas are continually reviewed to ensure best use of staff time in key areas.</p>	<p>Area Team Leaders are ensuring that staff rotas are relevant and address known parking problems. The focus of</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>the team is to ensure that the staff are in the right place at the right time providing essential traffic management.</p> <p>Each area continues to provide occasional 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 Rochford for their staff to provide additional patrol coverage at known problem areas outside of the core hours. The Partnership and Brentwood are finalising a Service Level Agreement to enter into a similar arrangement.</p>
<p>3: Partnership CEOs to support Castle Point, and Rochford at key times and to provide holiday cover.</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 Service Officers outside of normal working hours and during peak summer season.</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>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.</p>
<p>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.</p>	<p>A Service Level Agreement has been completed and provisionally agreed and is awaiting sign off by Brentwood Borough Council. Once completed, arrangements will be put in place to commence the service (Expected October 2019)</p>
<p>6: Review current operational expenditure and processes and determine if further efficiencies / improvements can be made</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</p>	<p>Resident permit schemes have been progressed and approved by the Sub Committee. Several new permit</p>

approved. Determine the additional income gained from the resident permit charges and adjust each area account to reflect the change.	<p>schemes have been introduced into the Partnership areas and the additional income received is reflected in the individual area financial outturn</p> <p>A signs and lines maintenance and new schemes update and progress report will be presented to the March 2020 Joint Committee Meeting.</p>
8: Identify and prioritise schemes in areas which provide the greatest benefit to the overall aims and objectives of the Parking Partnership Produce and implement a programme of essential maintenance works for signs and lines and TROs requiring attention.	<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>A signs and lines maintenance and new schemes update and progress report will be presented to the to the March 2020 Joint Committee Meeting.</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	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.
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	The School Parking Liaison Officer continues to engage with Schools within the Partnership areas. Table 1 below provides an overview of the schools already in the scheme and the schools due to be launched
11: Develop the use of the Basildon CCTV vehicle to start monitoring virtual permits in residential areas	This is an ongoing piece of work. Trials are still taking place to check the feasibility of function.

Table 1 School Parking Initiative Schools

Basildon

School Name	Package	Notes
Abacus Primary	Silver	
Buttsbury Junior	Silver	
Greensted Infants	Bronze	Launching 19th September
Greensted Juniors	Bronze	Launching 19th September
Hilltop Infants	Silver	Driveway Scheme
Hilltop Juniors	Silver	Driveway Scheme
North Crescent Primary	Silver	Park & Stride
St. Anne Line Catholic Infant	Silver	Park & Stride
St. Anne Line Catholic Junior	Silver	Park & Stride
Wickford Primary School	Silver	Park & Stride

Brentwood

School Name	Package	Notes
Hogarth Primary	Silver	Park & Stride
Willowbrook Primary	Silver	Launching 30th September

Castle Point

School Name	Package	Notes
Hadleigh Infant	Silver	
Hadleigh Juniors	Silver	
Holy Family Catholic Primary	Bronze	
Kents Hill Primary	Bronze	Launching 23rd September
Leigh Beck Infant School	Silver	Park & Stride
Montgomerie Primary	Silver	

Chelmsford

School Name	Package	Notes
Barnes Farm Infants	Silver	Park & Stride
Barnes Farm Juniors	Silver	Park & Stride
Boreham Primary	Silver	
Downham Primary	Silver	Park & Stride
Lawford Mead	Silver	
Little Waltham Primary	Silver	Park & Stride
Maltese Road	Silver	
Newlands Spring	Bronze	Launching 23rd September
St Pius X Catholic Primary	Silver	
Tyrrells Primary	Silver	No map - launch school
Writtle Infant School	Bronze	
Writtle Junior School	Bronze	

Maldon

School Name	Package	Notes
Wentworth	Silver	Park & Stride

Rochford

School Name	Package	Notes
Barling Magna	Bronze	Driveway Scheme
Glebe Primary	Bronze	Driveway Scheme
Hockley Primary	Silver	Launch date to be confirmed
Holt Farm Infant School	Silver	

Holt Farm Junior School	Silver	
Our Lady of Ransom	Silver	
Plumberow Primary Academy	Bronze	Driveway Scheme. Launch date expected in October
Rayleigh Primary	Silver	Launch 15th October
St Nicholas C of E Primary	Silver	Launch 19th September
Westerings Primary	Silver	Park & Stride
Wyburns Primary	Silver	

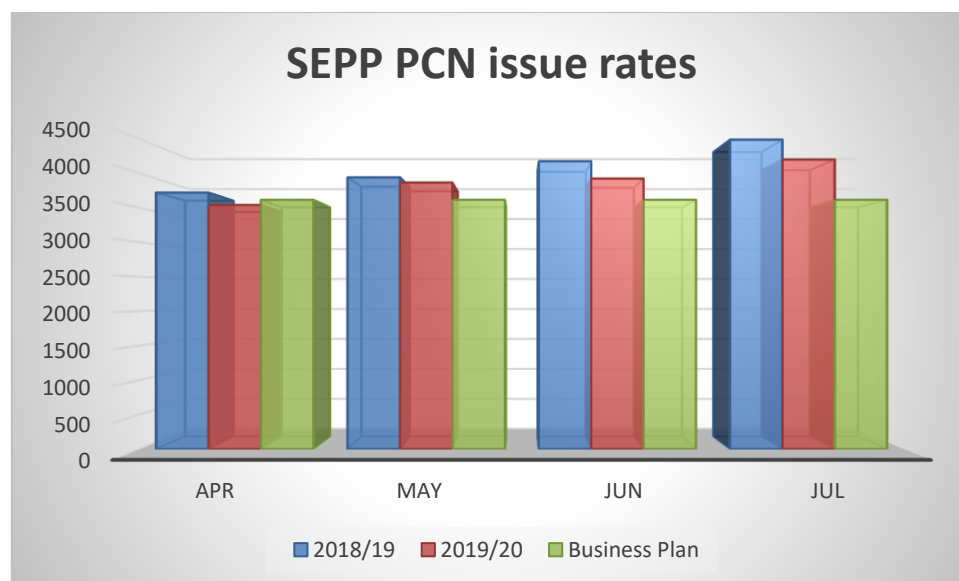
2 **Overall Partnership PCN comparison**

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 who are noted by an enforcement officer.

A reduction in this level of income can 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 operation is a good benchmark to determine how the operation is performing. The following table provides the current PCN issue rate compared to the previous year of operation and the Business Plan estimate.

