

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

16 MARCH 2023  
COUNCIL CHAMBER, CIVIC CENTRE, CHELMSFORD CITY COUNCIL  
COMMENCING AT 2PM

### **AGENDA**

1. Welcome from Chairman
2. Apologies for absence and substitutions
3. Minutes of the Joint Committee meeting held on 15 December 2022
4. Public Question Time
5. Operational and Performance Report (Russell Panter)
6. Financial Report (Michael Packham)
7. Progress on Business Plan 2022/23 (Nick Binder)
8. Update on the 3PR School Parking Initiative (Jack Sharp – verbal update)
9. Approval of schemes from Brentwood Borough Council allocation of funds
10. Approval of schemes from Maldon District Council allocation of funds

Date and time of next meeting

13 July 2023 at 2pm in the Council Chamber

**MINUTES**  
of the  
**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**  
held on 15 December 2022 at 3pm

Members present:

Councillor Mike Mackrory – Chelmsford City Council (Chairman)  
Councillor Laureen Shaw – Essex County Council  
Councillor Carole Morris – Basildon Borough Council  
Councillor Keith Parker – Brentwood Borough Council  
Councillor Andrew Sosin – Chelmsford City Council  
Councillor Jane Fleming – Maldon District Council  
Councillor David Sperring - Rochford District Council

Officers present:

James Hendry – Basildon Borough Council  
Carole Carr – Brentwood Borough Council  
Trudie Bragg – Castle Point Borough Council  
Nick Binder – Chelmsford City Council  
William Butcher – Chelmsford City Council  
Russell Panter – Chelmsford City Council  
Michael Packham – Chelmsford City Council  
Jan Decena – Chelmsford City Council  
Murphie Manning – Chelmsford City Council

## 1. Welcome and Introductions

The Chair welcomed those present to the meeting of the Joint Committee.

## 2. Apologies for Absence

Apologies for absence were received from Councillor Carlie Mayes – Maldon District Council and Councillor Warren Gibson – Castle Point Borough Council. Apologies had also been received from Jo Heynes – Essex County Council.

### 3. Minutes of the Joint Committee Meeting 22 September 2022

The minutes of the meeting 22 September were confirmed as a correct record.

### 4. Minutes of the Sub Committee meeting to consider objections against an advertised TRO held on 1 November 2022

The minutes of the meeting 1 November were confirmed as a correct record.

### 5. Public Question Time

No public questions were asked at the meeting.

### 6. Consider representations against proposed TRO relating to Louise Road and Helena Road, Rayleigh

The joint committee heard representations made on part of The Essex County Council (Rochford District) (Prohibition of Waiting, Loading and Stopping) And (On-Street Parking Places) (Civil Enforcement Area) (Amendment No.7) Order 202. The area concerned is Louise and Helena Road on Rayleigh.

The report detailed the background of this application, which was originally refused following site visits but was later reviewed and it was concluded that rule 234 of the highway code could be enforced to ensure that the junction is always kept clear. The request for funding and implementation was then agreed in December 2021.

During the consultation period, 2 people had submitted representations to request that the provisions be extended further down Helena Road. One of these representations was read out in full at the request of the resident. However, it was noted that this was not within the remit of the scheme to extend this and that these changes would require a new assessment and consultation.

**AGREED** that the proposed order be made as advertised and that the people making representations be advised accordingly.

(15:03-15:10)

### 7. Operational and Performance Report

The Joint Committee received an oral update on operational and performance matters.

#### Performance

The joint committee received an update on the Penalty Charge Notice (PCN) issue rates for the current financial year. This reflected that the total PCN issue rates across the Parking

Partnership were 8% up against the estimated forecast in the business plan, 10.5% up in comparison to last year and 2.8% above the pre-covid-19 financial year.

Chelmsford and Brentwood are both above forecast, but it was noted that the smaller areas are less consistent due to the impact of staff vacancies/absences and lack of diverse income streams. Where an issue is identified, the relevant authority has received support from the partnership with Basildon's staffing issues being resolved in July and Maldon currently receiving additional support from the Chelmsford area..

