

MEETING OF THE SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

2 July 2020 – 14.00
Microsoft Teams on-line meeting



AGENDA

- | | | |
|----|---|-----------------|
| 1 | Welcome and introductions | Nick Binder |
| 2 | Apologies for absence and substitutions | Nick Binder |
| 3 | Election of Chairman for the ensuing Municipal year | Nick Binder |
| 4 | Election of Vice Chairman for the ensuing Municipal year | Chairman |
| 5 | Appointment of Sub Committee (to approve funding for Signs and Lines & Traffic Regulation Orders) | Chairman |
| 6 | Appointment of Sub Committee (to consider objections against an Advertised TRO) | Chairman |
| 7 | Minutes of the Joint Committee meeting 5 March 2020 | Chairman |
| 8 | Public Question Time | Chairman |
| 9 | Consider Objections – Amendment No4 – Hillary Close Chelmsford | Nick Binder |
| 10 | Operational report | Nick Binder |
| 11 | Financial Report 2020/21 | Michael Packham |
| 12 | Financial outturn 2019/20 | Michael Packham |
| 13 | Annual Report of the South Essex Parking Partnership 2019/20 | Nick Binder |
| 14 | Allocation of funding for Rochford schemes | Nick Binder |
| 15 | Consider funding for new Traffic Regulation Orders | Nick Binder |
| 16 | Date and time of next meeting:
10 September 2020 – 14.00 – Council Chamber | Chairman |

MINUTES

of the

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

on 5 March 2020 at 2:00 p.m.

Present:

Councillor Jon Cloke	Brentwood Borough Council
Councillor Mike Mackrory	Chelmsford City Council
Councillor Robert Mitchell	Essex County Council
Councillor Michael Steptoe	Rochford District Council
Councillor Lesley Wagland	Essex County Council

In attendance:

Nick Binder	Chelmsford City Council
Daniel Bird	Chelmsford City Council
William Butcher	Chelmsford City Council
Russel Panter	Chelmsford City Council
Liz Burr	Essex County Council
Heather Smith	Basildon Borough Council
Jonathan Desmond	Rochford District Council
Trudie Bragg	Castle Point Borough Council
Mike Dun	Brentwood Borough Council

1. **Welcome and Introductions**

The Chair welcomed everyone present to the meeting of the South Essex Parking Partnership Joint Committee.

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

It was reported that apologies had been received from Councillor Varker, James Hendy and Cllr Harrison

3. **Minutes of the Joint Committee Meeting on 5 December 2019**

The minutes of the meeting held 5 December 2019 were amended to include Jonathan Desmond as an attendee confirmed as a correct record and signed by the Chair.

4. **Public Question Time**

No public questions were asked.

5. **Operational and Performance Report**

Russell Panter, SEPP's Enforcement Operations Manager, presented a report on the operation of the South Essex Parking Partnership since the last meeting. The report covered the following matters:

Risk assessments had been fully reviewed with amendments made to sections on adverse weather and PPE. Joint patrols had been continuing with Brentwood and a service level agreement was due to be signed regarding this.

The use of dashcams had continued to be investigated and a new alarm system was being introduced for enforcement officers.

The possibility of a CCTV car continued to be explored and the use of deployable cameras outside schools would be looked at after a trial by the North Essex Parking Partnership.

There were various staff vacancies out to advert both for enforcement officers and enforcement team leaders. It was noted that a slightly different structure would be in place with the new roles.

AGREED that the Operational and Performance Report be noted.

(2.01pm to 2.19pm)

6. **Financial Report**

Nick Binder reported on the financial position of South Essex Parking Partnership for the period up to 25th February 2020.

The Partnership currently had an overall surplus of £673,526 on a cash basis for the year to date, a £403,789 deficit for the TRO account and therefore an overall surplus position of £269,738. Taking into account the items of spend from the reserve which will be included in the 2019-20 account, the surplus position is £140,338

AGREED that the financial report for the period to January 2020 be noted.

(2.20pm to 2.21pm)

7. **Update on Business Plan for 2019/20**

Nick Binder presented a report on progress against the approved Business Plan for 2019/2020.

Based on the projected income and expenditure, it was estimated that there would be an operational fund of £391,000 at the end of the financial year.

The Plan's business objectives were largely being met and the Partnership's performance remained good and in line with targets. It was noted that PCNs were currently 9% higher than estimates and four of the partnerships council's were on course to exceed their estimates.

AGREED that the update on the Partnership's Business Plan for 2019/20 be noted.

(2.25pm to 2.26pm)

8. **Review of the policy document setting out how the SEPP will deal with requests for parking restrictions requiring TRO's**

Nick Binder presented a report that provided an update on the review of the SEPP policy document detailing requests for parking restrictions regarding TRO's.

The Joint Committee confirmed they were still happy with the policy and did not recommend any changes.

AGREED that the report be noted.

(2.27pm to 2.28pm)

9. **Essex County Council proposal for the allocation of operational fund**

Liz Burr presented a report detailing Essex County Council's proposal to use their £116,000 allocation from the SEPP operational fund surplus. Members were informed that the fund would be used to explore further bus lane/gate enforcement areas, along with other enhancements, some temporary staff and media material.

In response to a question from a member, it was confirmed the fund would cover approximately two to three sites. It was also confirmed that Essex County Council officers would explore the use of enforcement on the new Chelmer Valley road route.

AGREED that the allocation of £116,000 for the Essex County Council proposal be approved.

(2.29pm to 2.32pm)

10. **Maldon District Council proposal for the allocation of operational fund**

Nick Binder presented a report detailing Maldon District Council's proposal to use their £116,000 allocation from the SEPP operational fund surplus. Members were informed that the fund would be used to install new pay and display machines which would improve the provision of cashless payments.

AGREED that the allocation of £116,000 for the Maldon District Council proposal be approved.

(2.33pm to 2.34pm)

11. **Brentwood proposal for the allocation of operational fund**

It was noted by members that there had been a typing error in this report. It was clarified by officers that in both paragraph 1.1 and the conclusion, reference should be made to Brentwood Council rather than Essex County Council.

Cllr Jon Cloke presented a report detailing Brentwood Borough Council's proposal to use their £116,591 allocation from the SEPP operational fund surplus. Members were informed

that the fund would be used for a signalised pedestrian crossing under project number LBRE193003 and a child safety project currently being undertaken at Sawyers Hall Lane.

AGREED that the allocation of £116,591 for the Brentwood Borough Council proposal be approved.

(2.35pm to 2.36pm)

11.1 **Rochford District Council proposal for the allocation of operational fund**

The Chair accepted this as an urgent item as the report had not been available when the agenda was published.

Jonathan Desmond presented a report detailing Rochford District Council's proposal to use their £16,000 allocation from the SEPP operational fund surplus. Members were informed that the fund would be used for public right of way improvements nearby to a school. It was noted that the improvements would improve parking issues and air pollution nearby.

AGREED that the allocation of £16,000 for the Rochford District Council proposal be approved.

(2.37pm to 2.38pm)

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

It was noted that the next meeting of the Joint Committee would be on 2 July 2020 at 2.00pm at the Chelmsford City Council offices.

Nick Binder also updated the Committee on future meetings that would be taking place regarding allocations and objections and advised the date would be circulated soon. Nick Binder also noted that some exploratory work was being undertaken with NEPP on the future of the parking partnerships and an informal meeting would be organised soon.

The meeting closed at 2.49pm

Chair

**SOUTH ESSEX PARKING PARTNERSHIP
(TRAFFIC REGULATION ORDERS) SUB COMMITTEE**

THURSDAY 2 JULY 2020 – 2.00PM

Subject	THE ESSEX COUNTY COUNCIL (CHELMSFORD CITY) (PROHIBITION OF WAITING, LOADING AND STOPPING) AND (ON-STREET PARKING PLACES) (CIVIL ENFORCEMENT AREA) (AMENDMENT NO.4) ORDER 202* Relating to Hillary Close, Chelmsford.
Report by	South Essex Parking Partnership Manager

Enquiries Contact

Nick Binder - South Essex Parking Partnership Manager
01245 606303 / nick.binder@chelmsford.gov.uk

Purpose

To report the receipt of representations made on part of the 'The Essex County Council (Chelmsford City Council) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment No.4) Order 202*.

Options

The Joint Committee has the following options available:

1. to agree that the proposed Order be made as advertised;
2. to agree that the proposed Order be made subject to modifications which result in less restrictive provisions or reduced scope; or
3. to agree that the proposed Order should not be made.

Recommendation(s)

1. The Order be made as advertised.
2. The people making representations be advised accordingly.

Consulters

South Essex Parking Partnership

Policies and Strategies

The report takes into account the South Essex Parking Partnership Document setting out how the SEPP will deal with requests for parking restrictions requiring TROs.

1.

Background

The purpose of this Order is to amend The Essex County Council (Chelmsford City Council) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment No.4) Order 202*.as set out below:

1.1	<p>On 30 May 2018, the SEPP received a completed application form from a councillor requesting a resident permit parking scheme to deter commuter parking in Hillary Close. The request was supported by 29 residents.</p> <p>Following receipt of the application forms the SEPP carried out an informal consultation with all residents to seek their view on a proposed resident permit parking scheme. The results are:</p> <table><tr><td>No. of properties</td><td>No. of respondents</td><td>No. <u>in favour</u> of permit parking</td><td>No. <u>not in favour</u> of permit parking</td><td>No. in favour of Mon- Fri</td><td>No. in favour of Mon - Sat</td></tr><tr><td>52</td><td>25 (48%)</td><td>20 (80%)</td><td>5 (20%)</td><td>8 (40%)</td><td>12 (60%)</td></tr></table> <p>The results did not initially meet the SEPP criteria for progression. However, upon investigation it was found that seven properties were vacant thus having an effect on the results. It was therefore decided to reconsider the empty properties and accept the consultation response rate meets the required criteria.</p> <p>Based on the results it has been agreed with the Lead Councillor and Lead Officer for parking matters for Chelmsford to cost a scheme to propose a resident permit parking scheme, operating from Monday to Saturday between the hours of 8am to 6pm. The cost of the scheme is estimated at £3000 but will be reduced if incorporated with other roads in Chelmsford to publish one Traffic Regulation Order.</p> <p>The request was placed before the South Essex Parking Partnership Joint Committee on 5 September 2019 for funding. It was agreed at the meeting to proceed with the necessary Traffic Regulation Order.</p>	No. of properties	No. of respondents	No. <u>in favour</u> of permit parking	No. <u>not in favour</u> of permit parking	No. in favour of Mon- Fri	No. in favour of Mon - Sat	52	25 (48%)	20 (80%)	5 (20%)	8 (40%)	12 (60%)
No. of properties	No. of respondents	No. <u>in favour</u> of permit parking	No. <u>not in favour</u> of permit parking	No. in favour of Mon- Fri	No. in favour of Mon - Sat								
52	25 (48%)	20 (80%)	5 (20%)	8 (40%)	12 (60%)								
1.2	<p>SEPP Policy – 7.4 Commuter parking in a residential street (preferred parking)</p> <ul style="list-style-type: none">* The parking by non-residents must be sufficiently severe to cause serious inconvenience to residents – met.* The preferred traffic management solution for parking issues in residential areas is the introduction of a residents parking scheme – met.* The majority of residents have no off-street parking facilities available to them – met.* The majority of residents are in favour of such a scheme – met.* The introduction of a scheme would not cause unacceptable problems in adjacent roads – may displace parking to nearby roads.* The Partnership is satisfied that a reasonable level of enforcement can be maintained – met, there are existing parking restrictions in the area.												
1.3	<p>The Order was originally published in the Essex Chronicle and on site on 27 February 2020, and copies of the draft Order were sent to a number of organisations including Essex Police, Essex County Council (the highway authority), Essex Fire & Rescue Service, Essex Ambulance Service, the Road Haulage Association, the Freight Transport Association, and the Chamber of Commerce and Industry.</p>												
1.4	<p>When the Order was published on 27 February 2020 a 21-day period of formal public consultation commenced.</p>												
2	<p><u>Comments</u></p>												


2.1	The details of the representations are summarised in Appendix 2 to this report together with the comments of the Technicians.
3	<u>Conclusion</u>
3.1	Although the correspondents have made a number of points which lead them to believe the Order should not be pursued in whole or part, the Lead Councillor, Lead Officer and Technicians consider that none of them are of sufficient weight to warrant the Order not being made.
<u>List of Appendices</u> Appendix 1 – List of people making representations Appendix 2 – Summary of objections or support and Technicians comments	

APPENDIX 1

Ref	List of people making representations	Type
1	Email from resident of Hillary Close dated 27/02/2020	Support
2	Email from resident of Hillary Close dated 27/02/2020	Support
3	Email from resident of Hillary Close dated 01/03/2020	Support
4	Email from resident of Hillary Close dated 07/03/2020	Support
5	Email from resident of Hillary Close dated 06/03/2020	Object
6	Email from resident of Hillary Close dated 06/03/2020	Support
7	Email from resident of Hillary Close dated 15/03/2020	Support
8	Email from resident of Hillary Close dated 17/03/2020	Support
9	Email from resident of Hillary Close dated 17/03/2020	Object
10	Email from resident of Hillary Close dated 17/03/2020	Support
11	Email from resident of Hillary Close dated 20/03/2020	Support

APPENDIX 2

REPRESENTATIONS & RESPONSES FOLLOWING FORMAL ADVERTISEMENT – 27 FEBRAURY – 20 MARCH 2020

Representations & responses relating to Hillary Close		
Ref	Representation -	Technician response -
1	<p>Email 1:</p> <p>I ***** write on behalf of ***** to fully support the proposal to make Hillary Close, Chelmsford a permit only parking area (Zone 5) which would be active from Monday to Saturday 8am-6pm. ***** is disabled, bed-ridden, extremely incapacitated due to serious illnesses and unable to type.</p> <p>This proposal could not have come at a more important time for us as on Monday I had to call an ambulance as ***** was extremely unwell. The ambulance was with us within ten minutes but could not access Hillary Close (which is a crescent) from one end because of illegal parkers and particularly taxi minibuses which are either parked up on the pavement or opposite each other restricting access so they came in via the other entrance to Hillary Close and had to park down the road!</p> 	Support noted.

The ambulance staff were very upset that they could not get closer as this was classed as a high category (life threatening) call to ***** property as needed to go on a stretcher and advised me to report it as I said it is always the same (another Hillary Close resident operates about five minibuses from his home address and parks anywhere too). The ambulance driver gave me their call number today as CAD.1182 and their vehicle is No.358 if you need more info from them - see attached photo.



Hillary Close is regularly used by commuters going to the station and access is severely restricted so much so that a fire engine had difficulty driving through the narrow gap recently caused by parked cars/minibuses on either side to get to a house fire.

Two attempts at making the Close permit parking only have failed on narrow margins due to not enough votes from residents who very often come and go BUT something needs to be done as this illegal parking situation cannot continue. I look forward to hearing from you.

The above is just ONE instance of every day life in Hillary Close which is an absolute nightmare.

We appeal to the Sub-Committee to please please make Hillary Close a permit parking only zone and move all the illegal parkers (which include one resident running his fleet of 5 minibus taxis from home and commuters) away before there is a tragedy due to emergency vehicles having their access blocked.

	<p>Thank you for any help and support you can give us all in this matter.</p> <p>Email 2: Further to my email this morning under the above heading pls see attached photo taken one hour ago. I just wanted to show the Sub-Committee what parking is like in Hillary Close every day.</p> <p>Please attach the photo to my original email for submission.</p>	
2	<p>I wholeheartedly agree with the proposed parking restrictions at Hillary Close, Chelmsford. My road is extremely difficult to park down due to the commuters taking our spaces. The problems now are that people have taken to blocking the pavements and parking both sides of the road restricting access for emergency vehicles which I fear may have fatal consequences. I urge you to make these restrictions happen as soon as possible as the current situation is causing a lot of ill feeling between residents and the people parking for the day.</p>	Support noted.
3	<p>Thank you for your letter of 24th February 2020 Re: The Essex County Council (Chelmsford City Council) (Prohibition Of Waiting, Loading And Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment No.4) Order 202*</p> <p>My husband and myself reside at Hillary Close Chelmsford, CM1 7RP, and we are writing to formally support a Permit Parking Area in Hillary Close, Chelmsford (Zone 5) from Mon to Sat 8am-6pm.</p>	Support noted.
4	<p>Thank-you for notifying me of the above proposal.</p> <p>My partner and I strongly support the proposal for the Permit Parking Area Mon to Sat 8am to 6pm Zone 5 in Hillary Close, Chelmsford.</p> <p>Although we are lucky enough to have a driveway, access to our driveway is often hindered by non-residents parking on the road either side of our dropped kerb, often partially blocking the driveway substantially making it very difficult to get on and off the driveway.</p> <p>On a daily basis we see people park in Hillary Close in the morning who look like commuters who then walk off in the direction of the City Centre. They reappear late in the day and collect their cars.</p> <p>This has a knock-on effect on our neighbours who don't have driveways, who then struggle to find somewhere to park anywhere near their house. When you have children, shopping etc you ought to be able to park in your own road close to where you live.</p>	Support noted.

	<p>Sometimes this also means that our neighbours then park in a place which makes it awkward for us to access our drive due to lack of space on the road taken up by non-residents.</p> <p>We would welcome any measure which improve parking in the road, whether it be Parking Permits, double yellow lines near the junctions and/or white lines across driveways.</p>	
5	<p>Email 1: I wish to object to the proposed parking plan.</p> <p>As stated in 2018 when there was a consultation, there is not enough kerb side in the street to accommodate the quantity of cars that are owned by the residents.</p> <p>If introduced this would lead to neighbourly disputes in the street due to the lack of space. There are many drop kerbs in the street, limiting the available space to park.</p> <p>Not unless there is a plan to reduce the green areas...</p> <p>Email 2: I have found this notice on a lamp post in Hillary Close.</p> <p>Is this relevant to Hillary Close.</p>	<p>Objection noted.</p> <p>Changing green areas to parking areas comes under the remit of Essex Highways.</p>
6	<p>Email 1: Thank you for your letter confirming permit parking will be put into force in Hillary Close.</p> <p>I am very pleased to hear this as we suffer from a lot of difficulties with other people parking and then being able to receive visitors, deliveries, builders or other workers are unable to park to complete works.</p> <p>I am happy for the Zone 5 system to be in place if this is our only option. My query is that it is also included on a Saturday (but weekends are not an issue). Can this be a Monday - Friday zone rather than a weekend zone?</p> <p>Email 2: I am not against it as a whole. If its too complicated to highlight a change. I will confirm my support.</p> <p>Email 3: I am in support. Thank you.</p>	<p>Support noted.</p>
7	Dear Technician of South Essex parking Partnership	Support noted.