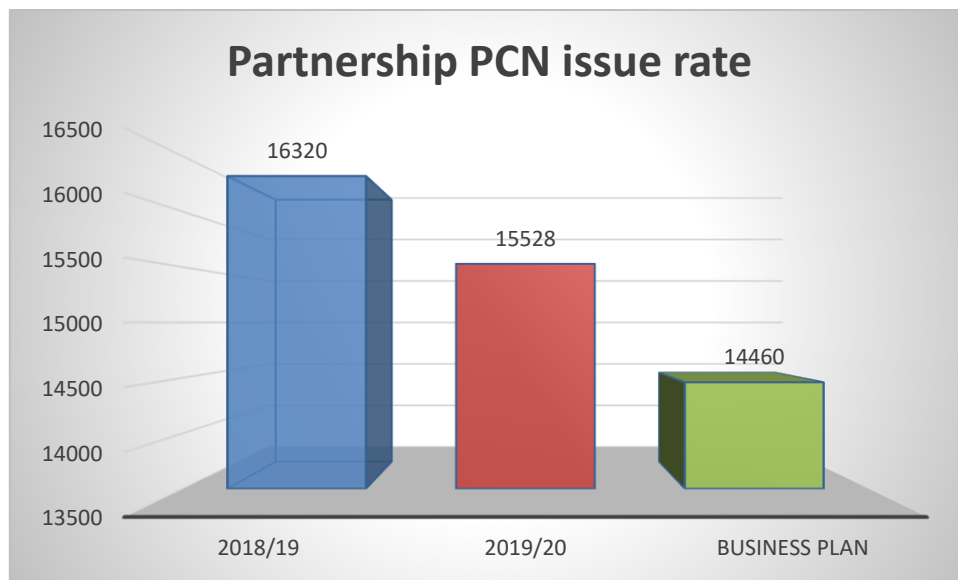
This relates to the period April 2019 to July 2019 for PCNs issued across all areas in the Parking Partnership.

Monthly 2019/20 PCN issue rate comparison against 2018/2019 operation and Business Plan estimate for 2019/20.



SEPP	2018/19	2019/20	Business Plan
APR	3719	3541	3615
MAY	3941	3865	3615
JUN	4174	3923	3615
JUL	4486	4199	3615
Total	16320	15528	14460

Overall Partnership PCN issue comparison figure for period April 2019 to July 2019

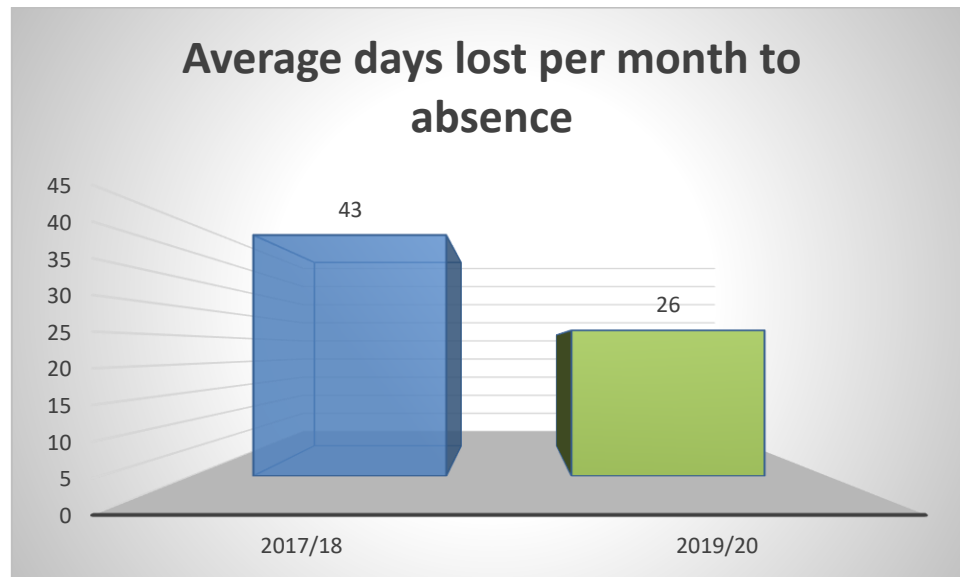


The amount of PCNs issued across the Partnership is currently 5% down on the previous year performance and currently 7% up against the estimated figure in the Business Plan.

The current level of performance is on target to exceed the overall outturn position as set out in the 2019/20 Business Plan.

2.1 Days lost to sickness across all the Partnership areas (CEOs)

The following tables provide the current amount of days lost to sickness compared against the previous year of operation. This relates to the period April 2019 to July 2019.



In the first four months of the financial year the average monthly amount of working days lost to sickness is 26 days compared to 43 days for the same period last year, this equates to 0.87 days per staff member per month.

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 2019 to July 2019.

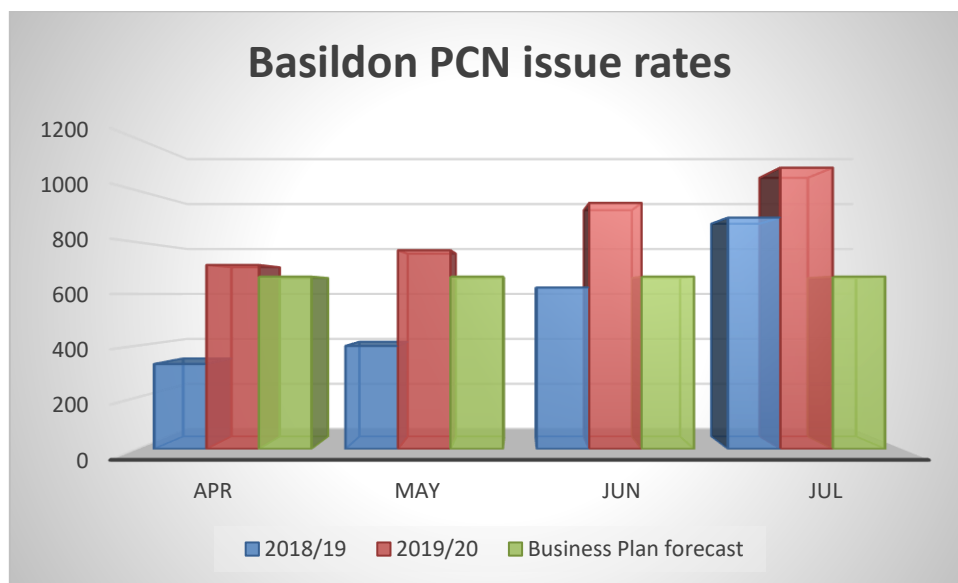
	2018/19	2019/20
Visits to streets	105,081	94,031
Observations	88,537	69,799
PCNs issued	16,320	15,528

3 Individual area PCN comparisons

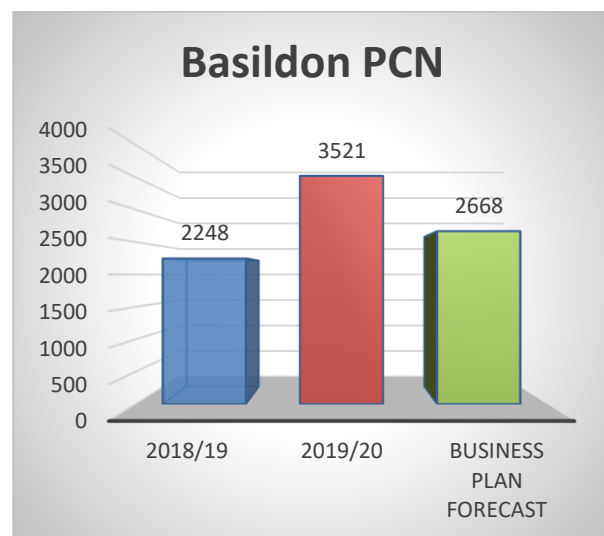
The following tables (pages 9 to 21) provides a comparison of the number of PCN issued against the previous year of operation and the Business Plan estimate and the number of days lost to sickness between April 2019 and July 2019 for PCNs issued.