### Equipment

The new equipment that the partnership has recently purchased, including body cameras are being put to use by officers across the area. More advanced technology to assist in their duties, including data lead and camera enforcement is also being explored at this stage.

The joint committee also received an update on the procurement of new hybrid vehicles and the intention to replace handheld equipment and uniforms.

### Staffing and Recruitment

The panel heard that in the last 18 months the partnership has recruited 14 new staff and are looking to continue the recruitment drive in the new year.

The Parking Partnership has now been awarded police accreditation in Chelmsford and it is the intention for this to be expanded across the partnership.

The School Parking Liaison Officer has recently taken up their new post and is making good progress in their tasks.

In response to questions and queries raised, the joint committee members heard:

- Maldon District Council had suffered with staffing resource issues within a small team, but they are receiving support from other authorities and teams and looking to recruit in the new year.
- Staffing levels are assessed on a business case need and can be reviewed at any stage.
- High streets are often a particular issue in relation to parking arrangements, the partnership is exploring novel ways of tackling this.
- The partnership is open to explore new tender for equipment should anyone be able to make any recommendations. They will explore the supplier used in Brentwood to supply CCTV cameras.
- The parking camera car that was procured by the partnership is currently out of use as they are awaiting repairs, the supplier has been chased regarding this issue.
- The recent police accreditation that officers in Chelmsford have received involves a training programme and the joint committee will receive an update of what the roles and duties involve once this has been completed.

AGREED that the Operational and Performance report on the Parking Partnership be noted.

(15:10-15:41)

## 8. Financial Report 2022/23

The report to the meeting set out a summary of the financial position for the South Essex Parking Partnership for the period 1 April to 6 December 2022. The report showed an overall surplus of £161,283. This comprises of a surplus of £390,580 for SEPP and a deficit of £229,297 for the TRO account.

The PCN income budget of £1,565,300 for this financial year is likely to be achieved. It was noted that compared to 2019/20 (the last financial year not significantly impacted by the pandemic) the PCN income was very similar to that of a normal year of operation, with the best performance this year being in the month of November.

The joint committee also heard an update on costs and expenditure, with one item of reserve spend being logged, for new bodycam equipment.

**AGREED** that the financial position of the Partnership for this period be noted.

(15:41-15:44)

## 9. Annual Business Plan 2023/24

The joint panel received a report on the proposed annual budget and business aims and objectives that the partnership sets out to achieve in the forthcoming year. The main issues included:

- To write off all specific parking authority deficits, including those under £35,000.
- To maintain a reserve of £400,000
- The identification and monitoring of key risks, with the top 3 remaining unchanged from the current year
- A commitment to secure funding for TRO projects, where possible
- A commitment to the business objectives, as set out in the report

The report highlighted an overview of the allocated and remaining funds. It was noted that of the income the partnership receives, the majority (65%) is from PCNs with residents permits and other measures making up the remainder. The joint committee were also reassured that the £497,000 surplus could contribute to the surplus sharing agreement.

In response to questions and queries raised, the joint committee members heard:

- The best way for parking restrictions to be developed swiftly on new housing estates is for a good level of communication between relevant officers within each local authority.
- When a contract is due for renewal/replacement, the process of procuring new arrangements normally begins 12 months prior to the end of the contract.

**AGREED** that the annual business plan for 2023/24 be approved with all of the proposed actions and objectives detailed in the report.

(15:44-16:01)

## 10. Rochford proposals for allocation of funding

The joint committee was requested to approve the schemes proposed by Rochford District Council to spend their allocation from the SEPP operational fund. The schemes total costs were £160,000 and covered various matters including the improvement of air quality monitoring and traffic and parking management.

The report detailed how the schemes meet the requirement of Section 55 of the Road Traffic Regulation Act (1984), which is a legal requirement for them to proceed.

A member for Rochford District Council confirmed that the proposals had been reviewed locally and had received cross party support.

The joint committee **AGREED** to approve the proposal.

(16:01-16:07)

## 11. Forward plan of meetings

The joint committee heard a report detailing the forward plan of agenda items and future meeting dates and location for 2023/24.