	<p>I would like to support the proposal of permit parking area (Zone 5) in Hillary Close, Chelmsford.</p> <p>I have lived in the area for the last year and I have to say that the parking situation in this road is awful for a number of reasons.</p> <ul style="list-style-type: none"> - most households have two personal cars and a working vehicle - all the roads around Hillary Close already have vehicle restrictions and therefore Hillary Close is now the overflow road for surround households from nearby roads. - there are a number of builders firms who have large commercial vehicle stored on the road at the weekends - its one of the closest places to the station to park for free and I see people park up their cars and walk to the station from Hillary Close - its the closest road to the university that doesn't have vehicle restrictions so makes the road really busy on the week days - its the closest road to the High Street without restrictions and have regularly followed people parking up and walking into town - there is a taxi firm based on the road and can have up to 8 large taxi parked up on the limited spaces. <p>What is most astonishing is that due to the overcrowding of vehicles I have witnessed the chaos of when there was a house fire on Hillary Close over the Christmas period and two fire engines unable to get down the road in a quick and safe manner. I believe on that occasion it was only a kitchen pan fire, but if it was worse then I hate to think what would have happened.</p> <p>I believe its your own duty of care to take responsibility of the issue and protect the people and property of Hillary Close.</p>	
8	<p>I would like to express my upmost support in favour of the parking restrictions for hillary close.</p> <p>I have been in contact with Cllr Mike Mackelroy and MP Vicky Ford regarding the safety and inconvenience of the parking in Hillary close.</p> <p>On a daily basis we have to deal with not being able to park near our own homes, abuse from commuters, damage to our cars through the lack of care and attention from non residential traffic.</p> <p>I have almost been knocked down by University staff driving without due care and attention. We have students parking up here all day, people shopping, commuters, prison staff and many more, leaving their</p>	Support noted.

	<p>cars for days sometimes. Not to mention people who park their cars who live on the surrounding roads and won't pay for their own permits.</p> <p>I have phoned the prison on several occasions where upto as many of 6 or 7 prison staff have arrived in separate cars and all walked off to the prison together.</p> <p>We have had 3 occasions where emergency services could not get access to parts of the road because double parking.</p> <p>Both Cllr Mike Mackelroy and MP Vicky Ford have visited the road in the past year or so and have both agreed that the parking is dangerous.</p> <p>We also have HMO's on our road who have been known to have as many as 7 cars parked here at times. Not to mention a family who have 3 to 4 taxis parked (always very inconsiderately) and when asked to move by my partner to allow a recovery truck through to pick up my van as it had broken down, the male resident got abusive.</p> <p>We have commuters who block our vehicles in and when asked to be more considerate or politely to move they have become aggressive or have mocked us.</p> <p>"it's free parking so f**k off" or "go on, call the police, I'll wait here and laugh when they can do f**k all"</p> <p>Are genuine responses I've had from some.</p> <p>Please please help us, it's causing such distress, especially to the parents who take their/our children to school only to find no where to park on return and are forced to park away and try to navigate the double parking and walk in the road with toddlers and small children.</p> <p>I do have all correspondence from the Cllr Mackelroy and MP Vicky Ford regarding their Concerns and would be happy to submit to show the support they have given us.</p>	
9	<p>I do not wish for parking restrictions to be imposed in Hillary Close.If the proposal has to proceed then i would prefer the restriction to be on week days only for one hour mid-morning,with no restrictions at the weekend.Thankyou for considering my comments.</p>	Objection noted.
10	<p>We are writing in response to the above proposal advertising a permit parking area Zone 5 in Hillary Close, Chelmsford.</p>	Support noted.

	<p>The proposal is fully supported by us, residents of Hillary Close, for the following reasons:</p> <ul style="list-style-type: none"> • The current lack of parking restrictions on Hillary Close is leaving the road and pavements a very dangerous place to drive and walk. Cars frequently park on the pavement, blocking most if not all of it and forcing those with infants in push chairs and those using wheelchairs into the road. This happens along the whole road but particularly frequently on the 2 bends at either side of the horseshoe meaning when pedestrians are forced into the road, it is with the added danger of being on a blind bend. This is an unnecessary risk to life and there have been several occasions where ourselves and neighbours have been walking in the road either on our own or pushing prams or wheelchairs and cars have swung into the road almost leading to collisions • There is a resident on the road who is running a taxi business from their home which involves their employees parking the taxis (mainly people carriers) on the road when not in use, and leaving their own cars in the road when they are in use. There are always a minimum of 3 people carrier taxis parked in the road at any one time but anything up to 6 have been seen. This takes up valuable space for residents without driveways to park • Those who do not live on the street have frequently been seen parking their car in the road or blocking the pavements and then walking away from the road in the direction of the town centre/train station/university • A lack of any restriction or policing of highway regulation breaches means that those with driveways frequently find them blocked by people parking across them, preventing cars from exiting the driveway or driving on to it • Often the pavements are blocked with cars on both bends of the road, meaning the only way to exit the road on foot is either to be by walking in the middle of the road (to see round the bend) or to use the car unnecessarily, simply just to leave our own road. Also, many cars driving on the road seem to make no allowance for the blind bends and take no extra care such as adjusting their speed or using more caution. <p>Please consider these comments supporting the proposal, in particular the first point which is no exaggeration of the consequences of not implementing any restrictions, being a risk to the lives of those forced to walk in the road due to the pavement being blocked.</p>	
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	<p>Photos can be found using the link below which demonstrate the parking issues mentioned. Please note that these photos are not to be made public without our permission, and editing to remove any items that could identify the photographer.</p>	
11	<p>We are writing to express our support of The Essex County Council (Chelmsford City Council) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment No.4) Order 202 permit parking area (Zone 5) in Hillary Close.</p> <p>As it stands, we have to reverse up our road to be able to get out of it- which could be incredibly dangerous were another car to come around the corner too quickly- because there are too many cars parked at the side of the road (and in many cases on the path) for it to be safe enough to turn around.</p> <p>Additionally, we often cannot access our driveway- or are certainly at risk of damaging our car (or the car of someone else)- because others are parked so tightly around it.</p> <p>Quite often if we have a visitor they have to park a good walk away- no doubt causing annoyance to the residents of other roads- because there is absolutely nowhere to park.</p> <p>We regularly see people pull into our road, park up, and immediately begin to walk toward the university/train station- suggesting to us that they are not residents.</p> <p>We would be more than happy to pay for an annual permit to ensure that our road is safer, our car is more secure, and our family are able to visit.</p> <p>We look forward to hearing the final decision.</p>	Support noted.

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

2 July 2020

AGENDA ITEM 10

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 April to June 2020

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. **Introduction**

- 1.1 This report seeks to update the Joint Committee on the performance and operation of the South Essex Parking Partnership.

2. **Operational**

- 2.1 Parking and traffic management is an important public service, which provides benefits for pedestrians, cyclists, motorists and the wider community. Those benefits include maintaining road safety and access to jobs, goods and services. This has perhaps never been more important than now as we have had to respond to unprecedented changing demands and priorities.

Local authority action in this area has been widely recognised as making an important contribution to the fight against COVID-19, especially the flexibility provided to our NHS staff, care and other key workers.

2.2 On 23 March 2020 the enforcement operation was significantly relaxed in line with the Government guidance in the following areas:

- Resident parking schemes
- Single yellow line parking restrictions
- Limited waiting and on-street pay and display bays

2.3 A response team was set up to only deal with parking issues which were considered dangerous and obstructive to the road network and this work was carried out in Partnership with the police.

2.4 The Government has set out 5 phases of lockdown requirement dependant on the rate of infection. The South and North Essex Parking Partnerships have aligned the level of parking enforcement to fit with the stage of Government response.

2.5 The Government recently moved from level 5 to 4 and the recent relaxation of movements to outdoor locations and the opening of some retail outlets brings some elements of level 3 into the equation, namely parks and coastal areas. 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 relaxed approach to the residential areas and marked on-street parking bays.

2.6 Since our decision to relax patrols in Residential Permit Zones, we have been actively monitoring the situation in line with the easing of the lockdown restrictions and we will bring back patrols in resident permit zones on 06 July 2020.

2.7 Social distancing and other methods will always be practiced by our Officers in line with Governmental guidance. Where necessary, Regulation-10 (Postal) PCNs may need to be issued for us to operate as safely as possible.

2.8 During the lockdown period the Traffic Regulation Order Team has continued to accept requests for a parking restriction and continue with maintenance works as contractors have returned to the workplace. Any site assessments of existing and new requests are currently on hold. This is because most of our requests are due to elements of commuter parking and school parking issues and the current traffic movements and parking habits are not currently reflective of a normal working day/week. We will continue these assessments once the current sanctions have been further lifted and traffic flows return to some form of normally.

2.9 As lockdown measures have eased, we have found that areas such as parks and attractions by open water and rivers have attracted unusually large numbers of people creating significant parking issues, which have been both dangerous and obstructive. Working with ECC and the Ward and Parish Members, the TRO team has installed emergency parking restrictions using section 14 notices and Temporary Traffic Regulation Orders, to address the issues.

3 Impact on the Business Plan

3.1 The period of lockdown will most certainly have a major impact on the financial performance of the Parking Partnership and as lockdown restrictions are eased, the

level of recovery will be difficult to gauge until we have a full understanding regarding customer habits and the parking trends as we enter a new normal; this is something that will be closely monitored over the next nine months.

PCNs contribute to 66% of the overall SEPP income and a reduction in the number of PCNs issued will have a big impact on the financial account.

The PCN issue rate compared to the same period last year are as follows:

	2019	2020	Difference
April	3540	0	-3540
May	3869	0	-3869
Up to June 23	2954	961	-1993
Total	10,363	961	-9402

3.3 The current financial position for 2020/21 and the levels of current income will be presented as agenda item 11 of the meeting.

3.4 The significant reserve balances the Partnership currently hold will be able to cover any deficit for this financial year. An overview of the Partnership reserves and committed spends will be presented as Agenda Item 13, the Annual Report 2019-20

4.0 **Recruitment**

4.1 There are currently 10 vacancies for enforcement officers which we were unable to appoint positions due to the Coronavirus lockdown. Until we have a better understanding of the needs of the future operation, we will hold and review these vacancies and monitor against the Business Plan.

4.2 Prior to the lockdown we appointed a new Enforcement Team Leader and I'm pleased to announce that Adrian Rayner started with the Partnership on Monday 22 June. Adrian comes with a wealth of experience and will be a great asset to the enforcement operation. Adrian joins us at a period of uncertainty and will be instrumental in aiding the recovery of the operation as lockdown measures start to ease.

List of Appendices

Nil

Background Papers

Nil

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

2nd July 2020

AGENDA ITEM 11

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 22nd June 2020

Options

Recommendation(s)

That the report be noted.

Consultees	Service Accountant South Essex Parking Partnership Manager
-------------------	---

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 22nd June 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 £272,748 for SEPP and a deficit of £105,801 for the TRO account, on a cash basis for the financial year to the 22nd June 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 £378,549.

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 a comparison of PCN income from this financial year to last. At approximately the same point in time last financial year the partnership had received just over £385,000 worth of PCN income. To the 22nd June in this financial year, as can be seen in Appendix 1, the Partnership has received only £51,324 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.

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 its approach to meet new levels of demand.

Several of the SEPP staff were furloughed for the early part of the financial year and as such there is still some funding to be received from the government to cover these staffing costs. This will slightly reduce the current deficit position shown in 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.

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 £502,429 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 22nd June 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 @ 22/06/2020

Background Papers

Nil

Appendix 1 South Essex Parking Partnership - Summary position @ 22/06/2020									
Actual 20/21	Chelmsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	Total	TROs	Total
	£	£	£	£	£	£	£	£	£
Direct Expenditure									
- Employees	83,132	48,808	20,309	63,000	29,798	11,519	256,567	34,943	291,511
- Premises	83	0	0	0	0	0	83	0	83
- Supplies and Services	5,166	6,397	1,243	9,534	1,487	843	24,669	3,211	27,881
- Third Party Payments	20,419	15,643	3,445	11,035	5,233	4,549	60,323	62,195	122,518
- Transport costs	476	375	187	10,578	281	-3,255	8,642	105	8,747
Total Direct Expenditure	109,277	71,222	25,184	94,147	36,799	13,656	350,285	100,455	450,740
Indirect Expenditure									
Central Support	11,795	7,908	1,707	6,493	2,404	2,067	32,373	5,347	37,720
Total Indirect Expenditure	11,795	7,908	1,707	6,493	2,404	2,067	32,373	5,347	37,720
Total Expenditure	121,071	79,130	26,891	100,639	39,203	15,722	382,658	105,801	488,460
Income received to 22/06/2020									
PCN's	20,110	9,273	0	13,599	3,705	4,636	51,324	0	51,324
Residents' Parking Permits	18,988	22,091	0	14,465	2,691	421	58,656	0	58,656
Pay & Display	0	0	0	0	0	0	0	0	0
Other	-70	0	0	0	0	0	-70	0	-70
Total Income	39,029	31,364	0	28,064	6,396	5,057	109,910	0	109,910
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below	82,043	47,766	26,891	72,575	32,807	10,666	272,748	105,801	378,549

(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	378,549
Net After Use of Reserves	502,429

(a)

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

2nd July 2020

AGENDA ITEM 12

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 for the year ending 31st March 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 2019 to 31st March 2020.

2. Financial summary

- 2.1 Appendix 1 provides details of the actual costs incurred and income received, and is showing a surplus of £777,585 for SEPP and a deficit of £404,832 for the TRO account, on a cash basis for the financial year ending 31st March 2020 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 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 £24,700. £11,200 has also been used by Chelmsford City Council as part of their £116,000 allocation towards parking control measures in Broomfield Parade. £15,500 has been used by Basildon Borough Council as part of their £116,000 allocation towards Car Park Security Improvements at Radford Crescent.

Once the £129,400 use of reserves is taken into account, the net position for the Partnership including the TRO account is a surplus of £243,378 as can be seen in Appendix 1.

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

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 2019 to 31st March 2020 period.

List of Appendices

Appendix 1 – SEPP & TRO Financial Summary – 2019/20 Outturn

Appendix 2 – SEPP Reserve Summary 2019/20

Background Papers

Nil

Appendix 1 South Essex Parking Partnership - Outturn Position for 19/20									
Actual 19/20	Chelmsford £	Brentwood £	Maldon £	Basildon £	Rochford £	Castle Point £	Total £	TROs £	Total £
Direct Expenditure									
- Employees	362,906	240,365	85,782	249,409	111,750	66,851	1,117,062	122,545	1,239,607
- Premises	8,344	7,499	1,709	6,025	2,564	1,488	27,629	0	27,629
- Supplies and Services	43,207	32,286	8,398	36,935	12,652	7,516	140,995	46,361	187,356
- Third Party Payments	46,841	42,311	7,665	32,165	17,017	9,726	155,726	210,377	366,103
- Transport Costs	15,870	18,546	7,705	40,430	10,594	10,481	103,626	417	104,043
Total Direct Expenditure	477,169	341,006	111,259	364,965	154,577	96,062	1,545,037	379,701	1,924,738
Indirect Expenditure									
Central Support	46,329	31,046	6,691	25,511	9,506	8,062	127,146	25,131	152,277
Total Indirect Expenditure	46,329	31,046	6,691	25,511	9,506	8,062	127,146	25,131	152,277
Total Expenditure	523,498	372,052	117,950	390,476	164,083	104,124	1,672,183	404,832	2,077,015
Income received									
PCN's	559,861	360,198	93,967	335,822	138,994	107,683	1,596,525	0	1,596,525
Residents' Parking Permits	264,811	185,475	28,939	177,254	17,096	4,804	678,379	0	678,379
Pay & Display	77,441	92,196	0	0	0	0	169,637	0	169,637
Other	5,867	-195	-42	-292	-60	-51	5,228	0	5,228
Total Income	907,980	637,673	122,864	512,784	156,030	112,437	2,449,769	0	2,449,769
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below	(384,482)	(265,620)	(4,915)	(122,309)	8,053	(8,312)	(777,585)	404,832	(372,754)

(a)

Memorandum: Items funded from Reserves

	Actuals £
Replacement on-street pay and display machines	78,015
Funds to validate TROs against on-street signs and lines and map electronically	24,650
Parking Control measures in Broomfield Parade - Chelmsford City Council (part of £116,000 agreed allocation)	11,195
Car Park Security Improvements at Radford Crescent - Basildon Borough Council (part of £116,000 agreed allocation)	15,516
	129,376
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves	(372,754)
Net After Use of Reserves	(243,378)

(a)

Appendix 2

South Essex Parking Partnership - Cumulative Surplus / Deficit - Cash basis @31/03/2020

	Chelmsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	TRO	Use of Reserve	Total
2011/12	(119,640)	(95,000)	20,710	32,810	29,190	27,920			(104,010)
2012/13	(122,760)	(119,360)	13,260	7,440	16,710	21,160			(183,550)
2013/14	(148,700)	(122,260)	(1,450)	(33,310)	8,880	23,190			(273,650)
2014/15	(153,520)	(176,710)	(9,280)	(4,110)	28,410	12,280			(302,930)
2015/16	(236,770)	(168,680)	(12,540)	(22,590)	(5,570)	(22,570)	(16,990)		(485,710)
2016/17	(288,670)	(187,300)	(16,390)	(83,140)	(20,460)	(44,750)	308,900		(331,810)
2017/18	(404,880)	(246,010)	9,600	(35,770)	4,870	(13,220)	295,430		(389,980)
2018/19	(448,800)	(293,510)	(12,010)	(71,000)	20,910	(10,780)	266,180	182,580	(366,430)
2019/20	(384,480)	(265,620)	(4,920)	(122,310)	8,050	(8,310)	404,830	129,380	(243,380)
(Surplus) / Deficit	(2,308,220)	(1,674,450)	(13,020)	(331,980)	90,990	(15,080)	1,258,350	311,960	(2,681,450)

(335,411.08) o/s Fines

(2.40) rounding adj

(3,016,863.48) SEPP Reserve Balance C/fwd

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

2 July 2020

AGENDA ITEM 13

Subject	Annual Report 2019/20
Report by	Parking Partnership Manager

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

Purpose

This report seeks approval of the Joint Committee for the 2019/20 Annual Report of the South Essex Parking Partnership.

Options

The Joint Committee can approve, amend or reject the proposals

Recommendation(s)

It is recommended that the Joint Committee;

- Approves the Annual Report 2019/20

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. Introduction

- 1.1 Section 14.1.9 and 29.3 of the Joint Committee Agreement states that the Joint Committee will be responsible for approving an Annual Report to be made available to Partner Authorities and other interested parties. The Joint Committee may also decide to publish the report. The 2019/20 Annual Report is attached as Appendix 1.

2 The Annual Report 2019/20

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

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

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

3 Financial position

- 3.1 Section 3 of the report provides the financial outturn for the 2019/20 Partnership account. The report provides comparisons against the original 2019/20 Business Plan and the outturn for the previous financial year. Table 1 on page 8 of the report provides the financial information for the overall enforcement operation account and the position for each individual Partnership area. Table 4 (page 10) shows the financial outturn for the TRO function and Table 5 (page 11) provides the overall partnership outturn after the TRO costs have been deducted.