3.1 Basildon

Combined Basildon foot patrol & CCTV PCN issue comparison figure for period April 2019 to July 2019



Basildon	2018/19	2019/20	Business Plan forecast
APR	329	712	667
MAY	399	769	667
JUN	625	952	667
JUL	895	1088	667
Total	2248	3521	2668

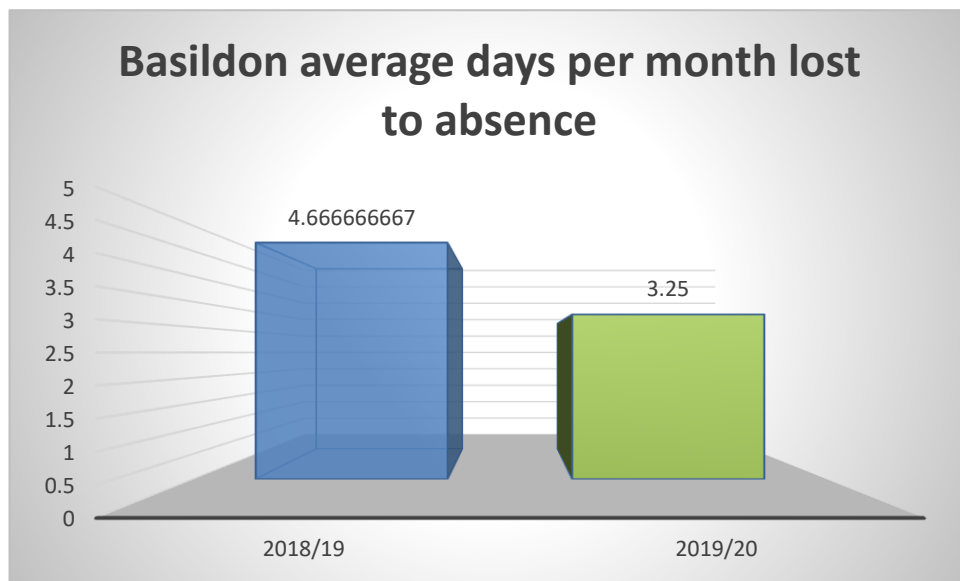


Basildon is currently 56% up compared to the same period in 2019/20 and 32% up against the estimate in the Business Plan.

The current level of performance is on target to exceed the overall outturn position as set out in the 2019/20 Business Plan.

3.1.1 Days lost to sickness in Basildon

The following tables provide the current amount of average days lost per month to sickness compared against the previous year of operation. This relates to the period April 2019 to July 2019.



During the first four months of the financial year the average monthly amount of working days lost to sickness in Basildon is 3.2 days compared to 4.6 days for the same period last year, this equates to 0.46 days per staff member per month.

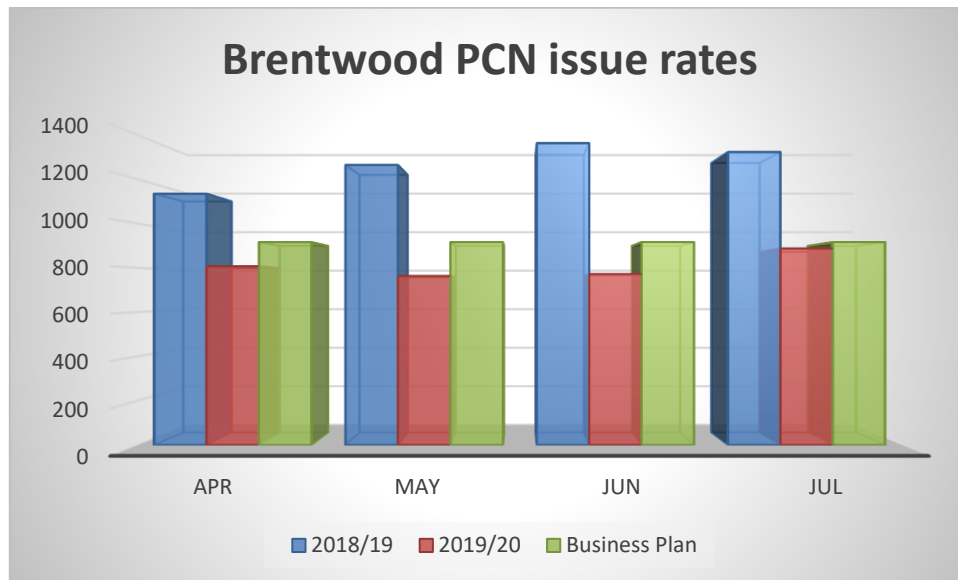
3.1.2 Patrol statistics

The following tables provide the current number of patrols and observations compared against the previous year of operation. This relates to the period April 2019 to July 2019.

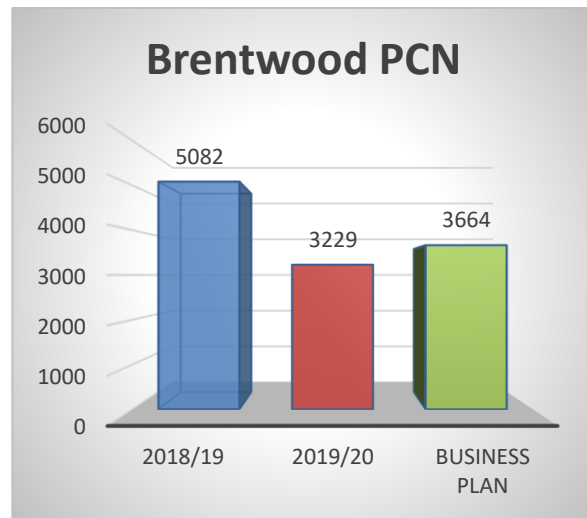
	2018/19	2019/20
Visits to streets	9,635	13,574
Observations	8,224	11,363
PCNs issued	2,248	3,521

3.2 Brentwood

PCN issue comparison

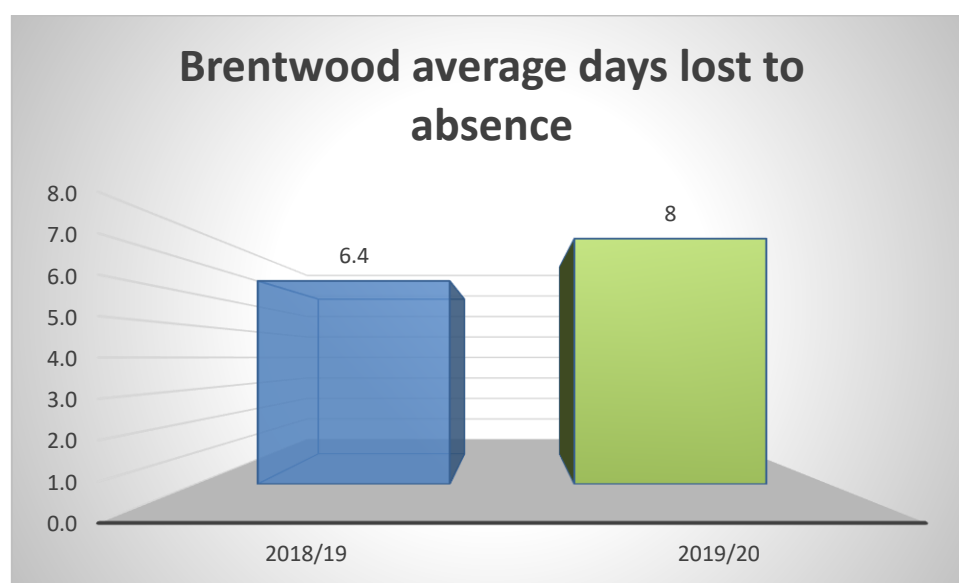


Brentwood	2018/19	2019/20	Business Plan
APR	1134	807	916
MAY	1264	763	916
JUN	1362	772	916
JUL	1322	887	916
Total	5082	3229	3664