The joint committee **AGREED** the forward plan as set out in the report.

(16:07-16:09)

## 12. Date and time of next meeting

AGREED that the next meeting of the Joint Committee be on 16th March 2023 at 2pm.

The meeting closed at 16:10

Chair

## **SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**

**THURSDAY 16th MARCH 2023 - 2.00 pm**

### **AGENDA ITEM 5**

<b>Subject</b>	Operational and Performance Report
<b>Report by</b>	Russell Panter, Enforcement Operations Manager

**Enquiries contact:** Russell Panter Parking Enforcement Operations Manager,  
russell.panter@chelmsford.gov.uk

#### **Purpose**

This report provides an update on the operation of the South Essex Parking Partnership for period December 2022 to February 2023

#### **Options**

This report is for information.

#### **Recommendation(s)**

1. That the Joint Committee notes this report.

#### **Consultees**

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

## **1.0 Introduction**

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

## **2.0 Operational Report**

### **2.1 PPE, Equipment and Technology**

SEPP are currently working with a new uniform supplier to expand the product range. The introduction of a further additional supplier provides greater scope when comparing quality of goods over competitive price. The new supplier also provides PCN print and stationary works for SEPP. The SEPP officers continue to work with the North Essex Parking Partnership (NEPP) to establish any potential savings if uniform is procured across both areas.

SEPP have recently had to remove the Bio-degradable PCN envelopes from use due to the manufacturers being unable to produce. The Partnership has now reverted back to using envelopes that can be recycled.

The introduction of the Motorola Body- Worn Cameras has been a great success with the improvements to the footage management suite and ease of viewing and sharing footage making this process much more efficient than the previous system.

Positive talks are continuing with a third party supplier to provide a CCTV enforcement solution for the School Keep Clear Markings in Sawyers Hall Lane. The Parking Partnership Manager is currently negotiating the final terms of the contract with the aim to start implementing the pilot in the first quarter of the new financial year.

### **2.2 Recruitment Update**

SEPP is continuing to find it difficult to attract candidates to recruit into the role of a Civil Enforcement Officer (CEO). Despite a recruitment drive offering flexible working hours and days which were advertised over the various social media platforms, local newspapers and local government websites, only two applications were received for the five vacancies which went out to advert . Interviews for the vacant roles will take place on 10<sup>th</sup> March 2023.

The Partnership is also finding that sourcing agency staff to cover any shortfall of staff numbers has also become very difficult with the employment agencies struggling to find candidates to work outside of London .

### **2.3 Partner Update**

SEPP officers are continuing to work closely with Maldon District Council and Brentwood Borough Council under the Service Level Agreements to create efficiencies to working partnerships in order to increase service provision and reduce parking issues.

Police Accreditation training has now been completed by the Chelmsford CEO's. All attendee's passed and are now fully qualified and police accredited. This will allow



SEPP to work more closely with the police on joint patrols and allow us to request additional resource. This accreditation also allows for more efficient and robust action when dealing with incidents and aggression from the public and the sharing of data which gives SEPP access to vehicles that are wanted or owned by criminals / dangerous persons.

SEPP officers will be attending a Community Event in May 2023 with Brentwood Council, ECC, Police and Social services to highlight and promote services that are available to residents.

## **2.4 Health & Safety Update**

SEPP recently undertook a Health & Safety audit. Four recommendations were made relating to corporate training, amendments to manuals and asset security. These were graded as low level and will be completed soon. This has resulted in improvements to protocols and amendments to the CEO manual and risk assessments.

## **2.5 Fleet Update**

The last two Go Plant lease vans are now off-hired and awaiting collection. All SEPP vehicles are now leased from Riverside Truck Rental via Basildon Council's lease framework.

## **2.6 3PR Update**

Jack Sharp, the new School Parking Liaison Officer, has now been in post since October 2022 and he has been actively working with the current and new schools who are engaging with the 3PR school initiative . Jack will provide a presentation at agenda item 8 to provide an overview of the work he has been involved in.