- 3.2 The Partnership has again performed very well during the 2019/20 financial year. The key points for the year are:

- An overall surplus achieved of £243,378 after the deduction of the TRO operational costs, signs and lines maintenance and new TRO costs, and the items of spend from the reserve.
- £60,713 increase in expenditure and £23,109 increase in income, compared to 2018/19.

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

- 3.3 The Parking Partnership has carefully managed the surplus achieved to date ensuring that the cost of operating the TRO function could be realistically achieved without the risk of operating the overall function in a deficit position.

The Parking Partnership continues to invest back into the operation and section 3.4 of the report provides information on some of the key service improvements including the launch of the map based digitised TROs. Table 6 on page 14 provides an overview of the funding allocated to each partner authority and Table 7 on page 14 provides an account of the partnership reserve fund to date against the revised cost to complete approved schemes. Taking into account the outstanding items of spend, the Partnership has an operational fund of £1,188,150 to invest back into the operation and allocate funding which is in accordance with section 55 of the RTRA 1984

4 Team performance

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

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

- 4.2 The key points for 2019/20 are:

- 45,672 on-street Penalty Charge Notices (PCNs) issued resulting in a 7.5% decrease compared to 2018/19.
- 75% of PCNs paid.
- 152 sign and line maintenance schemes completed and 8 new Variation Orders created containing 56 new parking schemes.
- £84,000 allocated during the year for the maintenance of signs and lines and £40,000 for schemes requiring a new TRO.

- 4.3 The financial position of the Partnership account has enabled the South Essex Parking Partnership to fund the new and exciting project School Parking Initiative. Section 4.3.1 page 21 of the report provides information on the progress of this initiative and the character called 3PR which has been designed to help deliver a positive message about school parking.

To further promote the initiative, a new 3PR website was launched in November 2019 (www.schoolparking.org.uk). The new engaging and interactive website explains 3PR clearly and concisely, has an easy-to-use enquiry form, showcases 3PR schools on a case studies page and discusses topics such as safe parking, idling and sustainable travel on its new blog.

- 4.4 Section 4.3.2, page 24 provides information on the enforcement patrol and PCN contravention data.

Overall the enforcement officers have visited 258,138 streets, carried out 206,516 observations and issued 45,672 PCNs which equates to an average of 7.4 PCNs issued per day per CEO.

5 PCN issue and recovery rates

Section 5, page 42 of the report provides statistical information relating to the amount of PCNs issued and recovered in financial year 2019-20.

It is essential that PCNs are legally issued and correctly recovered using the legislation of TMA 2004. Failure to do so will result in a high number of representations, appeals to adjudicators and PCNs written off due to CEO error. The Partnership carries out the operation in a consistent, professional manner and in accordance with TMA 2004.

This is demonstrated with only 0.7% of PCNs written off due to CEO error, 6.5% written off due to untraceable drivers, only 7% of the total PCNs issued being cancelled as a result of a challenge or representation, and 0.07% of motorists who appeal to the independent adjudicator because they do not agree with the Partnerships decision.

- 5.1 Another positive indicator of the fair decisions of the CEOs is that 63% of motorists pay the PCN at the discounted amount, suggesting that the motorist do not dispute the validity of the PCN in the first instance.

6 Conclusion

The aims and objectives of the Parking Partnership have again been achieved in another satisfactory year of operation. The Partnership has provided a cost effective, self- sufficient operational model while maintaining a high level of service provision.

It is recommended that the Joint Committee;

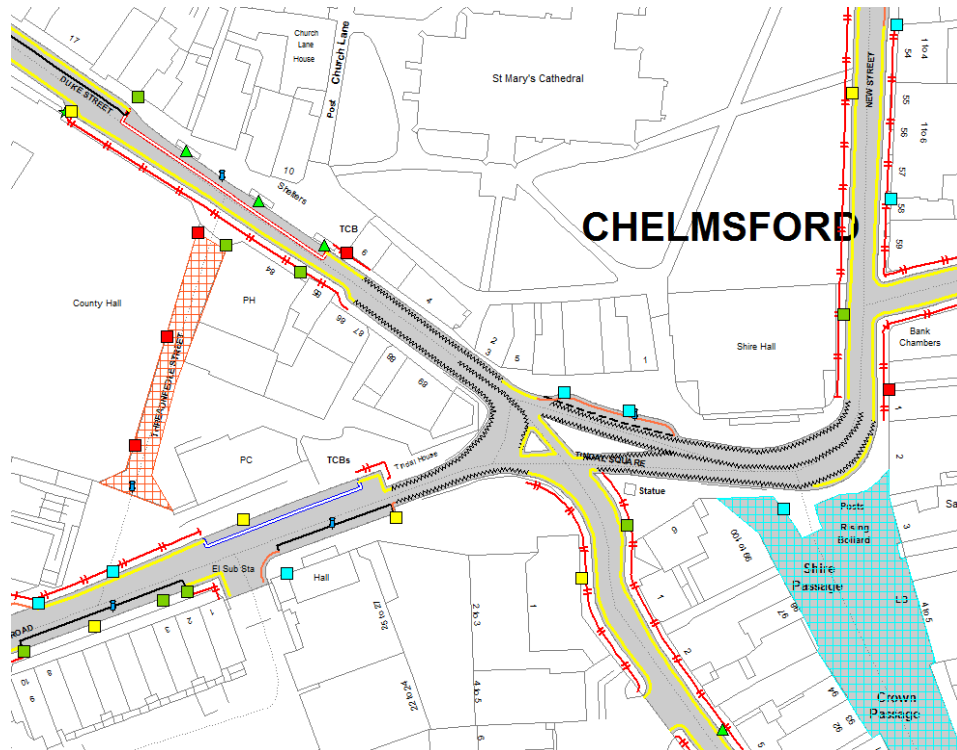
- Approves the Annual Report for 2019/20

List of Appendices

Appendix 1 Annual Report 2019/20

Background Papers

The South Essex Parking Partnership Joint Committee Agreement 2011



Annual Report 2019/20

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Executive Summary

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

Summary of key performance factors from financial year 2019/20 are:

- An overall surplus achieved of £243,378. after deduction of the TRO operational costs, signs and lines maintenance, new TRO costs and deduction of special project costs.
- £60,713 increase in expenditure and £23,109 increase in income, compared to 2018/19.
- 45,672 on-street Penalty Charge Notices (PCNs) issued resulting in a 7.5% decrease compared to 2018/19.
- 75% of PCNs paid.
- 152 sign and line maintenance schemes completed and 8 new Variation Orders created containing 56 new parking schemes.
- £84,000 allocated during the year for the maintenance of signs and lines and £40,000 for schemes requiring a new TRO.

The overall performance of the Partnership for the financial year 2019/20 has been very successful ensuring that it is well placed to continue the delivery of the service effectively and efficiently into 2020/21 and throughout the term of the agreement.

1 Introduction

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

The Operational Guidance of Part 6 to the Traffic Management Act 2004 (TMA

2004) clearly advises that it is a sensible aim that enforcement operations must be self-financing and if not, the Secretary of State will not expect either national or local taxpayers to meet any deficit.

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

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

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

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

- Support the core principles of TMA 2004.
- Operate a financially self-sufficient enforcement and TRO operation ensuring sufficient funds are available to invest back into the function.
- Maintain a reserve fund.
- Partnership lead officers take all reasonable steps to ensure individual

Partnership areas reduce the level of individual deficit.

- Maintain signs and lines, and TROs to an acceptable level ensuring suitable funding is available.

This annual report provides an overview of the 2019-20 performance of the overall SEPP operation and provides a comparison to the previous years of operation. This includes all financial and statistical data as recommended in the operational guidance of TMA 2004.

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

2 Operational overview

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

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

There are two areas of financial responsibility:

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

The primary function of the enforcement operation is to:

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

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

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

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

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

The key opportunities are:

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

Each municipal year the Joint Committee nominates Joint Committee Members to represent two Sub Committees. One, for the purpose of reviewing and allocating funding for maintenance works and new TROs, and the other to receive and consider any objections to proposed new schemes.

A policy, 'How the SEPP will deal with requests for new parking restrictions' provides staff, officers, Councillors and members of the public with a consistent policy and approach to dealing with new requests. This policy can be viewed at www.chelmsford.gov.uk/sepp

3 Financial performance 2019/20

The following section will give an overview of the financial outcome for financial year 2019/20. It determines the financial position compared against the original 2019/20 business case and against the performance of 2018/19.

3.1 Financial outturn for 2019/20 enforcement operation

The following table (**Table 1 page 8**) gives the overall enforcement operation financial outturn for 2019/20. It also identifies the financial outturn position for each individual partnership City / District / Borough.

The overall 2019/20 total expenditure is £1,672,183 and the income achieved is £2,449,769 resulting in a positive net gain surplus of £777,585 to be off set against the full TRO operational costs.

Table 1 2019/20 Outturn – Enforcement operation

South Essex Parking Partnership - Outturn Position for 19/20							
Actual 19/20	Chelmsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	Total
	£	£	£	£	£	£	£
Direct Expenditure							
- Employees	362,906	240,365	85,782	249,409	111,750	66,851	1,117,062
- Premises	8,344	7,499	1,709	6,025	2,564	1,488	27,629
- Supplies and Services	43,207	32,286	8,398	36,935	12,652	7,516	140,995
- Third Party Payments	46,841	42,311	7,665	32,165	17,017	9,726	155,726
- Transport Costs	15,870	18,546	7,705	40,430	10,594	10,481	103,626
Total Direct Expenditure	477,169	341,006	111,259	364,965	154,577	96,062	1,545,037
Indirect Expenditure							
Central Support	46,329	31,046	6,691	25,511	9,506	8,062	127,146
Total Indirect Expenditure	46,329	31,046	6,691	25,511	9,506	8,062	127,146
Total Expenditure	523,498	372,052	117,950	390,476	164,083	104,124	1,672,183
Income received							
PCN's	559,861	360,198	93,967	335,822	138,994	107,683	1,596,525
Residents' Parking Permits	264,811	185,475	28,939	177,254	17,096	4,804	678,379
Pay & Display	77,441	92,196	0	0	0	0	169,637
Other	5,867	-195	-42	-292	-60	-51	5,228
Total Income	907,980	637,673	122,864	512,784	156,030	112,437	2,449,769
Net (Surplus) / Deficit - enforcement operation	(384,482)	(265,620)	(4,915)	(122,309)	8,053	(8,312)	(777,585)

3.2 Comparison of actual 2019/20 outturn against agreed 2019/20 budget

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

At the Joint Committee Meeting in December 2018, the Annual Business Plan for 2019/20 was approved. This Business Plan estimated an overall Partnership surplus of £559,000 which would be used to contribute to the TRO operational costs and would result in an estimated surplus in the region of £392,000 to contribute to the operational fund.

Table 2: 2019/20 Enforcement outturn comparison against 2019/20 Business Plan estimate

	2019/20 Business case original estimate (cash basis)	2019/20 actual outturn (cash basis)	Position against original estimate. Deficit / (surplus)
Expenditure	£1,634,000	£1,672,183	£38,183
Income	£2,192,600	£2,449,769	(£257,169)
Deficit / (surplus)	(£558,600)	(£777,585)	(£218,986)

Table 3: Actual 2019/20 outturn compared to 2018/19 actual outturn

	2018/19 actual outturn (cash basis)	2019/20 actual outturn (cash basis)	Position against previous year. Deficit / (surplus)
Expenditure	£1,611,470	£1,672,183	£60,713
Income	£2,426,660	£2,449,769	(£23,109)
Deficit/ (surplus)	(£815,190)	(£777,586)	£37,604

The clear aim and intention of the Parking Partnership was to reduce the amount of

unsustainable deficit under previous agency agreements and deliver a new service at zero cost to ECC, while retaining a high level of service provision and ensuring sufficient capital funds are available to invest back into the operation and fully fund the Traffic Regulation Order function and the maintenance of parking related signs and lines. The Partnership to date has met this objective and demonstrates the benefits of partnership working and shared resource.

3.3	TRO function 2019/20 financial outturn
	Table 4 provides details of the TRO operational costs. These costs are deducted from the 2019/20 enforcement operation account and the outturn is shown in Table 5 .

Table 4: 2019/20 financial outturn for the TRO function.

2019/20 TRO account		
Direct Expenditure		
- Employees	122,545	
- Supplies and Services	46,361	
- Third Party Payments	210,377	
- Transport costs	417	
Total Direct Expenditure	379,701	
Indirect Expenditure		
Central Support	25,131	
Total Indirect Expenditure	25,131	
Total Expenditure	404,832	
Net (Surplus) / Deficit - Cash Basis	404,832	

Table 5: 2019/20 overall Parking Partnership account outturn

Overall outturn position	2019/20 actual outturn
Enforcement operation	
Expenditure	£1,672,183
Income	£2,449,769
Total- deficit/ (surplus)	(£777,586)
TRO operation	
Expenditure	£404,832
Total- deficit/ (surplus)	£404,832
Outturn position - deficit/ (surplus)	(£372,754)

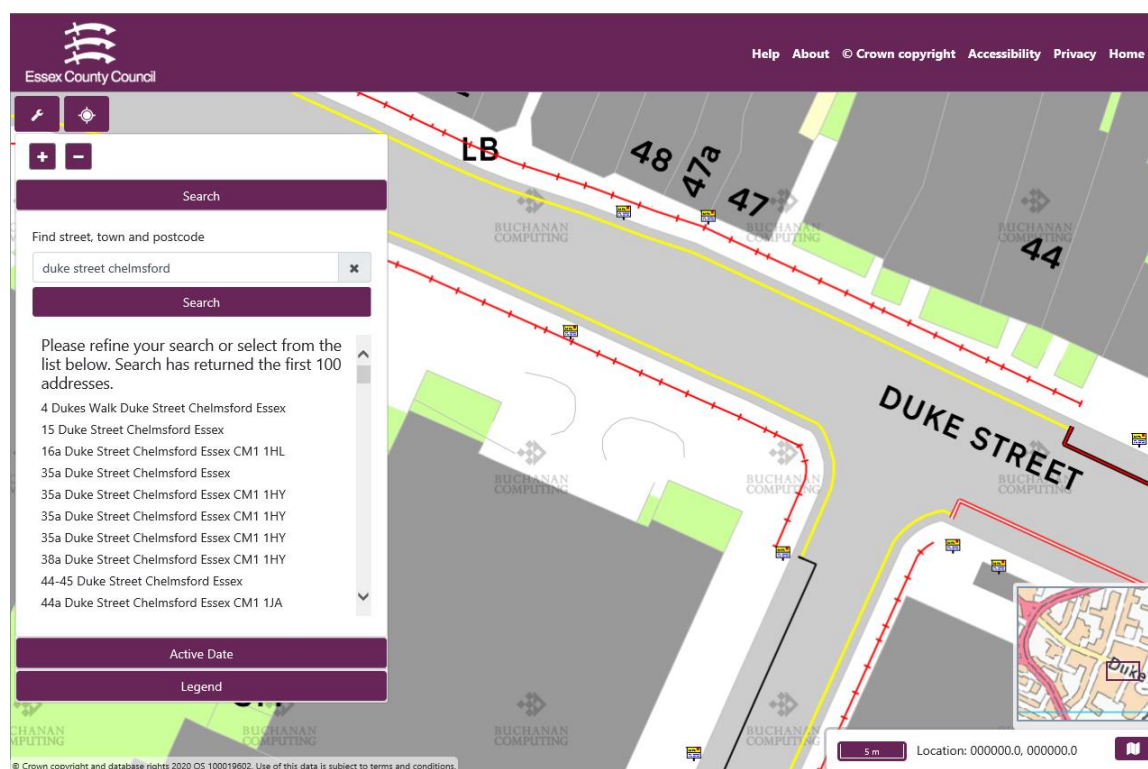
Included in the final accounts for 2019/20 are the items of spend allocated from the Partnership reserves which total £129,376, taking this into account the overall outturn position including the additional cost for the TRO function and sign and line maintenance is a surplus position of **£243,378**.

3.4	Investment and improving the service
	<p>The Parking Partnership has carefully managed the surplus achieved to date ensuring that the cost of operating the TRO function could be realistically achieved without the risk of operating the overall function in a deficit position.</p> <p>The Parking Partnership continues to invest in easily accessible IT systems to provide a better customer experience for our parking customers, our back-office staff and Civil Enforcement Officers (CEOs)</p> <p>The MiPermit system was introduced to provide residents, living in a residents parking zone, with a fast and effective method for managing, purchasing and allocating their resident permits and visitor tickets, via an on-line account. The new system does not require residents to display a paper permit as the permits allocated are virtual permits (paperless). The CEOs can identify valid permits from the registration details of the vehicle. This is achieved by real time data being sent to the CEOs handheld devices. The new system reduces the level of administration to manage the schemes. Full details on how the system works can be found at the following link: http://www.chelmsford.gov.uk/about-chelmsford-resident-permit-scheme</p>

The Response Master package provides back office staff with a system to produce consistent correspondence when dealing with challenges against a PCN, in addition this system provides a front-end portal for members of the public to review and gauge the likely outcome of a challenge.

To compliment these new systems the enforcement staff have been issued with lightweight smart phone handheld computer devices which operate on Apple and Android systems and have the benefit of receiving and providing real time data in a fast and efficient manner, this has significantly improved how the virtual permit data is downloaded and viewed.

Map based digitised TROs



In November 2019 the Parking Partnerships launched its new map based digitised TROs which involved the re-surveying of parking restrictions from the ground up, to provide consistent and accurate data.

This was also an opportunity to make the digitised data accessible via the internet, displaying it in a way that the public could understand. The accuracy of the map-based schedules and the improved style and robustness of the consolidation orders that they are included in, has been a massive step-forward in how NEPP and SEPP manage their traffic orders. Employees in each of the partnerships and in Essex County Council are now able to use the ParkMap software to help with many aspects of parking enforcement, scheme design and TRO management. The detailed dataset

also allows requests and other queries to be simply and clearly resolved by the users, helping to increase the transparency of its parking operations to their local users.

The information within the system is also fully available via Traffweb at the following link: [Essex Traffweb](#); now the public, the civil enforcement officers, the staff dealing with challenges and even the council's signs and lines contractors can easily access the information.

Having the ability to stream our traffic orders directly from ParkMap and overlaying them on Ordnance Survey 3D mapping is going to be key for the future. Telematics, autonomous cars, and the way we manage things kerbside all depend on getting data to a vehicle and the introduction of this digitised system enables the Parking Partnerships to expand and progress in these areas.