The amount of PCNs issued is currently 36% down against the same period last year and 12% down against the estimate in the Business Plan. The current level of performance is slightly down on target to achieve the overall outturn position as set out in the 2019/20 Business Plan.

3.2.1 Days lost to sickness in Brentwood



During the first four months of the financial year the average monthly amount of working days lost to sickness in Brentwood is 8 days compared to 6.4 days for the same period last year, this equates to 1.23 days per staff member per month.

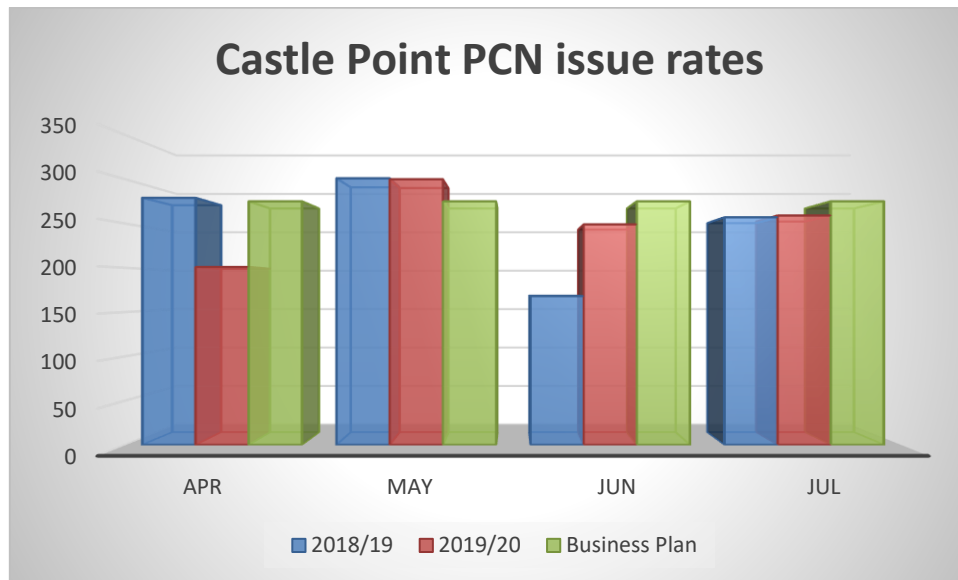
3.2.2 Patrol statistics

The following tables provide the current number of patrols and observations compared against the previous year of operation. This relates to the period April 2019 to July 2019.

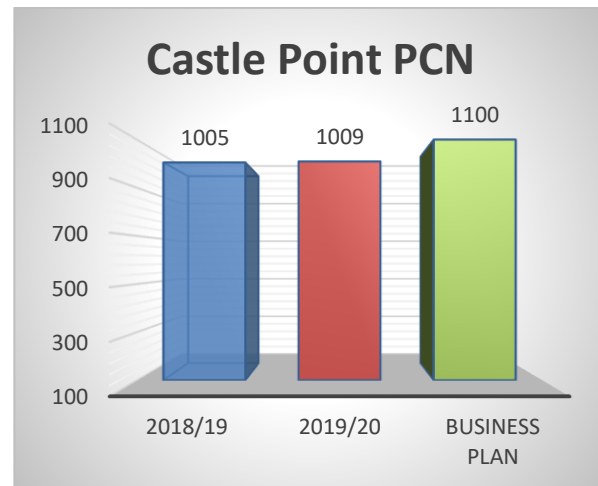
	2018/19	2019/20
Visits to streets	30,834	20,692
Observations	39,353	21,779
PCNs issued	5082	3229

3.3 Castle Point

PCN issue comparison



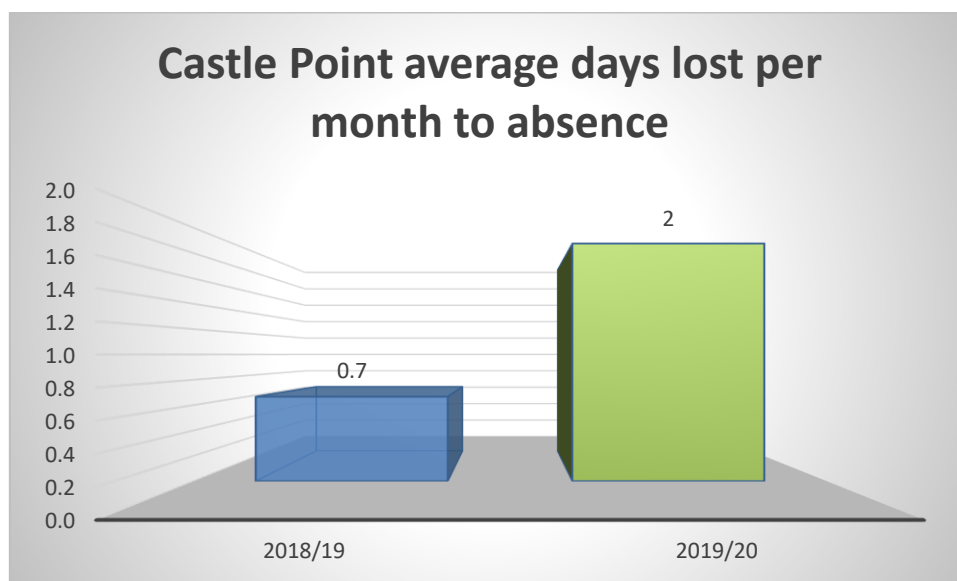
Castle Point	2018/19	2019/20	Business Plan
APR	279	201	275
MAY	301	300	275
JUN	168	249	275
JUL	257	259	275
Total	1005	1009	1100



The Castle Point area continues to perform very well. The amount of PCNs issued in Castle Point is slightly up by 0.5% compared to the very good previous year performance and is currently 8% down against the estimated figure in the Business Plan.

The current level of performance is slightly down on target to achieve the overall outturn position as set out in the 2019/20 Business Plan.

3.3.1 Days lost to sickness in Castle Point



During the first four months of the financial year the average monthly amount of working days lost to sickness in Castle Point is 2 days compared to 0.7 days for the same period last year, this equates to 1.17 days per staff member per month.

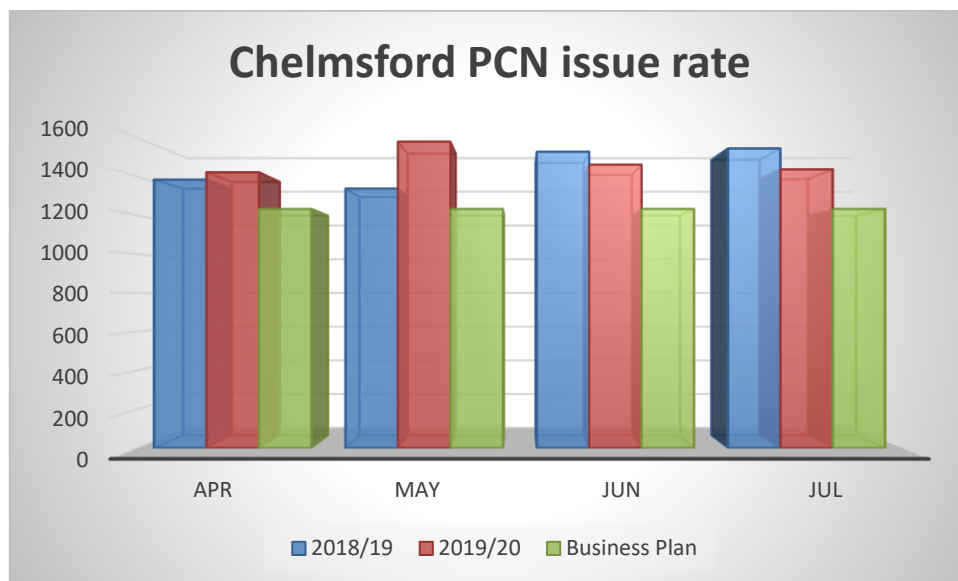
3.3.2 Patrol statistics

The following tables provide the current number of patrols and observations compared against the previous year of operation. This relates to the period April 2019 to July 2019.

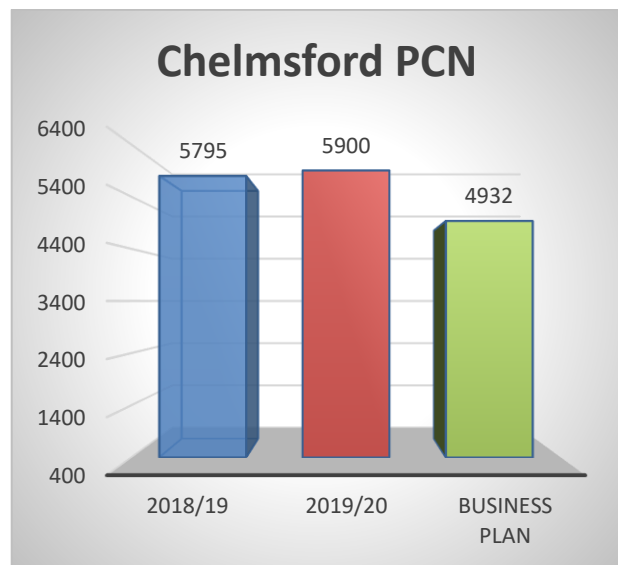
	2018/19	2019/20
Visits to streets	8,183	4,658
Observations	4,658	5,531
PCNs issued	1,005	1,009

3.4 Chelmsford

PCN issue comparison



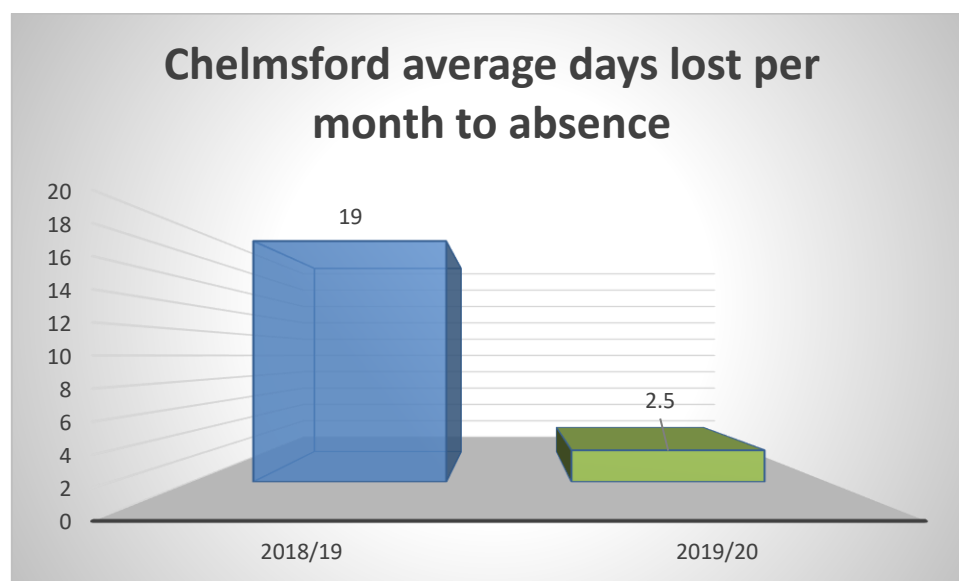
Chelmsford	2018/19	2019/20	Business Plan
APR	1384	1422	1233
MAY	1338	1580	1233
JUN	1528	1461	1233
JUL	1545	1437	1233
Total	5795	5900	4932



The Chelmsford area continues to perform very well and is currently 2% up on the amount of PCNs issued compared to the same period in 2019/20 and is up 20% against the estimate in the Annual Business Plan.

The current level of performance is set to exceed the overall outturn position as set out in the 2019/20 Business Plan.

3.4.1 Days lost to sickness in Chelmsford



During the first four months of the financial year the average monthly amount of working days lost to sickness in Chelmsford is 2.5 days compared to 0.7 days for the same period last year, this equates to 0.26 days per staff member per month.

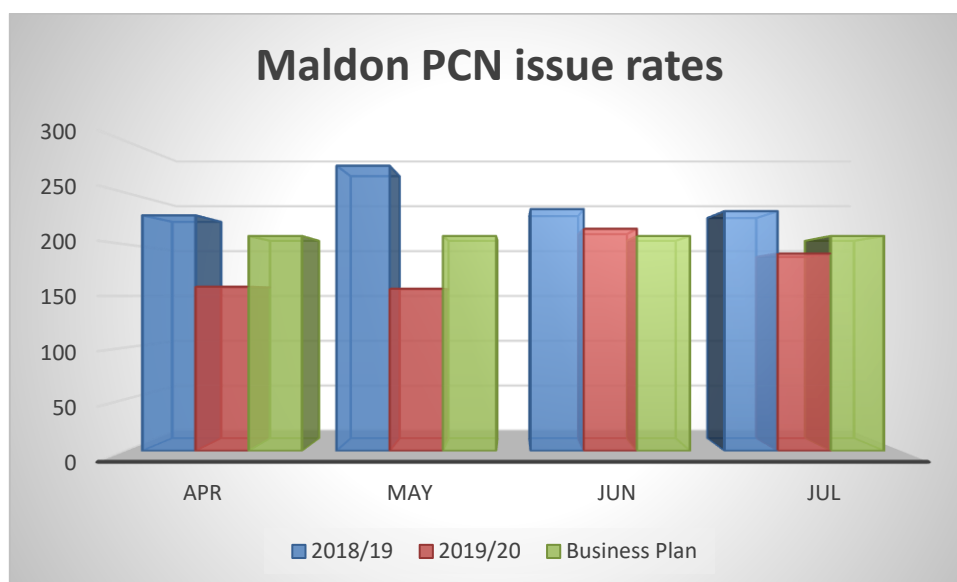
3.4.2 Patrol statistics

The following tables provide the current number of patrols and observations compared against the previous year of operation. This relates to the period April 2019 to July 2019.