Local Parking and Highway Schemes

At its meeting on 6 December 2018 the Joint Committee agreed to equally share £816,140 between the seven partners (£116,000 each) to invest into schemes which are in accordance with Section 55 of the Road Traffic Regulation Act 1985. Each partner is required to present a report to the Joint Committee setting out how they intend to allocate their share of the funding. **Table 6** sets out how the funding has been allocated to date and the remaining amount to spend.

Table 6

Basildon	Amount
Reducing nuisance parking – trial Radford Crescent Car Park security improvements Relining of car park markings Installation of dropped kerb, Wickford High Street Purchase cashless car parking machines.	£116,000 (full amount of share allocated)
Chelmsford City Council	
Road Safety and parking control measures for Broomfield Parade	£30,000 (£86,000 of share remaining for allocation).
Castle Point Borough Council	
Resurfacing of car park at J H Burrows Recreational Ground Car Park improvements to Canvey Island seafront car park.	£116,000 (full amount of share allocated)

	Essex County Council													
	Bus lane / Bus Gate enhancements	£116,000 (full amount of share allocated)												
	Maldon District Council													
	New Pay and Display machines	£116,000 (full amount of share allocated)												
	Brentwood Borough Council													
	Mountnessing signalised pedestrian crossing Child safety project at Sawyers Hall Lane	£116,000 (full amount of share allocated)												
	Rochford District Council													
	Public right of way improvements at local school	£16,000 (£100,000 of share remaining for allocation)												
3.5	Operational Fund													
	<p>Table 7 shows the current financial position of the SEPP operational fund / reserve and the revised cost to complete the outstanding areas of spend.</p> <p>Table 7</p> <table><tr><th>Amount at 31 March 2020</th><th>Sub total</th></tr><tr><td>Parking reserve</td><td>£2,681,450</td></tr><tr><td>£28,000 remaining of £80,000 allocated to provide full cost of launching 3PR in schools (zero cost to school). £450 - £500 per schools – covers approx. 168 schools</td><td>£2,653,450</td></tr><tr><td>£150,000 allocated in financial year 2020/21 for the sign and line maintenance</td><td>£2,503,450</td></tr><tr><td>£50,000 allocated in financial year 2020/21 for implementing new schemes which require a TRO</td><td>£2,453,450</td></tr><tr><td>£789,300 remaining of the £816.000 Shared between the seven Partnership Authorities for highway and car park improvements which are in accordance with section 55 (as amended) of the Road Traffic Regulations Act 1984 (RTRA 1984)</td><td>£1,664,150</td></tr></table>		Amount at 31 March 2020	Sub total	Parking reserve	£2,681,450	£28,000 remaining of £80,000 allocated to provide full cost of launching 3PR in schools (zero cost to school). £450 - £500 per schools – covers approx. 168 schools	£2,653,450	£150,000 allocated in financial year 2020/21 for the sign and line maintenance	£2,503,450	£50,000 allocated in financial year 2020/21 for implementing new schemes which require a TRO	£2,453,450	£789,300 remaining of the £816.000 Shared between the seven Partnership Authorities for highway and car park improvements which are in accordance with section 55 (as amended) of the Road Traffic Regulations Act 1984 (RTRA 1984)	£1,664,150
Amount at 31 March 2020	Sub total													
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£789,300 remaining of the £816.000 Shared between the seven Partnership Authorities for highway and car park improvements which are in accordance with section 55 (as amended) of the Road Traffic Regulations Act 1984 (RTRA 1984)	£1,664,150													

		£150,000 to be allocated in financial year 2021/22 for the sign and line maintenance	£1,514,150
		£50,000 to be allocated in financial year 2021/22 for implementing new schemes which require a TRO	£1,464,150
		£76,000 to cover costs until 2022 to provide additional out of hours and weekend enforcement patrols to cover areas of known parking problems	£1,388,150
		Maintain £200,000 reserve	£1,188,150
		Total Partnership operational fund	£1,188,150
<p>Considering the outstanding items of spend, the Partnership has an operational fund of £1,188,150 to invest back into the operation and allocate funding which is in accordance with section 55 of the RTRA 1984</p>			

4	The four key areas of performance
	<p>The continuing success of the Parking Partnership depends on four key areas:</p> <ul style="list-style-type: none"> • the Joint Committee, • the TRO function, • the enforcement operation, • the back office. <p>The following section gives an overview on how these areas have performed this financial year.</p>
4.1	The Joint Committee
	<p>The Joint Committee, governed by the Joint Committee Agreement, performs an essential role ensuring that all Partnership members have an influence on how the Partnership is operated and on local parking enforcement issues.</p> <p>The Joint Committee consists of one nominated Councillor from Basildon, Brentwood, Castle Point, Chelmsford, Maldon, Rochford and the Cabinet Member for Highways and Transportation at ECC. The Joint Committee is responsible for approving Partnership policies, the Annual Business Plan, the Resident Parking Schemes, Traffic Regulation Orders for new parking schemes, maintenance of signs and lines, and managing the Parking Partnership financial account.</p>

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

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

The main items approved by the Joint Committee in the financial year 2019/20 are as follows:

Joint Committee Meeting	Items approved
27 June 2019	<ul style="list-style-type: none"> ➤ Financial outturn 2018/19 ➤ Annual Report 2018/19 ➤ Approved £116,000 of the operational fund for local highway and car park improvement schemes in Basildon Borough Council
5 September 2019	<ul style="list-style-type: none"> ➤ SEPP enforcement operation policies reviewed ➤ Approved £116,000 of the operational fund for local highway and car park improvement schemes in Castle Point Borough Council ➤ Approved £30,000 of the operational fund for local highway and car park improvement schemes for Chelmsford City Council
5 December 2019	<ul style="list-style-type: none"> ➤ 2020/21 Business Plan ➤ SEPP Audit recommendations
5 March 2020	<ul style="list-style-type: none"> ➤ Review of the TRO Implementation Policy ➤ Approved £116,000 of the operational fund for local highway improvement schemes in Essex County Council. ➤ Approved £116,000 of the operational fund for local highway and car park improvement schemes for Maldon District Council ➤ Approved £116,000 of the operational fund for local highway and car park improvement schemes for Brentwood Borough Council ➤ Approved £16,000 of the operational fund for local highway and car park improvement schemes for Rochford District Council

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

All reports and minutes from the Joint Committee Meetings can be viewed on-line at [Committees and meetings - Chelmsford City Council](#)

Separate sub-committee meetings for the purpose of considering TRO proposals/objections, and funding for new TROs and signs and lines maintenance are normally held after the Joint Committee Meetings. Additional Sub Committee meetings will be arranged dependant on the number of schemes, which require a decision.

The signs and lines maintenance sub-committee is responsible for considering and allocating funding for essential maintenance works, which relate to existing parking restrictions and new proposals for parking controls, which require a TRO.

The TRO sub-committee considers and hears objections against an advertised TRO and will make a final decision if the scheme or schemes will be progress as advertised, progress with amendments or will be declined.

The items approved, during 2019/20 at the Sub Committee Meetings for Funding new TRO Schemes and Signs and Lines Maintenance are as follows:

Sub Committee Meeting for signs and lines funding	Items approved
6 September 2018	<ul style="list-style-type: none"> ➤ Batch 16 maintenance works (£84,000) ➤ £40,000 funding for new TROs

The proposed TROs considered, during 2019/20 at the Sub Committee meetings for considering objections to a proposed TRO are as follows:

TRO Sub Committee	Items considered.
5 September 2019	<p>Variation Order No.79 (Chelmsford City Council)</p> <ul style="list-style-type: none"> ➤ Warren Close - Order made as advertised ➤ Exeter Road, Torrington Close – Order made with modifications ➤ Mildmay Road – withdrawn subject to further assessment.

		Variation Order No.82 (Chelmsford City Council) <ul style="list-style-type: none"> ➤ Ravensbourne Drive, Nabbott Road, Benedict Drive, St Peter's Road, St Catherine's Road, Dane Road, Abbess Close, Beeches Drive - Order made as advertised
	19 September 2019	Amendment No 100 (Basildon Borough Council) <ul style="list-style-type: none"> ➤ Brackendale Avenue, St Michaels Avenue, Mountfields - Order made with modifications ➤ Laurel Avenue, Lilac Avenue, St Peters Terrace, Almond Avenue, Laburnum Avenue - Order made as advertised ➤ Stock Road, Oakwood Drive - Order made as advertised ➤ Morris Avenue, Outwood Common - Order made as advertised Amendment No 104 (Basildon Borough Council) <ul style="list-style-type: none"> ➤ Eastley and Rantree Fold - Order made with modifications ➤ Perry Street - Order made as advertised ➤ Wick Glenn - Order made as advertised ➤ Wood Green, Burnet Mills Road - Order made as advertised
	3 October 2019	Variation Order No.39 (Brentwood Borough Council) <ul style="list-style-type: none"> ➤ Hammond Lane - Order withdrawn ➤ Woodman Road - Order made as advertised ➤ Lindon Rise, Conifer Drive - Order made as advertised ➤ Britannia Road, Wellington Place - Order made as advertised ➤ Canterbury Way, Ashbeam Close, Birchwood Close - Order made as advertised ➤ Warley Hill – Order withdrawn and to be redesigned. ➤ The Grove - Order made as advertised ➤ Shenfield Green - Order made as advertised Variation Order No.44 (Brentwood Borough Council) <ul style="list-style-type: none"> ➤ Copperfield Gardens, Sycamore Drive - Order

		<p>made as advertised</p> <ul style="list-style-type: none"> ➤ Copperfield Gardens - Order made with modifications ➤ Doddinghurst Road, Robin Hood Road - Order made as advertised ➤ Margaret Avenue, Shorter Avenue – Order withdrawn 	
	5 December 2019	<p>Amendment No 53 (Rochford District Council)</p> <ul style="list-style-type: none"> ➤ Helena Road, Rydal Close, Grayson Close - Order made as advertised <p>Variation Order No.92 (Chelmsford City Council)</p> <ul style="list-style-type: none"> ➤ The Laurels - Order made as advertised ➤ Church Avenue, Broomhall Road, Broomhall Close, Main Road and Jubilee Avenue - Order made as advertised ➤ Chestnut Walk, Town Croft, Sunrise Avenue Borda Close - Order made as advertised ➤ Springfield Park Avenue, Springfield Park Parade - Order made as advertised ➤ Telford Place - Order made as advertised ➤ Rossendale - Order made as advertised ➤ Beaufort Road - Order made as advertised 	
4.2	The TRO functions		
	<p>The TRO team plays an important role ensuring existing on-street parking restrictions are relevant and legally enforceable. It is essential that signs and lines are maintained to a high standard. Poorly maintained signs and lines will compromise the enforcement operation and potentially mislead motorists into parking in restricted areas.</p> <p>Maintaining the signs and lines to a high standard is a priority of the Parking Partnership and a lot of work has gone into identifying batches of work for maintenance.</p> <p>The team works very closely with the CEOs who are best placed, during their patrolling activity, to identify and note areas requiring attention. Table 8 shows the work processed during 2018/19.</p> <p>The TRO team is also responsible for receiving new requests for parking restrictions. When each new request is received, an assessment is carried out. This includes a site visit, informal discussions with local residents and the necessary checks carried</p>		

out against the criteria and priorities of the Parking Partnership.

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

Table 8: work processed by the TRO during 2019/20


	Basildon	Brentwood	Castle Point	Chelmsford	Maldon	Rochford	Total
Number of lines and signs maintenance schemes processed	19	30	20	56	19	8	152
Requests for parking restrictions	25	19	13	47	15	18	137
No of residents informally consulted	599	1199	106	230	0	116	2250
No of TRO schemes completed	17	15	6	4	6	8	56
Suspensions implemented	14	39	4	49	4	3	113

4.3 The Enforcement Operation

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

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

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

	<p>Another long-term challenge faced by the operation is short term invasive parking. This type of parking exists, for example, where there is a school, local shops or a train station. These locations will attract a motorist who is only stopping for a few minutes to collect someone or pick something up. This type of parking, and in particular 'school-run' parking, is challenging because it will exist at the same time every week day at numerous schools for a short period of time.</p> <p>The presence of a CEO situated at every school on each of these occasions would be the ultimate solution, but this would be uneconomical. Therefore, the Partnership's solution has been to look at new ways of engaging with the schools and the parents to encourage parking in a safe and considerate manner and this has been achieved with the launch of the School Parking Initiative with full details of the scheme at 4.3.1 below</p> <p>The same approach to enforcement is also applied to the vicinities of local shops and train stations. However, in these locations the parking issue results from motorists who stay for longer and as such, these particular areas benefit from periods of sustained enforcement to eradicate the problem.</p> <p>The normal enforcement operation will operate between 08.00 to 20.00 hrs. The operational guidance recognises that most issues surrounding safety, congestion and free flow of traffic will ease outside these hours. There will be areas within the Partnership where parking issues will need addressing outside these core hours; these will tend to be in areas where the night-time economy is buoyant. The Parking Partnership utilises ad-hoc 'out of hours' patrols, either on foot or mobile, dependant on the location and area.</p> <p>The enforcement operation in Maldon and Brentwood has the benefit of working in partnership with the Community Safety Officers (CSOs). The CSOs have provided additional enforcement coverage during out of hours periods and during the peak summer season. This enforcement coverage has been particularly beneficial to residents living in the Maldon Resident Parking Zones, thus ensuring suitable space provision is available for residents with a permit and maintaining the free flow of traffic through Brentwood High Street.</p>
4.3.1	3PR and The School Parking Initiative
	<p>The 3PR School Parking Initiative was launched in 2017 to promote safe and considerate parking habits to school children, parents, teachers and residents. Since then, the initiative has been launched in over 40 schools across South Essex.</p> 
	<p>Each 3PR schools receives literature about considerate parking and road safety, a personalised map advising parents and carers where to park around the school</p>

grounds, and an introductory assembly hosted by the School Parking Liaison Officer. Schools also receive all the resources they need to set up and monitor a “3PR Zone” (an advisory no parking zone), such as pavement signs, railing banners, high-vis uniforms and tokens. Each student who enters this zone on foot, bicycle or scooter (i.e. does not park there) is given a token to take to their classroom and the class with the most tokens at the end of the week/month receives a trophy and certificate, also provided free of charge by the South Essex Parking Partnership.

In addition to launching at 18 schools over the past year, the South Essex Parking Partnership has reviewed the ways in which it can maintain interest and engagement from all members of the school community. This has involved hosting “refresher assemblies” to remind children about the 3 Parking Rules, producing new 3PR merchandise (e.g. stationery, bags, badges etc.) and discussing the topic with school councils. The South and North Essex Parking Partnerships also collaborated on an inter-school competition to mark “Walk to School Month” (October). Children were asked to write a poem or design a poster portraying their walk to school, for which they received prizes such as scooter helmets, pencil cases and medals.

To further promote the initiative, a new 3PR website was launched in November 2019 (www.schoolparking.org.uk). The new engaging and interactive website explains 3PR clearly and concisely, has an easy-to-use enquiry form, showcases 3PR schools on a case studies page and discusses topics such as safe parking, idling and sustainable travel on its new blog.

The South Essex Parking Partnership has also worked with Chelmsford City Council's Community Protection Team to pilot the Junior Traffic Warden scheme at two Chelmsford primary schools. Accompanied by Police Community Support Officers, children approach parents and carers who are parked illegally or inappropriately around school. The children read a script to the driver to educate them about the potential dangers of their behaviour. The scheme received excellent feedback from parents, residents and teachers and will consequently be rolled out to more schools over the next year.

The following schools in the SEPP area have introduced 3PR and the School Parking Initiative.

School	District
Abacus Primary School	Basildon
Buttsbury Junior School	Basildon
Greensted Infant School *	Basildon
Greensted Infant School *	Basildon
Hilltop Infant School	Basildon
Merrylands Primary School	Basildon
North Crescent Primary School	Basildon
St. Anne Line Catholic Junior School	Basildon

Wickford Primary School	Basildon
Willowbrook Primary School *	Brentwood
Canvey Junior School *	Castlepoint
Hadleigh Infant School *	Castlepoint
Hadleigh Junior School *	Castlepoint
Holy Family Catholic Primary School *	Castlepoint
Kents Hill Junior School *	Castlepoint
Leigh Beck Infant School	Castlepoint
Montgomerie Primary School	Castlepoint
Northwick Park Primary School *	Castlepoint
Barnes Farm Infant School	Chelmsford
Barnes Farm Junior School	Chelmsford
Beaches Pre-School *	Chelmsford
Boreham Primary School	Chelmsford
Great Waltham Primary School *	Chelmsford
Lawford Mead Primary School	Chelmsford
Newlands Spring Primary School *	Chelmsford
St Pius X Catholic Primary School *	Chelmsford
Tyrrells Primary School	Chelmsford
Westlands Community Primary School *	Chelmsford
Woodville Primary School *	Chelmsford
Writtle Infant School	Chelmsford
Writtle Junior School	Chelmsford
Wentworth Primary School	Maldon
Barling Magna Primary School	Rochford
Glebe Primary School	Rochford
Holt Farm Infant School	Rochford
Holt Farm Junior School	Rochford
Plumberow Primary Academy *	Rochford
Rayleigh Primary School *	Rochford
St Nicholas CoE Primary School *	Rochford
Westerings Primary School	Rochford
Wyburns Primary School	Rochford

* = launched May 2019 – May 2020.

The launch of the Junior Traffic Warden scheme pilot at Barnes Farm Junior School



The Launch of 3PR at the Willowbrook Primary School in Brentwood



4.3.2 Enforcement Patrol and PCN contravention data

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

goods.

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

Table 9 Annual Patrol Performance 2019/20

Patrol visits to streets	258,138
Observations (PCN not issued)	206,516
PCNs issued	45,672
Average PCNs issued per day	206
Average PCNs issued per day per CEO	7.43

It should be noted, that the Partnership, through its core principles, has a commitment to managing the traffic network to ensure expeditious movement of traffic and improve road safety. Providing sufficient levels of parking enforcement on no waiting yellow line restrictions is fundamental to this aim and has been demonstrated by the number (18,622) of 01 and 02 contravention PCNs issued.

The Partnership has contributed to improving the quality and accessibility of public transport by issuing 306 PCNs to unauthorised vehicles parked in a bus stop and met the needs of people with disabilities by patrolling blue badge only parking areas resulting in 2,485 PCNs issued. Residents who encounter commuter parking problems have had the benefit of regular daily patrols of the Resident Parking Zones resulting in 11,349 PCNs issued to unauthorised vehicles in contravention of code 12 and 19. **Table 10** provides a full breakdown of the various parking contraventions and the number of PCNs issued.