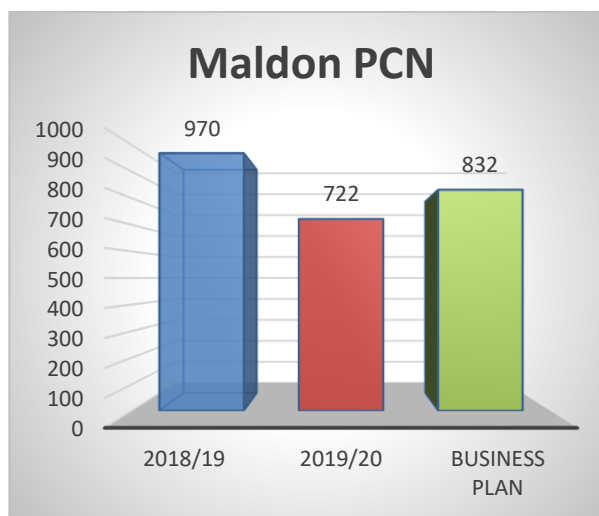
	2018/19	2019/20
Visits to streets	26,465	25,200
Observations	17,910	18,010
PCNs issued	5,795	5,900

3.5 Maldon

PCN issue comparison



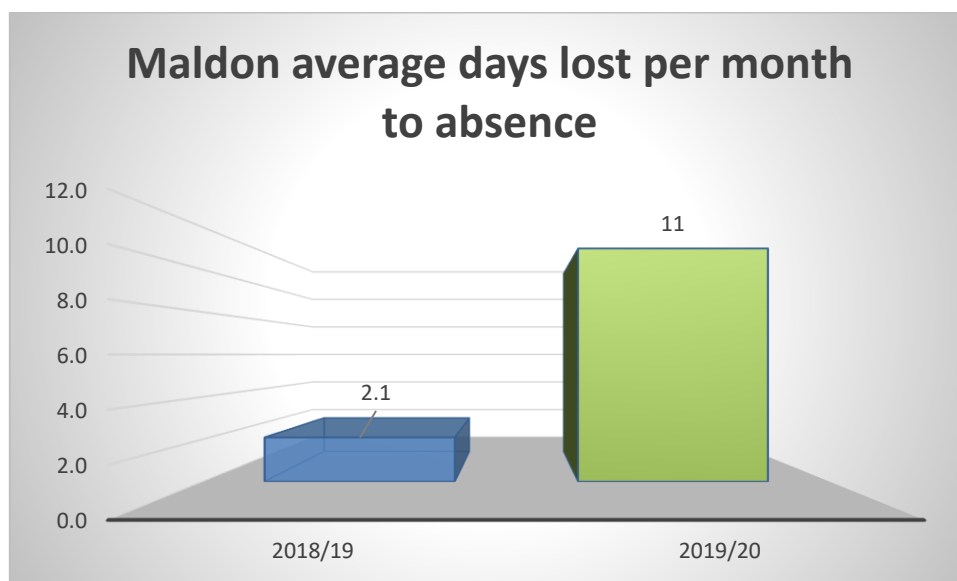
Maldon	2018/19	2019/20	Business Plan
APR	228	159	208
MAY	276	157	208
JUN	234	215	208
JUL	232	191	208
Total	970	722	832



The amount of PCNs issued in Maldon is currently 25% down compared to 2018/19 and 13% down compared to the Annual Business Plan.

The current level of performance is slightly down on target to achieve the overall outturn position as set out in the 2019/20 Business Plan.

3.5.1 Days lost to sickness in Maldon



During the first four months of the financial year the average monthly amount of working days lost to sickness in Maldon is 11 days compared to 2.1 days for the same period last year, this equates to 5.5 days per staff member per month.

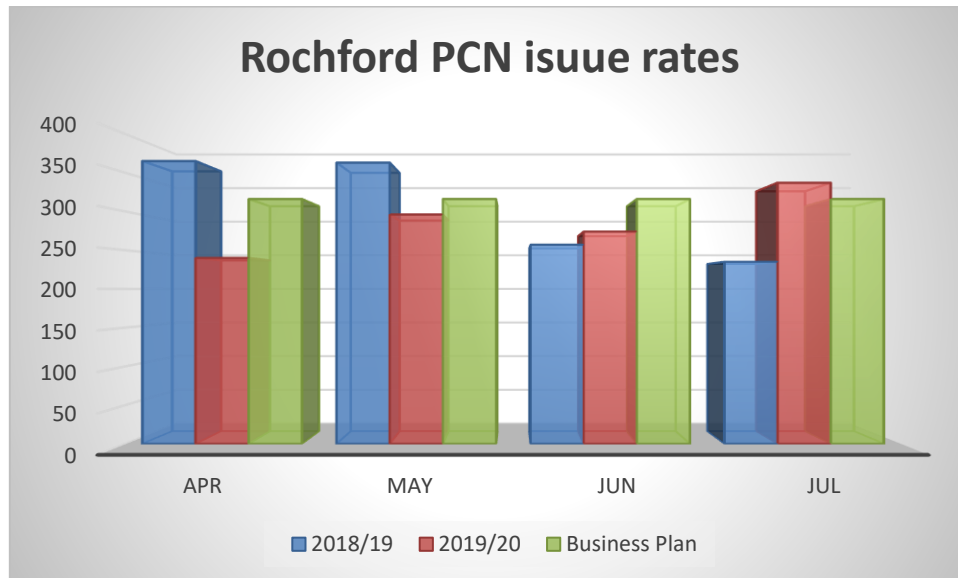
3.5.2 Patrol statistics

The following tables provide the current number of patrols and observations compared against the previous year of operation. This relates to the period April 2019 to July 2019.

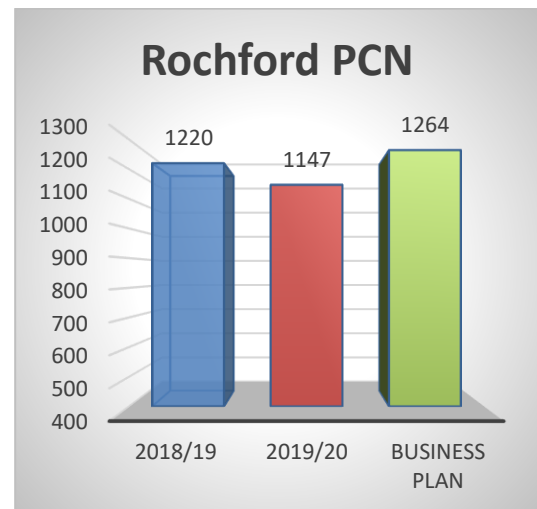
	2018/19	2019/20
Visits to streets	8,155	7,213
Observations	6,698	4,433
PCNs issued	970	722

3.6 Rochford

PCN issue comparison



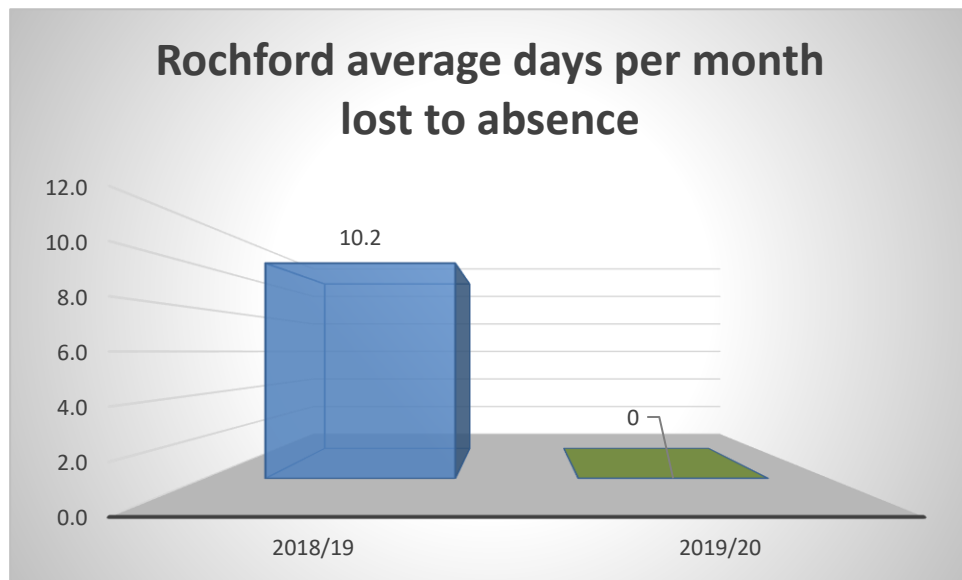
Rochford	2018/19	2019/20	Business Plan
APR	365	240	316
MAY	363	296	316
JUN	257	274	316
JUL	235	337	316
Total	1220	1147	1264



The amount of PCNs issued in Rochford is currently down 6% compared to the previous year performance and is currently 9% down against the estimated figure in the Business Plan.

The current level of performance is slightly down on target to achieve the overall outturn position as set out in the 2019/20 Business Plan.

3.6.1 Days lost to sickness in Rochford



During the first four months of the financial year the average monthly amount of working days lost to sickness in Maldon is 0 days compared to 10.2 days for the same period last year, this equates to 0 days per staff member per month.

3.6.2 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 2019 to July 2019.

	2018/19	2019/20
Visits to streets	20,701	11,694
Observations	14,630	8,653
PCNs issued	1220	1147

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 April 1 2019 to 31 July 2019.

Back Office PCN recovery rates April 2019 to July 2019								% of stage payment received from PCNs fully paid		
	PCNs Issued	Cases stopped	%	Outstanding	%	Fully Paid	%	Discount	Full amount	Surcharge Paid
Basildon	3521	325	9	809	23	2387	68	90	9	1
Brentwood	3229	215	7	611	19	2403	74	86	13	1
Chelmsford	5900	580	10	1242	21	4078	69	87	11	3
Castle Point	1009	48	5	174	17	787	78	90	10	0
Maldon	722	54	7	92	13	576	80	91	9	0
Rochford	1147	59	5	170	15	918	80	90	9	1
Partnership Total	15528	1281	7	3098	18	11149	75	89	10	1

The overall recovery rate for PCNs paid is currently 75% of the PCN issued. The expected outturn for the Partnership is in the region of 75% to 77%. In 2018/19 the outturn recovery rate was 77%. Taking into account that a high volume of PCNs issued between April and July are still within the initial recovery stage, the current recovery level is very good.

The rate of PCN cancellation (7%) remains within the expected level. The outturn position for cancellation rates in 2018/19 was 13%

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

5 September 2019

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>2019 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> Civil Parking Enforcement Discretion Policy Parking Partnership Operational Protocols Parking Policy Framework including the Partnership Enforcement Policy	

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

5 September 2019

AGENDA ITEM 9

Subject	Castle Point Borough Council proposal for the allocation of operational fund
Report by	Trudie Bragg, Head of Environment, Castle Point Borough Council

Enquiries contact: Trudie Bragg 01268 882476, tbragg@castlepoint.gov.uk

Purpose

- This report provides the Joint Committee with the proposal from Castle Point Borough Council on how it intends to use its £116,000 allocation in accordance with Section 55 of the Road Traffic Regulation Act 1985.

Options

The Joint Committee can approve, amend or reject the proposal

Recommendation(s)

It is recommended that the Joint Committee;

- Approve the agreed allocation of £116,000 for the Castle Point Borough Council proposal.

Consultees	Lead Officers from each of the Partner Authorities as set out in Appendix C of the Joint Committee Agreement 2011.
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1.	<u>Introduction</u>
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1.1	<p>At its meeting on 6 December 2018 the Joint Committee was presented with a report with a recommendation that the Joint Committee approves the allocation of £816,140 from the operational fund between the Partnership authorities for schemes and projects which are in accordance with Section 55 of the Road Traffic Regulation Act 1985.</p> <p>The Joint Committee agreed to equally share the £816,000 between the seven Partner Authorities (£116,000 each) and the funding will be released to the Partnership Authorities subject to the following criteria:</p> <p>Each partner authority will need to present a report to the Joint Committee providing details of the proposal which will demonstrate that the funding will be fully used as per the requirements of Section 55 of the Road Traffic Act 1984 and will complement the aims and objectives of the Parking Partnership. The funding will only be released subject to the approval of the proposal from the Joint Committee.</p> <p>This report provides the Joint Committee with information for the Castle Point Borough Council proposal.</p>
2	Castle Point Borough Council proposal
2.1	<p>BACKGROUND</p> <p>The improvements listed below are subject to approval by the South Essex Parking Partnership on 5 September 2019. It is believed that all below improvements as drafted would meet the requirements of the Road Traffic Regulation Act 1984.</p>
	<p><u>Resurfacing of car park at John H Burrows Recreation Ground</u></p> <p>Background</p> <p>John H Burrows is a popular recreation ground close to Hadleigh Town Centre which hosts a range of recreational activities including cricket, football, bowls, tennis, and a children's play area. It offers bring bank facilities for recycling and is also used by local taxi drivers on an informal waiting basis. The car park which is free to use is especially busy at weekends throughout the year when a lot of the amenities are simultaneously being used.</p> <p>The front car park is in a poor state of repair with a worn, uneven surface and numerous potholes. Due to financial constraints only limited maintenance has been undertaken in recent years. It is proposed to plane off the existing surface, install a 35mm surface course, repair damaged areas and provide marked out bays to increase car parking capacity.</p> <p>How this meets the requirements of the RTRA 1984 (s55): The above proposal meets the criteria of subsection 4 (b) of section 55 of the Road Traffic Regulation Act 1984 through 'meeting all or any part of the cost of the provision and maintenance by the local authority of off-street parking accommodation, whether in the open or under cover'. The resurfaced car park with marked out bays will provide improved car parking provision and increased capacity at this popular recreation ground.</p> <p>Amount Sought for Proposal: £77,000</p>