Table 10

Code	Description	PCNs issued
01	Parked in a restricted street	15,779
02	Loading in restricted street	2,843
05	Parked after payment expired	639
06	Parked without clear display	1,486
07	Feeding the meter	40
10	Parked without clear display 2	2
12	Parked in a residents' place	11,203
16	Parked in a permit space	511
18	Parking for sale of goods	1
19	Parked in a residents' place	146
21	Parked in a suspended bay	35
22	Re-parked in the same place	342
23	Wrong class of vehicle	2,575

	24	Not parked correctly	331
	25	Parked in a loading place	721
	26	Double parking in a SEA	47
	27	Dropped footway in a SEA	506
	30	Parked longer than permitted	3,539
	40	Disabled person's parking	2,485
	45	Taxi rank	1,180
	46	Clearway	382
	47	Restricted bus stop or stand	306
	48	Restricted school area	104
	49	Cycle track or lane	42
	99	Pedestrian crossing	427
		Total PCNs issued	45,672

4.3.3 CCTV vehicle

The Partnership is in possession of a CCTV vehicle, based within the Basildon Borough. It complements the Basildon operation and is operated by the Basildon CEOs.

From 1 April 2015 CCTV enforcement can only be used for contraventions as per the amended Statutory Instrument. The TMA 2004 Operational Guidance has been updated as follows:

Enforcement using Approved Devices

*Traffic Management Act 2004 Regulations give limited powers to authorities throughout England to issue penalty charge notices for contraventions detected solely with a camera associated recording equipment (approved device). Any such device **must** be certified by the Secretary of State. Once certified they may be called an 'approved device'. To comply with certification the system must be used in accordance with the Guidelines issued by the Vehicle Certification Agency. From April 1, 2015 penalty charge notices **must not** be served by post on the basis of evidence from an approved device other than when vehicles are parked on:*

- *a bus lane*
- *a bus stop clearway or bus stand clearway*
- *a Keep Clear zig-zag area outside schools; or a red route*

The new regulations remove the ability to enforce 02 contraventions (no waiting and no loading double yellow line parking restrictions) with the use of a CCTV device.

Under the new legislation, the Basildon CCTV vehicle can only be used to enforce parking contraventions in bus stops and school Keep Clear markings.

Following the Government's intention to restrict the type of parking contravention that can be enforced by CCTV, the Lead Officer and Joint Committee Member for Basildon felt there were still significant benefits to operate the CCTV to promote safe and compliant parking outside schools and to ensure that bus stops are used for their intended purpose.

4.4 The Back Office

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

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

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

The back office currently consists of 7 (FTE) PCN processing officers and the Back-Office Supervisor

All staff have completed cross-training to deliver all aspects of the Back-Office function, to enable resistance and continuity in service delivery and they possess extensive knowledge of the legislation in place to deal with the following elements of their roles:

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

Table 11 Back Office work volumes processed in 2019/20 and compared to 2018/19

Process	2018/19	2019/20
Informal and formal challenges received	9831	8090
Other correspondence received	6979	2926
Correspondence sent out including automatic system generated documents	33,941	34,351

Resident permits processed	11,993	12669
Other permits (visitor tickets etc.)	31,944	33712
Telephone calls received	28,800	21,107

5 PCN issue and recovery rates

The following section provides statistical information relating to the amount of PCNs issued and recovered in financial year 2019-20.

The following table shows the PCN issue and recovery rates for the Parking Partnership. These recovery figures were extracted from the system on in May 2020. The recovery figures will improve slightly once all the outstanding cases have progressed through the various stages.

The 2019/20 recovery figures for the Partnership currently stand at 75%, which meets the expected national level of 75%.

It is essential that PCNs are legally issued and correctly recovered using the legislation of TMA 2004. Failure to do so will result in a high number of representations, appeals to adjudicators and PCNs written off due to CEO error. The Partnership carries out the operation in a consistent, professional manner and in accordance with TMA 2004. This is demonstrated with only 0.7% of PCNs written off due to CEO error, 6.5% written off due to untraceable drivers, only 7% of the total PCNs issued being cancelled as a result of a challenge or representation, and 0.07% of motorists who appeal to the independent adjudicator because they do not agree with the Partnerships decision.

Another positive indicator of the fair decisions of the CEOs is that 63% of motorists pay the PCN at the discounted amount, suggesting that the motorist do not dispute the validity of the PCN in the first instance.

N.B. regarding appeals sent to the adjudicator, the term 'rejected' means adjudicator awarded in favour of the Partnership. The term 'allowed' means the adjudicator awarded in favour of the motorist. Non-contested means the Partnership cancelled the case based on additional evidence provided. The percentage figure is calculated against the number of cases presented to the adjudicator.

Table12, provides this information

Table 12

South Essex Parking Partnership	Total PCNs
Number of Higher level PCNs issued	39180
Number of lower level PCNs issued	6492
Number of total PCNs issued	45672
Number of PCNs paid	34316
Number of PCNs paid at discount amount	28800
Number of PCNs against which an informal or formal representation was made	8090
Number of PCNs cancelled as a result of an informal or a formal representation	3184
Number of PCNs written off due to CEO error	314
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	2968
Number of appeals to adjudicator	33
*Number of appeals rejected	15
*Number of appeals allowed	6
*Number of appeals non-contested	12
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	86%
Percentage of lower level PCNs issued	14%
Percentage of PCNs paid	75%
Percentage of PCNs paid at discount amount	63%
Percentage of PCNs against which an informal or formal representation was made	18%
Percentage of PCNs cancelled as a result of an informal or a formal representation	7%
Percentage of PCNs written off due to CEO error	0.7%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	6.5%
Percentage of appeals to adjudicator	0.07%
*Percentage of appeals rejected	46%
*Percentage of appeals allowed	18%
*Percentage of appeals non-contested	36%

5.1 PCN issue rate comparison

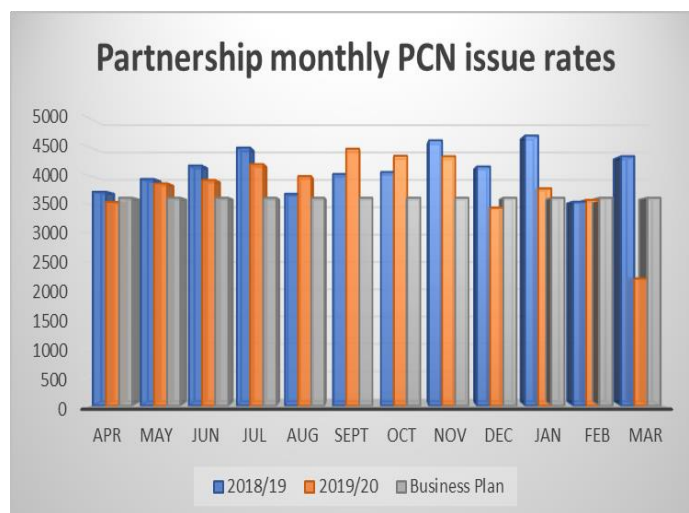
The following table compares the PCN issue rates of 2019/20 against the previous three year's performance

South Essex Parking Partnership	2016-17	2017-18	2018-19	2019-20
PCNs issued	41,853	43,598	49,430	45,672
Comparison with 2016-17		+4.17%	+18.10%	+9.12%
Comparison with 2017-18			+13.3%	+4.8%
Comparison with 2018-19				-7.6%

Overall there has been a 7.6% reduction in the amount of PCNs issued compared to the previous year.

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

SEPP	2018/19	2019/20	Business Plan
APR	3719	3541	3615
MAY	3941	3865	3615
JUN	4174	3923	3615
JUL	4486	4199	3615
AUG	3683	3989	3615
SEPT	4026	4466	3615
OCT	4060	4344	3615
NOV	4611	4335	3615
DEC	4156	3445	3615
JAN	4693	3778	3615
FEB	3546	3578	3615
MAR	4335	2209	3615
Total	41549	45672	36150



6	Conclusion
	<p>The aims and objectives of the Parking Partnership have again been achieved in another satisfactory year of operation. The Partnership has provided a cost effective, self- sufficient operational model while maintaining a high level of service provision.</p> <p>Taking into consideration the operational costs of the TRO function including the additional signs and lines maintenance and items funded from the reserve, the Partnership account produced a surplus of £243,378 to contribute to the Partnership operational fund.</p> <p>The overall performance of the Partnership for the financial year 2019/20 has been very successful ensuring that it is well placed with the necessary funding to deliver the TRO function and to continue the delivery of the service effectively and efficiently into 2020/21 and throughout the term of the contract.</p> <p>The TRO function continues to provide the Partnership with greater opportunity to maintain local influence on traffic management schemes, provide greater consistency of the application of TROs across the Partner areas, maintain a higher level of compliance with the maintenance of signs and lines and provide traffic management schemes, which meet the aims and objectives of the Parking Partnership. In 2019/20 £124,000 was allocated for new TROs and sign and line maintenance and 152 sign and line sign maintenance schemes and 8 new Variation Orders created containing 56 new parking schemes.</p> <p>The Parking Partnership has carefully managed the surplus achieved to date ensuring that the cost of operating the TRO function could be realistically achieved without the risk of operating the overall function in a deficit position. Taking into account the outstanding items of spend, the Partnership has an operational fund of £1,188,150 to invest back into the operation and allocate funding which is in accordance with section 55 of the RTRA 1984</p> <p>The four key elements of the Parking Partnership, The Joint Committee, The TRO team, The Back Office and the Civil Enforcement Officers have all contributed, through effective performance to another successful year.</p>

Links to policies, reports and procedures

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

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

Appendix A

2019/20 annual performance figures for each Partnership area

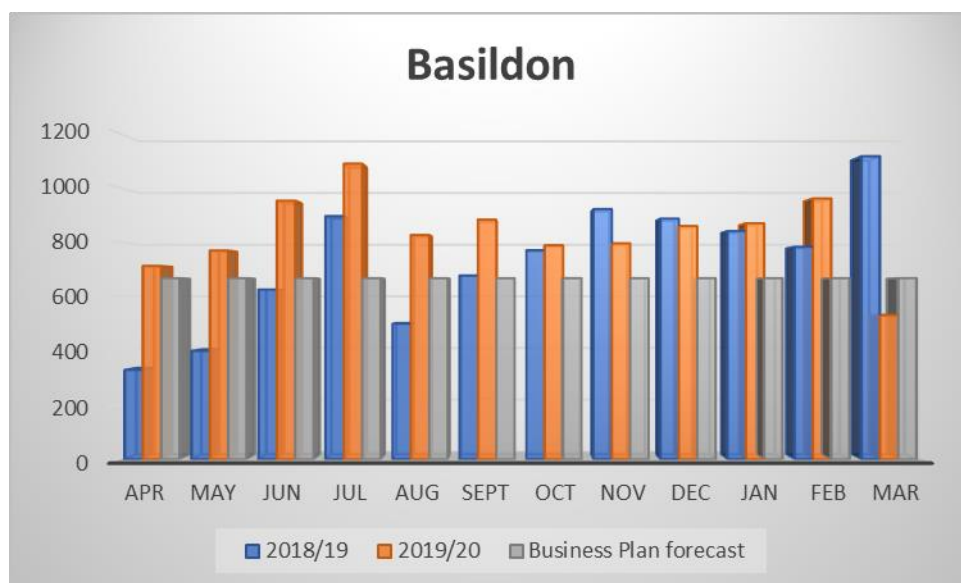
Basildon

CEO patrol data

Code	Description	PCNs issued
01	Parked in a restricted street	3,167
02	Loading in restricted street	611
12	Parked in a residents' place	3,592
19	Parked in a residents' place	15
22	Re-parked in the same place	64
23	Wrong class of vehicle	161
24	Not parked correctly	90
25	Parked in a loading place	149
26	Double parking in a SEA	2
27	Dropped footway in a SEA	200
30	Parked longer than permitted	672
35	Disc without clearly display	1
40	Disabled person's parking	240
42	Police vehicles	1
45	Taxi rank	532
46	Clearway	310
47	Restricted bus stop or stand	88
48	Restricted school area	22
62	Footpath parking	3
63	Parked with engine running	1
99	Pedestrian crossing	109
	Total PCNs issued	10,030
	Patrol visits to streets	33,138
	Observations	34,918
	Average PCNs issued per day	45
	Average PCNs issued per day per CEO	6.4

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

Basildon	2018/19	2019/20	Business Plan forecast
APR	329	712	667
MAY	399	769	667
JUN	625	952	667
JUL	895	1088	667
AUG	499	826	667
SEPT	677	882	667
OCT	770	788	667
NOV	921	795	667
DEC	886	859	667
JAN	840	869	667
FEB	782	960	667
MAR	1115	530	667
Total	6841	10030	6670



PCN issue and recovery rates

Basildon	Total PCNs
Number of Higher level PCNs issued	9187
Number of lower level PCNs issued	843
Number of total PCNs issued	10030
Number of PCNs paid	7261
Number of PCNs paid at discount amount	6152
Number of PCNs against which an informal or formal representation was made	1918
Number of PCNs cancelled as a result of an informal or a formal representation	765
Number of PCNs written off due to CEO error	49
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	658
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	92%
Percentage of lower level PCNs issued	8%
Percentage of PCNs paid	72%
Percentage of PCNs paid at discount amount	61%
Percentage of PCNs against which an informal or formal representation was made	19%
Percentage of PCNs cancelled as a result of an informal or a formal representation	8%
Percentage of PCNs written off due to CEO error	0.5%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	7%

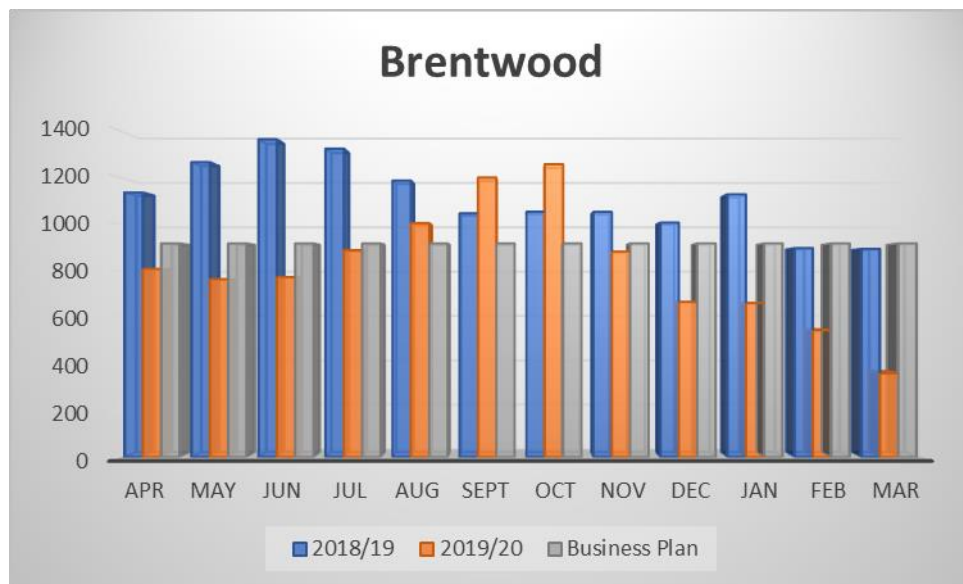
Brentwood

CEO patrol data

Code	Description	PCNs issued
01	Parked in a restricted street	4,312
02	Loading in restricted street	815
05	Parked after payment expired	59
06	Parked without clear display	239
07	Feeding the meter	1
12	Parked in a residents' place	1,531
16	Parked in a permit space	158
19	Parked in a residents' place	64
20	Parked in a loading gap	1
21	Parked in a suspended bay	9
22	Re-parked in the same place	162
23	Wrong class of vehicle	348
24	Not parked correctly	93
25	Parked in a loading place	253
26	Double parking in a SEA	11
27	Dropped footway in a SEA	44
30	Parked longer than permitted	927
36	Disc longer than permitted	1
40	Disabled person's parking	506
45	Taxi rank	64
47	Restricted bus stop or stand	125
48	Restricted school area	25
99	Pedestrian crossing	46
	Total PCNs issued	9,794
	Patrol visits to streets	57,211
	Observations	56,891
	Average PCNs issued per day	44
	Average PCNs issued per day per CEO	6.8

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

Brentwood	2018/19	2019/20	Business Plan
APR	1134	807	916
MAY	1264	763	916
JUN	1362	772	916
JUL	1322	887	916
AUG	1185	1003	916
SEPT	1045	1198	916
OCT	1052	1255	916
NOV	1051	881	916
DEC	1005	665	916
JAN	1126	660	916
FEB	896	544	916
MAR	893	359	916
Total	11546	9794	9160



PCN issue and recovery rates

Brentwood	Total PCNs
Number of Higher level PCNs issued	8248
Number of lower level PCNs issued	1547
Number of total PCNs issued	9794
Number of PCNs paid	7650
Number of PCNs paid at discount amount	6289
Number of PCNs against which an informal or formal representation was made	1771
Number of PCNs cancelled as a result of an informal or a formal representation	596
Number of PCNs written off due to CEO error	56
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	614
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	84%
Percentage of lower level PCNs issued	16%
Percentage of PCNs paid	78%
Percentage of PCNs paid at discount amount	64%
Percentage of PCNs against which an informal or formal representation was made	18%
Percentage of PCNs cancelled as a result of an informal or a formal representation	6%
Percentage of PCNs written off due to CEO error	0.6%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	6%

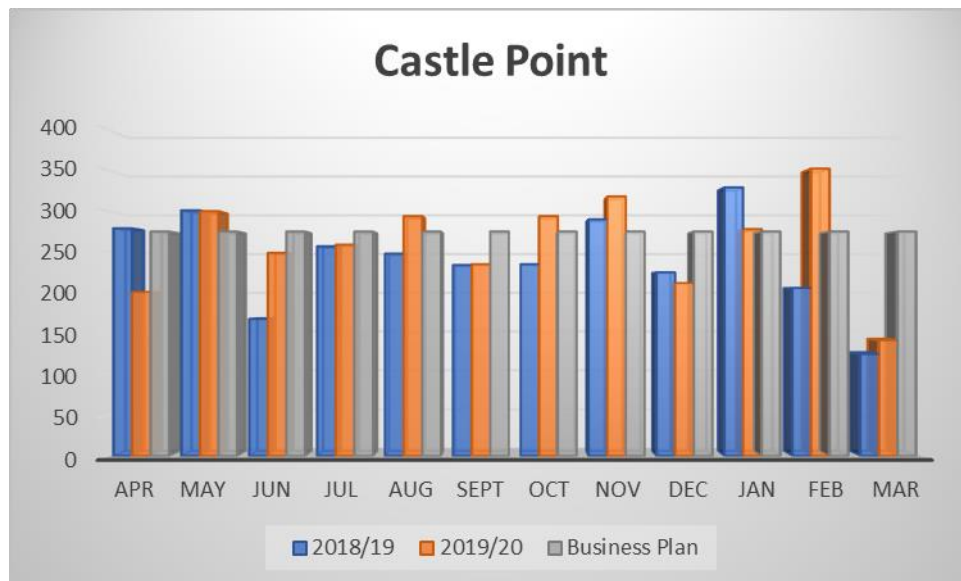
Castle Point

CEO patrol data

Code	Description	PCNs issued
01	Parked in a restricted street	1,869
02	Loading in restricted street	4
05	Parked after payment expired	1
12	Parked in a residents' place	220
16	Parked in a permit space	1
19	Parked in a residents' place	2
22	Re-parked in the same place	40
23	Wrong class of vehicle	9
24	Not parked correctly	28
26	Double parking in a SEA	3
27	Dropped footway in a SEA	81
30	Parked longer than permitted	470
40	Disabled person's parking	200
45	Taxi rank	99
46	Clearway	27
47	Restricted bus stop or stand	25
48	Restricted school area	6
99	Pedestrian crossing	49
	Total PCNs issued	3,134
	Patrol visits to streets	21,057
	Observations	20,265
	Average PCNs issued per day	14
	Average PCNs issued per day per CEO	8.3