	<p><u>Canvey Island Seafront Car Park Improvements</u></p> <p>Background: Canvey Island seafront, like many seaside destinations has until recently been in a state of decline. However, during the last few years, due to investment by the Borough Council, Town Council and the work of two very active voluntary groups there have been significant improvements to the seafront which have resulted in increased visitation, particularly from younger families and older people who welcome the convenience and relaxed environment. The Council has endorsed a masterplan for the seafront which seeks:</p> <ol style="list-style-type: none"> 1. To improve overall amenity of Canvey Seafront leading to a step change in the quality of the visitor experience which in turn will increase visitation; 2. To enhance connectivity between Thorney Bay and the Central Seafront area that will activate land to realise new commercial opportunities, expand visitor dwell time and increase the overall visitor capacity of the seafront; and 3. To reduce seasonality and extend the active hours of the seafront area through improved pathways and lighting which will increase the economic opportunities for new and existing local businesses. <p>Public consultation has highlighted improved car parking provision as one of the key priorities for the regeneration of the seafront. It is proposed to create additional, secure, overspill car parking on Council owned land along the seafront at the base of the sea wall to improve connectivity between the Concord Beach end of the seafront and Thorney Bay. This will necessitate the provision of a new entrance and exit, drop kerbs, height barriers, car park machines and signage. It is also proposed to extend the Thorney Bay surfaced car park to accommodate the increased number of visitors to this part of the seafront in recent years. It is further proposed to redesign and resurface the Labworth car park which is in an extremely poor state of repair and to address drainage issues working in partnership with Essex Highways, the Lead Local Flood Authority and Anglian Water. The works will include the creation of a new car park entrance and separate exit to improve safety for vehicles entering the car park from the western direction, removal of the ramp providing access to the seawall which dissects the car park (in consultation with the Environment Agency) and the provision of marked bays to increase car parking capacity in what is the main seafront car park.</p> <p>How this meets the requirements of the RTRA 1984 (s55): The above proposal meets the criteria of subsection 4 (b) of section 55 of the Road Traffic Regulation Act 1984 through 'meeting all or any part of the cost of the provision and maintenance by the local authority of off-street parking accommodation, whether in the open or under cover'. This investment will contribute to improvements to the seafront car parks operated by the Council and will be wholly consistent with the objectives set out in the Canvey Island seafront masterplan.</p> <p>Amount Sought for Proposal: £39,000 contribution towards improved seafront car parking provision.</p>
	<p>Conclusion</p> <p>Castle Point Borough Council is seeking approval from the Joint Committee for the allocation of surplus funding totalling £116,000 for the following projects:</p>

	Project	Funding Sought	
	Resurfacing of car park at John H Burrows	£77,000	
	Canvey Island Seafront Car Park Improvements	£39,000	
	TOTAL	£116,000	
<u>Appendices</u>			
None			
<u>Background Papers</u>			
The South Essex Parking Partnership Joint Committee Agreement 2011.			

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

5 September 2019

AGENDA ITEM 10

Subject	Chelmsford City Council proposal for the allocation of operational fund
Report by	Nick Binder, South Essex Parking Partnership Manager

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

Purpose

- This report provides the Joint Committee with a proposal from Chelmsford City Council on how it intends to use part of its £116,000 allocation in accordance with Section 55 of the Road Traffic Regulation Act 1985.

Options

The Joint Committee can approve, amend or reject the proposal

Recommendation(s)

It is recommended that the Joint Committee;

- Approve the allocation of £30,000 for the Chelmsford City Council proposal.

Consultees	Lead Officers from each of the Partner Authorities as set out in Appendix C of the Joint Committee Agreement 2011.
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1.	<u>Introduction</u>
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1.1	<p>At its meeting on 6 December 2018 the Joint Committee was presented with a report with a recommendation that the Joint Committee approves the allocation of £816,140 from the operational fund between the Partnership authorities for schemes and projects which are in accordance with Section 55 of the Road Traffic Regulation Act 1985.</p> <p>The Joint Committee agreed to equally share the £816,000 between the seven Partner Authorities (£116,000 each) and the funding will be released to the Partnership Authorities subject to the following criteria:</p> <p>Each partner authority will need to present a report to the Joint Committee providing details of the proposal which will demonstrate that the funding will be fully used as per the requirements of Section 55 of the Road Traffic Act 1984 and will complement the aims and objectives of the Parking Partnership. The funding will only be released subject to the approval of the proposal from the Joint Committee.</p> <p>This report provides the Joint Committee with information for part of the funding for a Chelmsford City Council proposal.</p>
2	Chelmsford City Council proposal
2.1	<p>Road safety and improved parking control measures at Broomfield Parade</p> <p>Background</p> <p>Broomfield Parade is a busy service road which provides parking and access to the various shops which are located in the Parade. The Junction at the point of Pentland Avenue and Broomfield Parade is heavily used and attracts many short-term parkers visiting the convenience stores. The junction is already protected by double yellow lines, but there is an area which is non highway land which can be reached by driving on the maintained footpath. Several cars park on this area through out the day which compromises the maintained footpath and reduces the sight lines. In addition, the parking sets a precedent and encourages other motorists to park on the highway pavement in Pentland Avenue which further compromises the safe access in the area.</p> <p>Recently there was a road traffic accident at this junction which resulted in a fatality when a member of the public attempted to cross the road. An ECC safety audit took place which identified some improvements including placement of concrete bollards on the public highway pavement along Pentland Road.</p> <p>The funding is requested to enable a joint up approach in this area to improve the parking provision, provide suitable preventative measures to ensure the footpaths remain free of vehicle movement and implement a form of parking control to stop all day commuter parking in the designated parking areas which in turn will provide greater turnover of space for the customers visiting the shops.</p>

	<p>To estimated cost to achieve this is a s follows:</p> <p>£13,500 to provide 9 x concrete planter boxes, with soil and plants to be placed in positions to prevent vehicular access onto the private land.</p> <p>£12,000 to install concrete bollards on the public footpath in Pentland Avenue</p> <p>£5,000 to provide a new TRO and parking controls to prevent all day commuter parking and provide a suitable turnover of space for visiting customers.</p> <p>Total funding required £30,000.</p>
2.2	<p>How this meets the requirements of the RTRA 1984 (s55): The above proposal meets the criteria of subsection 4 (d) (ii) of section 55 of the Road Traffic Regulation Act 1984 for the purpose of a highway or road improvement project in the local authority's area.</p>
	<p><u>Conclusion</u></p> <p>Chelmsford City Council is seeking approval from the Joint Committee for the allocation of surplus funding totalling £30,000 for safety improvements at Broomfield Parade.</p> <p>If the Joint Committee approves this funding Chelmsford will have £86,000 remaining and a further report will be submitted to the Joint Committee containing further proposals in the future.</p>
<p><u>Appendices</u></p> <p>None</p>	
<p><u>Background Papers</u></p> <p>The South Essex Parking Partnership Joint Committee Agreement 2011.</p>	