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

Castle Point	2018/19	2019/20	Business Plan
APR	279	201	275
MAY	301	300	275
JUN	168	249	275
JUL	257	259	275
AUG	248	294	275
SEPT	234	235	275
OCT	235	294	275
NOV	290	318	275
DEC	225	212	275
JAN	329	278	275
FEB	206	352	275
MAR	125	142	275
Total	2566	3134	2750



PCN issue and recovery rates

Castle Point	Total PCNs
Number of Higher level PCNs issued	2593
Number of lower level PCNs issued	541
Number of total PCNs issued	3134
Number of PCNs paid	2511
Number of PCNs paid at discount amount	2149
Number of PCNs against which an informal or formal representation was made	401
Number of PCNs cancelled as a result of an informal or a formal representation	153
Number of PCNs written off due to CEO error	18
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	131
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	83%
Percentage of lower level PCNs issued	17%
Percentage of PCNs paid	80%
Percentage of PCNs paid at discount amount	68%
Percentage of PCNs against which an informal or formal representation was made	13%
Percentage of PCNs cancelled as a result of an informal or a formal representation	5%
Percentage of PCNs written off due to CEO error	0.6%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	4%

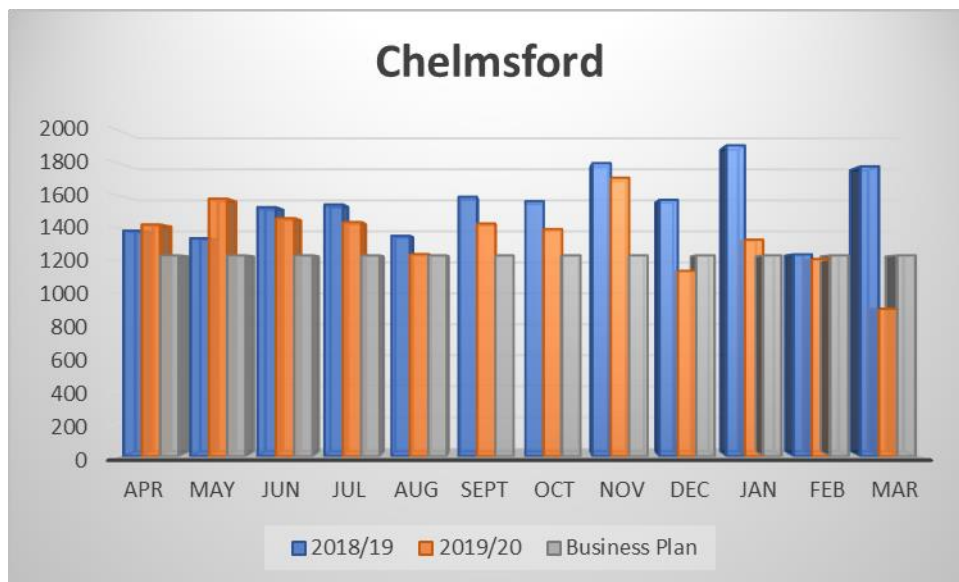
Chelmsford

CEO patrol data

Code	Description	PCNs issued
01	Parked in a restricted street	3,416
02	Loading in restricted street	1,144
05	Parked after payment expired	579
06	Parked without clear display	1,246
07	Feeding the meter	39
10	Parked without clear display 2	2
12	Parked in a residents' place	4,245
16	Parked in a permit space	341
18	Parking for sale of goods	1
19	Parked in a residents' place	50
21	Parked in a suspended bay	20
22	Re-parked in the same place	55
23	Wrong class of vehicle	1,833
24	Not parked correctly	74
25	Parked in a loading place	197
26	Double parking in a SEA	22
27	Dropped footway in a SEA	181
30	Parked longer than permitted	1,025
40	Disabled person's parking	1,271
45	Taxi rank	210
46	Clearway	28
47	Restricted bus stop or stand	32
48	Restricted school area	15
49	Cycle track or lane	31
99	Pedestrian crossing	197
	Total PCNs issued	16,254
	Patrol visits to streets	65,021
	Observations	49,183
	Average PCNs issued per day	73
	Average PCNs issued per day per CEO	9.8

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

Chelmsford	2018/19	2019/20	Business Plan
APR	1384	1422	1233
MAY	1338	1580	1233
JUN	1528	1461	1233
JUL	1545	1437	1233
AUG	1353	1241	1233
SEPT	1592	1428	1233
OCT	1565	1394	1233
NOV	1798	1709	1233
DEC	1573	1138	1233
JAN	1907	1329	1233
FEB	1239	1211	1233
MAR	1778	904	1233
Total	15583	16254	12330



PCN issue and recovery rates

Chelmsford	Total PCNs
Number of Higher level PCNs issued	13184
Number of lower level PCNs issued	3070
Number of total PCNs issued	16254
Number of PCNs paid	11747
Number of PCNs paid at discount amount	9559
Number of PCNs against which an informal or formal representation was made	2966
Number of PCNs cancelled as a result of an informal or a formal representation	1290
Number of PCNs written off due to CEO error	148
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	1227
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	81%
Percentage of lower level PCNs issued	19%
Percentage of PCNs paid	72%
Percentage of PCNs paid at discount amount	59%
Percentage of PCNs against which an informal or formal representation was made	18%
Percentage of PCNs cancelled as a result of an informal or a formal representation	8%
Percentage of PCNs written off due to CEO error	0.9%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	8%

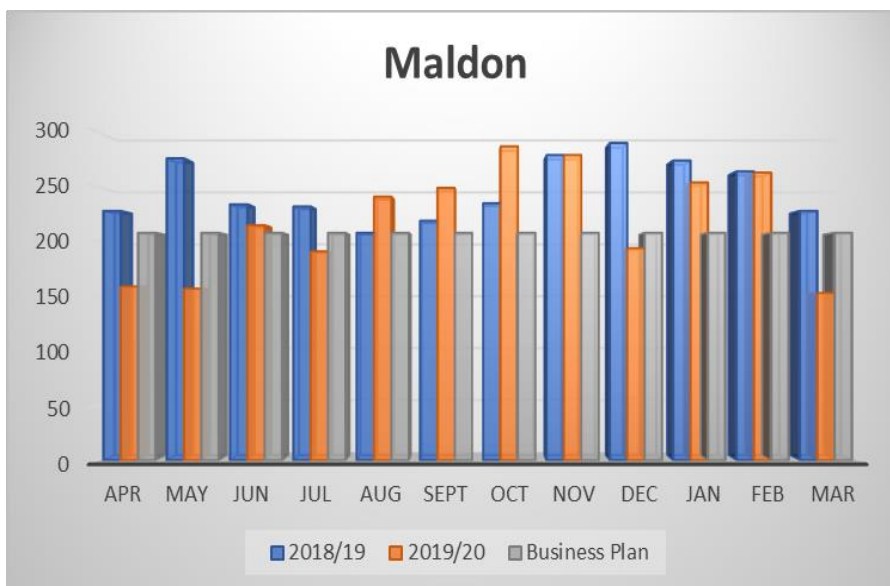
Maldon

CEO patrol data

Code	Description	PCNs issued
01	Parked in a restricted street	1,062
02	Loading in restricted street	4
06	Parked without clear display	1
12	Parked in a residents' place	955
16	Parked in a permit space	11
19	Parked in a residents' place	13
21	Parked in a suspended bay	6
22	Re-parked in the same place	14
23	Wrong class of vehicle	1
24	Not parked correctly	12
30	Parked longer than permitted	222
40	Disabled person's parking	83
45	Taxi rank	159
46	Clearway	2
47	Restricted bus stop or stand	30
48	Restricted school area	34
49	Cycle track or lane	10
63	Parked with engine running	1
99	Pedestrian crossing	22
	Total PCNs issued	2,642
	Patrol visits to streets	39,943
	Observations	20,090
	Average PCNs issued per day	12
	Average PCNs issued per day per CEO	6

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

Maldon	2018/19	2019/20	Business Plan
APR	228	159	208
MAY	276	157	208
JUN	234	215	208
JUL	232	191	208
AUG	208	241	208
SEPT	219	249	208
OCT	235	287	208
NOV	279	279	208
DEC	290	194	208
JAN	274	254	208
FEB	264	263	208
MAR	228	153	208
Total	2475	2642	2080



PCN issue and recovery rates

Maldon	Total PCNs
Number of Higher level PCNs issued	2379
Number of lower level PCNs issued	263
Number of total PCNs issued	2642
Number of PCNs paid	1915
Number of PCNs paid at discount amount	1869
Number of PCNs against which an informal or formal representation was made	488
Number of PCNs cancelled as a result of an informal or a formal representation	204
Number of PCNs written off due to CEO error	24
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	233
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	90%
Percentage of lower level PCNs issued	10%
Percentage of PCNs paid	72%
Percentage of PCNs paid at discount amount	71%
Percentage of PCNs against which an informal or formal representation was made	18%
Percentage of PCNs cancelled as a result of an informal or a formal representation	8%
Percentage of PCNs written off due to CEO error	0.9%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	9%

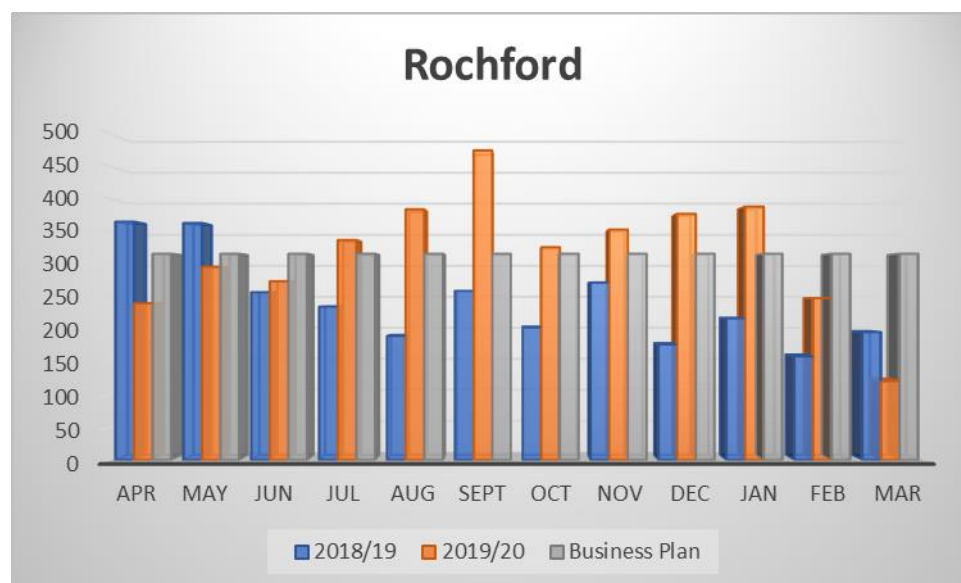
Rochford

CEO patrol data

Code	Description	PCNs issued
01	Parked in a restricted street	1,953
02	Loading in restricted street	265
04	Parked in a meter bay	1
12	Parked in a residents' place	660
19	Parked in a residents' place	2
22	Re-parked in the same place	7
23	Wrong class of vehicle	223
24	Not parked correctly	34
25	Parked in a loading place	122
26	Double parking in a SEA	9
27	Dropped footway in a SEA	28
30	Parked longer than permitted	184
40	Disabled person's parking	185
45	Taxi rank	116
46	Clearway	15
47	Restricted bus stop or stand	6
48	Restricted school area	2
49	Cycle track or lane	1
63	Parked with engine running	1
99	Pedestrian crossing	4
	Total PCNs issued	3,818
	Patrol visits to streets	41,768
	Observations	25,169
	Average PCNs issued per day	17.2
	Average PCNs issued per day per CEO	5.7

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

Rochford	2018/19	2019/20	Business Plan
APR	365	240	316
MAY	363	296	316
JUN	257	274	316
JUL	235	337	316
AUG	190	384	316
SEPT	259	474	316
OCT	203	326	316
NOV	272	353	316
DEC	177	377	316
JAN	217	388	316
FEB	159	248	316
MAR	196	121	316
Total	2538	3818	3160



PCN issue and recovery rates

Rochford	Total PCNs
Number of Higher level PCNs issued	3589
Number of lower level PCNs issued	229
Number of total PCNs issued	3818
Number of PCNs paid	3232
Number of PCNs paid at discount amount	2782
Number of PCNs against which an informal or formal representation was made	546
Number of PCNs cancelled as a result of an informal or a formal representation	176
Number of PCNs written off due to CEO error	19
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	105
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	94%
Percentage of lower level PCNs issued	6%
Percentage of PCNs paid	85%
Percentage of PCNs paid at discount amount	73%
Percentage of PCNs against which an informal or formal representation was made	14%
Percentage of PCNs cancelled as a result of an informal or a formal representation	5%
Percentage of PCNs written off due to CEO error	0.5%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	3%

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SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

02 July 2020

AGENDA ITEM 14

Subject	Rochford District Council proposal for the allocation of operational fund
Report by	South Essex Parking Partnership Manager

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

Purpose

- This report provides the Joint Committee with the proposal from Rochford District Council on how they intend to use the remaining £100,000 of the £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 £100,571 for the Rochford District Council proposals.

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 2018 the Joint Committee were 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.

The Joint Committee agreed to equally share the £816,000 between the seven Partner Authorities (£116,571 each) and the funding will be released to the Partnership Authorities subject to the following criteria:

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.

This report provides the Joint Committee with information for the Rochford District Council proposal.

2 Rochford District Council proposal

2.1 Background

At the Joint Committee Meeting on 5 March 2020 Rochford District Council presented a report requesting £16,000 of their allocated £116,571 for Public Right of Way improvements in Sunny Road & Elizabeth Road. The Joint Committee Members approved this funding. This report sets out how Rochford District Council intends to spend the remaining £100,571 of the allocated funding.

The following three schemes are public highway improvements which have been validated through the Rochford Local Highways Panel.

1: Scheme name: Rochford Garden Way, Rochford - Grasscrete

Scheme reference: LROC162058

Scheme cost: £28,500 (estimate)

Scheme location: Rochford Garden Way, Rochford

Scheme details: Installation of grasscrete at identified locations to provide additional safe parking provision within the street.

2: Scheme name: Twyford Avenue, Great Wakering – Grasscrete

Scheme reference: LROC152063

Scheme cost: £23,500 (estimate)

Scheme location: Twyford Avenue, Great Wakering

Scheme details: Installation of grasscrete at identified locations to provide additional safe parking provision within the street.

3: Scheme name: Eastwood Road, Rayleigh – Signalised Crossing

Scheme reference: LROC172088

Scheme cost: £48,571 (the total for the scheme is £185,000, SEPP to allocate the remaining £48,571 of the Rochford allocation of funds to this scheme, the LHP will be able to fund the remainder of the scheme cost)

Scheme location: The zebra crossing outside of Sainsbury's Local in Eastwood Road, Rayleigh

Scheme details: Upgrading the current zebra crossing to a signalised crossing due to a number of pedestrian/vehicle collisions.

Conclusion

The improvements listed above are subject to approval by the Joint Committee and it is believed that all the highway improvements as drafted would meet the requirements of Section 55 of the Road Traffic Regulation Act 1984.

It is recommended that the Joint Committee approve the £116,571

Appendices

None

Background Papers

The South Essex Parking Partnership Joint Committee Agreement 2011.

SOUTH ESSEX PARKING PARTNERSHIP SUB COMMITTEE

2 July 2020

AGENDA ITEM 15

Subject	Consideration of funding for schemes which require a TRO.
Report by	South Essex Parking Partnership Manager

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

Purpose

To enable the Sub Committee to consider funding for each individual request for a new TRO, which has been agreed at a local level

Options

To consider each scheme and approve or reject the request for funding for the scheme.

Recommendation(s)

1. Sub Committee approves funding for all the schemes agreed at a local level.

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

- 1.1 The Traffic Order Regulation Team receives new requests for parking restrictions where it is considered that an ongoing parking problem exists. These requests are assessed against the SEPP Policy for implementing new schemes. Once an assessment has been made a report with recommendations will be presented and discussed with the Lead Officer and Joint Committee Member for the respective area.
- 1.2 Appendix A provides a list of schemes which are considered essential at a local level and have been measured against the SEPP Traffic Regulation Order (TRO) criteria. These schemes have been agreed locally with the Lead Officer and Joint Committee Member.

2 New schemes requiring a TRO

- 2.1 Appendix A provides a list of schemes for Joint Committee discussion, consideration and approval. Each scheme provides a brief overview of the type of restriction required and is measured against the policy criteria.
- 2.2 The total amount of funding required, if all TRO schemes are approved, is estimated to be in the region of £93,500. Currently there is £200,000 funding available for 20120/21. If the Joint Committee agrees to allocate this funding, the total amount of funding available, for the remainder of the financial year, will be £106,500.

3. Conclusion

- 3.1 The new schemes listed in Appendix A have been assessed and agreed at a local level. They are considered both essential and cost beneficial to the Parking Partnership. The Joint Committee is recommended to approve all the schemes in Appendix A.

List of Appendices

Appendix A New and Existing Schemes Requiring a TRO

Background Papers

Document setting out how the Partnership will deal with requests for new parking restrictions and TROs

Appendix A: Funding for new Traffic Regulation Orders

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available becomes limited it is the intention of the policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be considered, agreed and progressed by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

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

Item	Road	Town	District	Restriction	Estimated cost
BASILDON					
1	Highcliffe Road and Southend Road	Wickford	Basildon	DYL	£1,500.00
2	Cumberland Drive/Norfolk Close/Railway Approach	Laindon	Basildon	RP/DYL	£5,000.00
3	Keats Way & Farnes Avenue	Wickford	Basildon	RP/DYL	£3,000.00
4	Cranes Lane	Basildon	Basildon	DYL	£2,000.00
5	Valence Way	Langdon Hills	Basildon	DYL	£3,000.00
TOTAL - £14,500					
BRENTWOOD					
6	Mount Crescent	Warley	Brentwood	DYL	£1,500.00
7	Station Road	West Horndon	Brentwood	DYL	£1,500.00
8	Chelmsford Road	Shenfield	Brentwood	DYL	£8,000.00
9	Shenfield North	Shenfield	Brentwood	DYL – Junction Protection	£5,000.00
TOTAL - £16,000					
CASTLE POINT					
10	Little Tarpots Court (London Road)	Benfleet	Castle Point	SYL	£2,500.00
11	Shipwrights Drive	Thundersley	Castle Point	DYL	£4,500.00
12	Labworth Road	Canvey Island	Castle Point	DYL	£2,000.00
13	Leigh Road	Canvey Island	Castle Point	SYL	£2,500.00
14	London Road	Hadleigh	Castle Point	DYL	£2,000.00
TOTAL - £13,500					
CHELMSFORD					
15	Linnet Drive	Chelmsford	Chelmsford	DYL	£3,000.00
16	Lawn Lane	Springfield	Chelmsford	RP	£2,500.00
17	Cedar Avenue	Chelmsford	Chelmsford	DYL and Extend RP	£2,500.00

18	Runwell Gardens/Church End Lane	Runwell	Chelmsford	DYL	£2,000.00
19	Nelson Grove	Chelmsford	Chelmsford	DYL	£2,000.00
20	Cutlers Road	South-Woodham Ferrers	Chelmsford	DYL	£2,000.00
21	New Road	Chelmsford	Chelmsford	DYL	£2,000.00
22	Nash Drive/Constance Close	Broomfield	Chelmsford	RP	£4000.00
23	Sandford Road	Springfield	Chelmsford	DYL/SYL	£4,000.00
24	The Street	Little Waltham	Chelmsford	DYL	£2,500.00
TOTAL - £26,500					
MALDON					
25	Devonshire Road	Burnham-on-Crouch	Maldon	DYL	£3,500.00
26	Foundry Lane	Burnham-on-Crouch	Maldon	DYL	£2,000.00
27	New Street/ White Horse Lane	Maldon	Maldon	DYL	£3,500.00
28	South Street	Tillingham	Maldon	DYL	£1,500.00
29	Market Hill	Maldon	Maldon	DYL/NL	£500.00
TOTAL - £11,000					
ROCHFORD					
30	Broadlands Avenue	Rayleigh	Rochford	DYL	£2,500.00
31	Hardwick Close	Rayleigh	Rochford	DYL	£2,000.00
32	The Courts	Rayleigh	Rochford	RP	£2,500.00
33	Harewood Avenue	Hawkevell	Rochford	DYL	£2,000.00
34	Ridgeway	Rayleigh	Rochford	DYL	£3,000.00
TOTAL - £12,000					
					TOTAL - £93,500

Item 1

Highcliffe Road and Southend Road, Wickford.

On the 2 January 2019 the SEPP received a completed application from a local resident to request a No Waiting at Any Time restriction in Highcliffe Road at the junction with Southend Road. The application is supported by a 5-signature petition from residents.

It has been agreed by the Lead Officer and Lead Councillor for parking matters for Basildon to cost a No Waiting at Any Time restriction in High Cliffe Road at the junction with Southend Road with the restriction on the left hand side of the road continuing until the Bus Stop to allow easier access for the bus entering the road. The restriction will cover the junction on the right-hand side of the road for 15 metres.

It is estimated at £1500. This cost will be reduced if incorporated with other roads in Basildon to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

Item 2

Cumberland Drive, Norfolk Close, Rutland Close and Railway Approach, Laindon.

On the 30 April 2019 the SEPP received a request from a local resident to implement restrictions to prevent non-resident parking. The application is support by a Cllr Henry. Due to SEPP's awareness of parking in the area an informal consultation was conducted to gather the residents views on the implantation of a Resident Permit scheme. The results were as follows:

	Amount of Properties consulted	Responded	Did not Respond	Those who responded who were in favour of a Permit scheme Mon - Fri, 10am - 2pm	Those who responded who were not in favour of a Permit scheme	Those who responded who were in favour of DYL on junctions	Did Not Specify	Those who responded who were not in favour of DYL on junctions
Cumberland Drive	51	39 (76%)	12 (24%)	30 (77%)	9 (23%)	32 (82%)	0 (0%)	7 (18%)
Rutland Close	23	21 (91%)	2 (9%)	20 (95%)	1 (5%)	21 (100%)	0 (0%)	0 (0%)
Norfolk Close	26	18 (69%)	8 (31%)	14 (78%)	4 (22%)	16 (88%)	1 (6%)	1 (6%)

Railway Approach	39	18 (46%)	21 (54%)	10 (56%)	8 (44%)	15 (83%)	1 (6%)	2 (11%)
TOTAL	139	96 (69%)	43 (31%)	74 (77%)	22 (23%)	84 (88%)	2 (2%)	10 (10%)

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Basildon to cost a scheme to propose a Resident Permit scheme Mon – Fri, 10am – 2pm. Although the majority of results from Railway Approach were not in favour of a scheme Railway Approach has been included to give residents another opportunity to vote for Resident Permit parking at the formal stage.

It is estimated at £5,000.00. This cost will be reduced if incorporated with other roads in Basildon to publish one Traffic Regulation Order.

SEPP Policy – 7.4 Commuter parking in a residential street (preferred parking)

- * The parking by non-residents must be sufficiently severe to cause serious inconvenience to residents – met
- * The preferred traffic management solution for parking issues in residential areas is the introduction of a residents parking scheme – met.
- * The majority of residents have no off-street parking facilities available to them – not met.
- * The majority of residents are in favour of such a scheme – met
- * The introduction of a scheme would not cause unacceptable problems in adjacent roads – not met, the parking is likely to be displaced to adjacent roads.
- * The Partnership is satisfied that a reasonable level of enforcement can be maintained – met, there are existing parking restrictions in the area.

Item 3

Keats Way and Farnes Avenue, Wickford.

On the 12 August 2019 the SEPP received a request from Cllr Buckley to implement restrictions to prevent non-resident parking. The application is support by a 33-signature petition from residents. Due to SEPP's awareness of parking in the area an informal consultation was conducted to gather the resident's views on the implantation of a Resident Permit scheme. The results were as follows:

	Amount of Properties consulted	Responded	Did not Respond	Those who responded who were in favour of a Permit scheme	Those who responded who were not in favour of a Permit scheme	Those in Favour of Mon-Sat 9am-5pm	Did Not Specify	Those in favour of Mon-Sat 11am - Noon	Those who responded who were in favour of DYL on junctions	Did Not Specify	Not in favour of DYL on junctions
Keats Way	56	29 (52%)	27 (48%)	24 (83%)	5 (17%)	20 (83%)	1 (4%)	3 (13%)	18 (62%)	3 (10%)	8 (28%)
Farnes Avenue	20	14 (70%)	6 (30%)	10 (71%)	4 (29%)	10 (100%)	0 (0%)	0 (0%)	7 (50%)	2 (14%)	5 (36%)

TOTAL	76	43 (57%)	33 (43%)	34 (79%)	9 (21%)	30 (88%)	1 (3%)	3 (9%)	25 (58%)	5 (12%)	13 (30%)
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It has been agreed with the Lead Councillor and Lead Officer for parking matters for Basildon to cost a scheme to propose a Resident Permit scheme Mon – Sat, 9am – 5pm.

It is estimated at £3,000.00. This cost will be reduced if incorporated with other roads in Basildon to publish one Traffic Regulation Order.

SEPP Policy – 7.4 Commuter parking in a residential street (preferred parking)

- * The parking by non-residents must be sufficiently severe to cause serious inconvenience to residents – met
- * The preferred traffic management solution for parking issues in residential areas is the introduction of a residents parking scheme – met.
- * The majority of residents have no off-street parking facilities available to them – not met.
- * The majority of residents are in favour of such a scheme – met
- * The introduction of a scheme would not cause unacceptable problems in adjacent roads – not met, the parking is likely to be displaced to adjacent roads.
- * The Partnership is satisfied that a reasonable level of enforcement can be maintained – met, there are existing parking restrictions in the area.

Item 4

Cranes Lane, Basildon

On the 10 June 2019 the SEPP received a completed application from a local resident to request a No Waiting at Any Time restriction in Cranes Lane at the junction with the A1235 (Cranes Farm Road). The application is supported by a Cllr Davies.

It has been agreed by the Lead Officer and Lead Councillor for parking matters for Basildon to cost a No Waiting at Any Time restriction in Cranes Lane at the junction with the A1235 (Cranes Farm Road) but to also include the junction with Sandpiper Lane and to continue the No Waiting at Any Time restriction along the east side of the road until the turning head to allow for better traffic flow and maximise limited parking.

It is estimated at £2,000.00. This cost will be reduced if incorporated with other roads in Basildon to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

Item 5

Valence Way, Langdon Hills

On The 19 September 2019 the SEPP received a completed application from Cllr Smith to request a No Waiting at Any Time restriction on Valence Way between the junction with the High Road up to 3a Puckleside on Valence Way and to protect the blind bend. The application is supported by a 31-signature petition from residents.

It has been agreed by the Lead Officer and Lead Councillor for parking matters for Basildon to cost a No Waiting at Any Time restriction on Valence Way to cover each junction and protect the blind bend whilst allowing some of Valence Way to remain unrestricted to allow parking for residents.

It is estimated at £3,000.00. This cost will be reduced if incorporated with other roads in Basildon to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

Item 6

Mount Crescent, Warley

On the 19 November 2019 the SEPP received a completed application from Cadent Gas to extend the existing No Waiting at Any Time restriction further along the road to cover the Highway where there are Gas Apparatus. Currently parked cars are restricting access and could cause an issue in an emergency situation.

It has been agreed by the Lead Officer and Lead Councillor for parking matters for Brentwood to cost the extension of the 'No Waiting at Any Time' restriction within Mount Crescent to allow access to the Gas Apparatus located in the road.

It is estimated at £1,500.00. This cost will be reduced if incorporated with other roads in Brentwood to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

Item 7

Station Road, West Horndon

On the 4 May 2018 the SEPP received a completed application form from a resident to extend the existing No Waiting restriction at certain times. This was because a small number of vehicles were parking in the road and on the pavement blocking the entrance and exit to the village.

Due to the obstruction to the entrance/ exit the SEPP recommended a No Waiting at Anytime restriction be introduced to this section of road to help deter parking at all times to keep this area clear as the speed limit increases to national speeds shortly after the unrestricted area meaning any parked cars in this area causes a safety issue for road users and pedestrians.

It has been agreed by the Lead Officer and Lead Councillor for parking matters for Brentwood to cost the implementation of a 'No Waiting at Any Time' restriction within this section of Station Road due to safety concerns and to improve traffic flow.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

SEPP Policy – 7.1

The SEPP will receive all parking restriction requests that do not meet the criteria of ECC safety and congestion policies, detailed above. Although these schemes do not meet the ECC criteria the Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area.

Item 8

Chelmsford Road, Shenfield

After a number of requests and complaints had been received for Chelmsford Road it was decided to include it with the wider informal consultation in Shenfield as any possible displaced parking could potentially exacerbate the issues already raised.

On 10 January 2020 the SEPP conducted a consultation with Chelmsford Road as well as Shorter Avenue, Margaret Avenue, Crossways, Hunter Avenue, Sebastian Avenue, Kilworth Avenue, Alwyne Avenue, Holmwood Avenue, Rochford Avenue, St Mary's Avenue, and Oliver Road and the shops/businesses in Hutton Road regarding parking matters. During this 6-week consultation residents of Chelmsford Road were given the option on whether they would like a 'No Waiting at Any Time' restriction implemented in the road to prevent dangerous and obstructive parking.

The majority of residents within Chelmsford Road who do not currently have restrictions indicated they were in favour of a 'No Waiting at Any Time' restriction to stop commuter parking. Several of them also mentioned witnessing many "near misses" because drivers had to avoid dangerous and/or obstructive parking.

It was therefore agreed by the Lead Officer and Lead Councillor for parking matters for Brentwood to cost the implementation of a 'No Waiting at Any Time' restriction for Chelmsford due to safety concerns raised on what is a PR1 Route.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

Item 9

Shenfield North, Shenfield

After various application forms, requests and complaints had been received for Sebastian Avenue and Margaret Avenue an informal consultation was conducted with the residents of Shorter Avenue, Margaret Avenue, Crossways, Hunter Avenue, Sebastian Avenue, Kilworth Avenue, Alwyne Avenue, Holmwood Avenue, Rochford Avenue, St Mary's Avenue, and Oliver Road as an area wide scheme was deemed necessary for restrictions to be amended.

On 10 January 2020 the SEPP conducted a consultation with these roads regarding parking matters. During this 6-week consultation we asked residents if they would like a change to the existing parking restrictions due to reported issues in certain roads with cars parking on weekends to use the train to travel to London or park for the local High Street.

We found that although there was not adequate support for a specific amendment to the current restrictions there was wide support for 'No Waiting at Any Time' restrictions to be implemented on all junctions in the area which would maintain sight lines.

It has been agreed by the Lead Officer and Lead Councillor for parking matters for Brentwood to cost the implementation of 'No Waiting at Any Time' restriction on all junctions in the Shenfield North area due to safety concerns and to improve traffic flow.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

Item 10

Little Tarpots Court, London Road, Benfleet.

On 10 July 2019 the SEPP received a completed application form from a near-by restaurant requesting an amendment of the No Waiting at Any Time restrictions to No Waiting before 5pm to allow for extra parking provision in the evenings. The application is supported by a 14-signature petition from residents.

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Castle Point to cost a scheme to propose amending a section of the No Waiting At Any Time restrictions in Little Tarpots Court to No Waiting 8am - 6pm to increase evening parking capacity for both customers of the restaurant and residents.

It is estimated at £2500. This cost will be reduced if incorporated with other roads in Castle Point to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding

available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

Item 11

Shipwrights Drive, Thundersley.

On 16 April 2019 the SEPP received a completed application form for restrictions to prevent hazardous daytime parking between the school and property No. 137.

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Castle Point to cost a scheme to propose No Waiting Monday - Friday 8am – 4pm restrictions on the south eastern side of Shipwrights Drive between the school and property No. 137 along with three 15 metre lengths of No Waiting At Any Time restrictions on the north west side between the school and property No. 137 to provide passing places. This will allow for parking on one side of the carriageway whilst maintaining a free flow of traffic

It is estimated at £4500. This cost will be reduced if incorporated with other roads in Castle Point to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

SEPP Policy – 7.1

The SEPP will receive all parking restriction requests that do not meet the criteria of ECC safety and congestion policies, detailed above. Although these schemes do not meet the ECC criteria the Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area.

Item 12

Labworth Road, Canvey Island.

On 28 May 2019 the SEPP received a completed application form requesting a prohibition on waiting at all times (double yellow line) in Labworth Road at its junction with Furtherwick Road to prevent congestion and improve sight lines. The application form contained a petition signed by 23 properties and a local Councillor.

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Castle Point to cost a scheme to propose No Waiting At Any Time restrictions on the junction of Labworth Road and Furtherwick Road.

It is estimated at £2000. This cost will be reduced if incorporated with other roads in Castle Point to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

SEPP Policy – 7.1

The SEPP will receive all parking restriction requests that do not meet the criteria of ECC safety and congestion policies, detailed above. Although these schemes do not meet the ECC criteria the Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area.

Item 13

Leigh Road, Canvey Island.

On 04 June 2019 the SEPP received a completed application form requesting parking restrictions to prevent non-resident (sea front) parking that causes obstruction and access issues for residents of Leigh Road. The application form contained a petition signed by 21 properties and a local Councillor.

On 08 January 2020, the SEPP carried out an informal consultation with all residents of the road listed below to seek their views on extending the existing No Waiting 9am – 8pm, Good Friday – 30 September parking restrictions to cover the remaining unrestricted section of Leigh Road. The results are:

Road	Number of properties	Number of responses	Response rate	In favour of a seasonal SYL	Not in favour of a seasonal SYL
Leigh Road	31	22	71%	17 (77%)	5 (23%)

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Castle Point to cost a scheme to propose extending the existing No Waiting 9am – 8pm, Good Friday – 30 September parking restrictions to cover the remaining unrestricted section of Leigh Road.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

SEPP Policy – 7.1

The SEPP will receive all parking restriction requests that do not meet the criteria of ECC safety and congestion policies, detailed above. Although these schemes do not meet the ECC criteria the Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area.

Item 14

London Road, Hadleigh.

On 07 February 2020 the SEPP received a completed application form requesting an extension of the existing prohibition on waiting at all times (double yellow line) on London Road outside Thames View Court to prevent obstruction of the bus stop and improve sight lines. The application form contained a petition signed by 8 residents of Thames View Court and a local Councillor.

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Castle Point to cost a scheme to propose extending the existing No Waiting At Any Time restrictions on London Road from the junction of Woodfield Road westwards for 13.5 metres up to the bus stop outside Thames View Court.

It is estimated at £2000. This cost will be reduced if incorporated with other roads in Castle Point to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

SEPP Policy – 7.1

The SEPP will receive all parking restriction requests that do not meet the criteria of ECC safety and congestion policies, detailed above. Although these schemes do not meet the ECC criteria the Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area.

Item 15

Linnet Drive, Chelmsford.

On 18 January 2019 the SEPP received a completed application form for restrictions to prevent obstructive parking on Linnet Drive between the junctions of Galleywood Road and Robin Way. The application form contained a petition signed by 12 residents and 2 local Councillors.

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Chelmsford to cost a scheme to propose No Waiting At Any Time restrictions from and including the junction of Galleywood Road and Linnet Drive up to and including the junction of Robin Way and Linnet Drive, incorporating the junction of Osprey Way and Linnet Drive.

It is estimated at £3000. This cost will be reduced if incorporated with other roads in Chelmsford to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

SEPP Policy – 7.1

The SEPP will receive all parking restriction requests that do not meet the criteria of ECC safety and congestion policies, detailed above. Although these schemes do not meet the ECC criteria the Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area.

Item 16

Lawn Lane, Springfield.

On 15 November 2018 the SEPP received a completed application form from a local councillor on behalf of residents for permit parking restrictions to prevent obstructive parking on the service road of Lawn Lane outside property Nos. 14 - 48. The application form contained a petition signed by 15 residents.

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Chelmsford to cost a scheme to propose a resident permit parking scheme operating Monday – Friday 8am – 6pm.

It is estimated at £2500. This cost will be reduced if incorporated with other roads in Chelmsford to publish one Traffic Regulation Order.

SEPP Policy – 7.4 Commuter parking in a residential street (preferred parking)

- * The parking by non-residents must be sufficiently severe to cause serious inconvenience to residents – met
- * The preferred traffic management solution for parking issues in residential areas is the introduction of a residents parking scheme – met.
- * The majority of residents have no off-street parking facilities available to them – not met.
- * The majority of residents are in favour of such a scheme – met
- * The introduction of a scheme would not cause unacceptable problems in adjacent roads – not met, the parking is likely to be displaced to adjacent roads.
- * The Partnership is satisfied that a reasonable level of enforcement can be maintained – met, there are existing parking restrictions in the area.

Item 17

Cedar Avenue, Chelmsford.

On 22 July 2019 the SEPP received a completed application form for an extension of the existing permit parking bays and additional parking restrictions due to non-residents parking on evenings and Sundays,

resulting in residents not being able to park near their homes also vehicles obstructing driveways and parking in the turning head. The application form was supported by 8 residents.

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Chelmsford to cost a scheme to propose that the Permit Bay operational hours are extended to 8am - 11pm every day. Additionally, the P&D bays be converted into a shared use bay, whereby after 6pm, it converts to residents permit parking from 6pm until 11pm and Sunday 8am - 11pm. As there are several dropped kerbs along Cedar Avenue, DYL are proposed across most of these.

It is estimated at £2500. This cost will be reduced if incorporated with other roads in Chelmsford to publish one Traffic Regulation Order.

SEPP Policy – 7.4 Commuter parking in a residential street (preferred parking)

- * The parking by non-residents must be sufficiently severe to cause serious inconvenience to residents – met
- * The preferred traffic management solution for parking issues in residential areas is the introduction of a residents parking scheme – met.
- * The majority of residents have no off-street parking facilities available to them – met.
- * The majority of residents are in favour of such a scheme – met
- * The introduction of a scheme would not cause unacceptable problems in adjacent roads – met, there is adequate provision locally in car parks/pay and display
- * The Partnership is satisfied that a reasonable level of enforcement can be maintained – met, there are existing parking restrictions in the area.

Item 18

Runwell Gardens/Church End Lane, Runwell.

On 18 June 2019 the SEPP received a completed application form from Runwell Parish Council for restrictions to prevent obstructive parking by non-residents, particularly at the beginning and end of the school day, on Runwell Gardens and at its junction with Church End Lane. The application form was supported by 3 local Councillors.

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Chelmsford to cost a scheme to propose No Waiting At Any Time restrictions at the junction of Runwell Gardens and Church End Lane and also in the turning head of Runwell Gardens only.

It is estimated at £2000. This cost will be reduced if incorporated with other roads in Chelmsford to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint

Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

SEPP Policy – 7.1

The SEPP will receive all parking restriction requests that do not meet the criteria of ECC safety and congestion policies, detailed above. Although these schemes do not meet the ECC criteria the Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area.

Item 19

Nelson Grove, Chelmsford.

On 04 September 2019 the SEPP received a completed application form requesting a prohibition on waiting at all times (double yellow line) in Nelson Grove to prevent obstructive parking. The application form contained a petition signed by 45 properties and a local Councillor.

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Chelmsford to cost a scheme to propose No Waiting At Any Time restrictions at the junction of Nelson Grove and Wheatfield Way only.

It is estimated at £2000. This cost will be reduced if incorporated with other roads in Chelmsford to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

SEPP Policy – 7.1

The SEPP will receive all parking restriction requests that do not meet the criteria of ECC safety and congestion policies, detailed above. Although these schemes do not meet the ECC criteria the Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area.

Item 20

Cutlers Road, South Woodham Ferrers.

On 15 March 2019 the SEPP received a completed application form requesting a prohibition on waiting at all times (double yellow line) on the eastern arm of Cutlers Road to prevent parking that obstructs the entrance to businesses, particularly for larger vehicles. The application form contained a petition signed by 7 Businesses.

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Chelmsford to cost a scheme to propose No Waiting At Any Time restrictions at the junction of Cutlers Road and its eastern arm and extending 31m into the eastern arm to ensure that access is unimpeded to the businesses.

It is estimated at £2000. This cost will be reduced if incorporated with other roads in Chelmsford to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

SEPP Policy – 7.1

The SEPP will receive all parking restriction requests that do not meet the criteria of ECC safety and congestion policies, detailed above. Although these schemes do not meet the ECC criteria the Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area.

Item 21

New Road, Broomfield, Chelmsford.

On 09 July 2019 the SEPP received a completed application form requesting a prohibition on waiting at all times (double yellow line) in New Road at its junction with Main Road to prevent parking that causes obstruction and affects sight lines. The application form contained a petition signed by 15 properties and a local Councillor.

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Chelmsford to cost a scheme to propose No Waiting At Any Time restrictions at the junction of New Road and Main Road.

It is estimated at £2000. This cost will be reduced if incorporated with other roads in Chelmsford to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

SEPP Policy – 7.1

The SEPP will receive all parking restriction requests that do not meet the criteria of ECC safety and congestion policies, detailed above. Although these schemes do not meet the ECC criteria the Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area.

Item 22

Nash Drive & Constance Close, Broomfield.

On 01 October 2019 the SEPP received a completed application form to amend the existing tidal No Waiting restrictions to permit parking restrictions to prevent obstructive parking by non-residents outside the operational hours of the No Waiting restrictions and occupying spaces to the detriment of residents, their visitors or tradespeople. The application form contained a petition signed by 58 residents

On 15 January 2020, the SEPP carried out an informal consultation with all affected residents of the roads listed below to seek their views on amending the existing No Waiting restrictions to a Resident Permit Parking scheme operating either Monday - Friday 10 – 11am & 2 – 3pm or Monday – Friday 9am - 5pm. The results are:

Road	No. of Properties	No. of responses	Response rate	Permit scheme M-F 9-5	Permit scheme M-F 10-11 & 2-3	Not in favour of a permit scheme
Nash Drive	80	38	48%	36 (95%)	0	2 (5%)
Constance Close	19	6	32%	6 (100%)	0	0
Overall	99	44	(45%)	42 (95%)	0	2 (5%)

Despite the majority of residents opting for a permit parking scheme operating Monday - Friday 9am – 5pm, the response rate was below that of the SEPP policy criteria, however it has been agreed with the Lead Councillor and Lead Officer for parking matters for Chelmsford to cost a scheme to propose a resident permit parking scheme operating Monday – Friday 10 -11am & 2 – 3pm which will both be in line with other roads nearby and accommodate parent parking at school drop-off and pick-up times which would otherwise be displaced elsewhere.

It is estimated at £4000. This cost will be reduced if incorporated with other roads in Chelmsford to publish one Traffic Regulation Order.

SEPP Policy – 7.4 Commuter parking in a residential street (preferred parking)

- * The parking by non-residents must be sufficiently severe to cause serious inconvenience to residents – met
- * The preferred traffic management solution for parking issues in residential areas is the introduction of a residents parking scheme – met.
- * The majority of residents have no off-street parking facilities available to them – not met.
- * The majority of residents are in favour of such a scheme – met
- * The introduction of a scheme would not cause unacceptable problems in adjacent roads – not met, the parking may be displaced to adjacent roads.
- * The Partnership is satisfied that a reasonable level of enforcement can be maintained – met, there are existing parking restrictions in the area.

Item 23

Sandford Road, Chelmsford

On 09 April 2019 the SEPP received a completed application form requesting the following:

- Double yellow lines on the north side of Sanford Road between St Margarets Road and Chelmer Road.

AND

- No Waiting Monday to Friday 11am-12pm and 2pm-3pm on the south side of Sandford Road between Springfield Park Lane and Chelmer Road and on the north side of Sandford Road between St Margarets Road and Springfield Park Lane.

The application form contained a petition signed by 129 local residents and is supported by Cllr Mike Mackrory. On 19 February 2020, the SEPP carried out an informal consultation with the affected residents of Sandford Road to seek their views on implementing the following restrictions:

- Double yellow lines on the north side of Sanford Road between Springfield Park Lane and Chelmer Road and on the south side of Sanford Road between no. 92 and 102.

AND

- No Waiting Mon – Fri, 8am – 6pm on the south side of Sandford Road in the remaining areas.

The results from the informal consultation are shown below:

Sandford Road	No. of properties	No. of responses	No. in support	No. not in support
	44	34	30	4
		77%	88%	12%

It is estimated at £4000. This cost will be reduced if incorporated with other roads in Chelmsford to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

SEPP Policy – 7.1

The SEPP will receive all parking restriction requests that do not meet the criteria of ECC safety and congestion policies, detailed above. Although these schemes do not meet the ECC criteria the Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area.

Item 24

The Street, Little Waltham

On 20 November 2019 the SEPP received a completed application form requesting a prohibition on waiting at all times (double yellow line) at the junction of The Street and B1008 in Little Waltham to prevent obstructive

parking, particularly during school drop off and pick up times. The application form was submitted by the Little Waltham Parish Council, supported by Cllr John Aldridge (Broomfield & Writtle) and Network Assurance, Essex Highways

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Chelmsford to cost a scheme to propose No Waiting At Any Time restrictions at the junction of The Street and B1008 and the other junctions adjacent to the Little Waltham Primary School.

It is estimated at £2500. This cost will be reduced if incorporated with other roads in Chelmsford to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

SEPP Policy – 7.1

The SEPP will receive all parking restriction requests that do not meet the criteria of ECC safety and congestion policies, detailed above. Although these schemes do not meet the ECC criteria the Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area.

Item 25

Devonshire Road, Burnham on Crouch.

On 06 December 2018 the SEPP received a completed application form for restrictions to prevent obstructive parking that affects sight lines on Devonshire Road between the junctions of Station Road and Lillian Road. The application form contained a 92-name petition and the support of a local councillor.

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Maldon to cost a scheme to propose an extension of the existing No Waiting At Any Time restrictions on the southern side of Devonshire Road by 10 metres westwards from its junction with Lillian Road (removing 2 parked vehicles), making 26m of DYL from the junction to improve sightlines and allow vehicles to pull in and pass one another. Additionally, it has been agreed to propose an extension of the No Waiting 8.30 – 6pm restrictions on the north side of Devonshire Road eastwards from its junction with Station Road to a point 12m east of its junction with Lillian Road to ensure free flow of traffic during peak times.

It is estimated at £3500. This cost will be reduced if incorporated with other roads in Maldon to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint

Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

SEPP Policy – 7.1

The SEPP will receive all parking restriction requests that do not meet the criteria of ECC safety and congestion policies, detailed above. Although these schemes do not meet the ECC criteria the Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area.

Item 26

Foundry Lane, Burnham on Crouch.

On 19 September 2018 the SEPP received a completed application form for restrictions to prevent obstructive parking on Foundry Lane in the vicinity of Fairway Drive.

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Maldon to cost a scheme to propose 15m of No Waiting At Any Time restrictions on the north side of Foundry Lane opposite Fairway Drive (there are already DYL on the junction) and relocate the existing 15m of No Waiting At Any Time restrictions (extended to 20m) to a more central location to provide a more appropriate passing place.

It is estimated at £2000. This cost will be reduced if incorporated with other roads in Maldon to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

SEPP Policy – 7.1

The SEPP will receive all parking restriction requests that do not meet the criteria of ECC safety and congestion policies, detailed above. Although these schemes do not meet the ECC criteria the Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area.

Item 27

New Street/ White Horse Lane, Maldon.

On 22 May 2019 the SEPP received a completed application form from Maldon District Council requesting a prohibition on waiting at all times (double yellow line) and/or No Waiting 8am - 11pm (single yellow line) on New Street and White Horse Lane in order to maintain a free flow of traffic and increase safety. The application is supported by a local Councillor.

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Maldon to cost a scheme to propose amending the existing No Waiting Monday – Saturday 8am - 6pm restrictions to No Waiting At Any Time restrictions with the exception of two short lengths of No Waiting Monday – Saturday 8am - 6pm restrictions to provide for some off-peak parking for adjacent residents.

It is estimated at £3500. This cost will be reduced if incorporated with other roads in Maldon to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

SEPP Policy – 7.1

The SEPP will receive all parking restriction requests that do not meet the criteria of ECC safety and congestion policies, detailed above. Although these schemes do not meet the ECC criteria the Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area.

Item 28

South Street, Tillingham.

On 05 March 2019 the SEPP received a completed application form requesting a prohibition on waiting at all times (double yellow line) in South Street at its junction with Marlborough Road to improve sight lines for motorists exiting Marlborough Road. The application form contained a petition signed by 27 residents and 2 local Councillors.

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Maldon to cost a scheme to propose No Waiting At Any Time restrictions at the junction of South Street and Marlborough Road.

It is estimated at £1500. This cost will be reduced if incorporated with other roads in Maldon to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

SEPP Policy – 7.1

The SEPP will receive all parking restriction requests that do not meet the criteria of ECC safety and congestion policies, detailed above. Although these schemes do not meet the ECC criteria the Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area.

Item 29

Market Hill, Maldon.

There is a Disabled Parking Bay situated opposite the Town Hall that has a conflicting No Waiting At Any Time/No Loading Monday - Saturday 8am – 9.30am restriction across part of its length.

A Traffic Regulation Order is required to remove the conflicting No Waiting/No loading restriction (approx. 2m long) from the Disabled Parking Bay.

It is estimated at £500. This cost will be reduced if incorporated with other roads in Maldon to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

Item 30

Broadlands Avenue, Rayleigh.

On 16 April 2019 the SEPP received a completed application form for an extension of the existing Monday – Friday 10 – 11am restrictions to prevent obstructive all-day parking by non-residents.

On 20 August 2019, the SEPP carried out an informal consultation with all residents of the road listed below. The results are:

Road	Number of properties	Number of responses	Response rate	In favour of Mon – Fri 10 – 11am both sides	In favour of tidal Mon – Fri 10 – 11am & 2 -3pm	Not in favour of any restrictions
Broadlands Avenue	25	17	68%	11 (64%)	3 (18%)	3 (18%)

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Rochford to cost a scheme to propose No Waiting Monday - Friday 10 - 11am restrictions on both sides which is in line with other roads in the area.

It is estimated at £2500. This cost will be reduced if incorporated with other roads in Rochford to publish one Traffic Regulation Order.

SEPP Policy – 7.4 Commuter parking in a residential street (preferred parking)

- * The parking by non-residents must be sufficiently severe to cause serious inconvenience to residents – met
- * The preferred traffic management solution for parking issues in residential areas is the introduction of a residents parking scheme – not met, however the adjoining roads all have Mon – Fr 10 – 11am restrictions.
- * The majority of residents have no off-street parking facilities available to them – not met.

* The majority of residents are in favour of such a scheme – met

* The introduction of a scheme would not cause unacceptable problems in adjacent roads – met, the adjoining roads all have Mon – Fr 10 – 11am restrictions.

* The Partnership is satisfied that a reasonable level of enforcement can be maintained – met, there are existing parking restrictions in the area.

Item 31

Hardwick Close, Rayleigh.

On 18 May 2019 the SEPP received a completed application form requesting a prohibition on waiting at all times (double yellow line) in Hardwick Close at its junction with Daws Heath Road. Residents in Hardwick Close have difficulty entering and exiting the close because of vehicles parked in the narrow entrance road meaning they are driving on the wrong side of the road at times and meeting other vehicles head on.

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Rochford to cost a scheme to propose No Waiting At Any Time restrictions on the junction of Hardwick Close and Daws Heath Road.

It is estimated at £2000. This cost will be reduced if incorporated with other roads in Rochford to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

SEPP Policy – 7.1

The SEPP will receive all parking restriction requests that do not meet the criteria of ECC safety and congestion policies, detailed above. Although these schemes do not meet the ECC criteria the Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area.

Item 32

The Courts, Rayleigh.

On 16 October 2019 the SEPP received a completed application form for permit parking restrictions to prevent obstructive parking by non-residents particularly at the beginning and end of the school day (this road is adjacent to Fitzwimarc School). The application form contained a petition signed by 18 residents and 2 local Councillors.

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Rochford to cost a scheme to propose a resident permit parking scheme operating Monday – Friday 8.30am – 10am and 2.30pm – 4pm (the same as the nearby Ruffles Close) with No Waiting At Any Time restrictions on the junction of The Courts and Hockley Road.

It is estimated at £2500. This cost will be reduced if incorporated with other roads in Rochford to publish one Traffic Regulation Order.

SEPP Policy – 7.4 Commuter parking in a residential street (preferred parking)

- * The parking by non-residents must be sufficiently severe to cause serious inconvenience to residents – met
- * The preferred traffic management solution for parking issues in residential areas is the introduction of a residents parking scheme – met.
- * The majority of residents have no off-street parking facilities available to them – not met.
- * The majority of residents are in favour of such a scheme – met
- * The introduction of a scheme would not cause unacceptable problems in adjacent roads – met, the nearby roads have adequate provision for parking.
- * The Partnership is satisfied that a reasonable level of enforcement can be maintained – met, there are existing parking restrictions in the area.

Item 33

Harewood Avenue, Hawkwell.

On 18 June 2019 the SEPP received a completed application form requesting a prohibition on waiting at all times (double yellow line) in Harewood Avenue at its junction with Rectory Road to prevent congestion and improve sight lines. The application is from a local councillor supported by 3 other councillors.

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Rochford to cost a scheme to propose No Waiting At Any Time restrictions on the junction of Harewood Avenue and Rectory Road.

It is estimated at £2000. This cost will be reduced if incorporated with other roads in Rochford to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

SEPP Policy – 7.1

The SEPP will receive all parking restriction requests that do not meet the criteria of ECC safety and congestion policies, detailed above. Although these schemes do not meet the ECC criteria the Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area.

Item 34

Ridgeway, Rayleigh.

On 22 October 2019 the SEPP received a completed application form from a local councillor on behalf of some residents requesting an amendment of the existing No Waiting restrictions to a prohibition on waiting at all times (double yellow line) on both sides of Ridgeway from its junction with High Road to its junction with Burrows Way to prevent congestion and improve sight lines.

On 16 January 2020, the SEPP carried out an informal consultation with all affected residents of the road listed below to seek their views on amending the existing No Waiting Monday - Friday, 11am – 12pm to No Waiting At Any Time parking restrictions on both sides from its junction with High Road to its junction with Burrows Way. The results are:

Road	Number of properties	Number of responses	Response rate	In favour of a DYL	Not in favour of a DYL
Ridgeway	10	9	90%	3 (34%)	6 (66%)

3 of those that responded against the proposal indicated that they would prefer DYL on the north side only.

It has been agreed with the Lead Councillor and Lead Officer for parking matters for Rochford to cost a scheme to propose an amendment of the No Waiting Monday - Friday, 11am – 12pm to No Waiting At Any Time parking restrictions on the north side of Ridgeway from its junction with High Road to its junction with Burrows Way. Additionally, to amend the No Waiting Monday - Friday, 11am – 12pm restrictions across the rear access road to the High Road properties to No Waiting At Any Time parking restrictions, long enough to make an additional passing place.

It is estimated at £3000. This cost will be reduced if incorporated with other roads in Rochford to publish one Traffic Regulation Order.

SEPP Policy – 1.6

It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.

SEPP Policy – 7.1

The SEPP will receive all parking restriction requests that do not meet the criteria of ECC safety and congestion policies, detailed above. Although these schemes do not meet the ECC criteria the Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area.