## **2.7 Performance**

An update on the Business Plan and the performance of SEPP will be presented as a separate item at Agenda Item 7

### **Conclusion**

The Partnership continues to perform well with no major issues of concern. This report updates the Joint Committee on the operation for the period December 2022 to February 2023.

### Appendices

None

### Background Papers

The South Essex Parking Partnership Joint Committee Agreement 2022.

## SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

**THURSDAY 16<sup>th</sup> MARCH 2023 - 2.00pm**

### AGENDA ITEM 6

<b>Subject</b>	Financial Report
<b>Report by</b>	Revenue Management Team Leader, Chelmsford City Council

**Enquiries contact:** Michael Packham, Revenue Management Team Leader, 01245 606682, michael.packham@chelmsford.gov.uk

#### **Purpose**

To report on the financial position of the South Essex Parking Partnership up to 2<sup>nd</sup> March 2023

#### **Options**

#### **Recommendation(s)**

That the report be noted.

<b>Consultees</b>	Revenue Management Team Leader South Essex Parking Partnership Manager
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#### 1. Introduction

- 1.1 This report sets out the summary of the financial position for the South Essex Parking Partnership for the period covering 1<sup>st</sup> April 2022 to 2<sup>nd</sup> March 2023.

## 2. Financial summary

- 2.1 Appendix 1 provides details of the actual costs incurred and income received, and is currently showing a surplus of £516,076 for SEPP and a deficit of £310,542 for the TRO account, on a cash basis for the financial year to the 2<sup>nd</sup> March 2023 before taking into account items funded from the Reserve. This results in an overall surplus position for the Partnership including the TRO account of £205,533, an improvement of £44,250 since last reported.

Looking at a comparison between this year and last year (April to February), and PCN income in particular, the Partnership received a total of £1,462,490 in 22/23, whereas in 21/22 the Partnership over the same period (April to February) received £1,244,065. The 22/23 figure therefore represents just over 117% of the income received in 21/22 over the same period.

When comparing over the same time in 19/20 (the last financial year not significantly impacted by the Covid pandemic), PCN income was at £1,483,457 for April to February, so the £1,462,490 received in 22/23 for this period continues to be very close to a more normal year of operation.

Latest projections and income received mean that the budget of £1,565,300 for PCN income for 22/23 is likely to be achieved, showing the recovery of the operation. Total PCN income received in 19/20 was £1,596,524, again highlighting how the partnership has recovered post Covid.

- 2.2 There has been one additional item of reserve spend since last reported in 22/23, relating to the purchase of the 3PR licence. This totals £21,110 as highlighted in Appendix 1 taking total reserve spend in the year to £48,700 and results in a net income for the partnership and TRO account after reserves use of £156,833.

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 1<sup>st</sup> April 2022 to 2<sup>nd</sup> March 2023 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 @ 02/03/2023

Appendix 1 South Essex Parking Partnership - Summary position @ 02/03/2023									
Actual 22/23	Chelmsford £	Brentwood £	Maldon £	Basildon £	Rochford £	Castle Point £	Total £	TROs £	Total £
<b>Direct Expenditure</b>									
- Employees	385,596	241,937	54,184	285,405	123,088	78,251	1,168,461	121,779	1,290,240
- Premises	0	10,000	0	0	0	0	10,000	0	10,000
- Supplies and Services	56,971	43,171	9,175	32,751	21,528	11,278	174,873	166,744	341,617
- Third Party Payments	23,345	17,343	3,949	12,647	6,002	5,199	68,486	0	68,486
- Transport costs	10,130	13,064	6,300	23,425	9,779	7,320	70,019	106	70,125
<b>Total Direct Expenditure</b>	<b>476,042</b>	<b>325,515</b>	<b>73,609</b>	<b>354,227</b>	<b>160,398</b>	<b>102,048</b>	<b>1,491,839</b>	<b>288,629</b>	<b>1,780,468</b>
<b>Indirect Expenditure</b>									
Central Support	54,885	36,804	7,893	30,288	11,197	9,545	150,612	24,138	174,751
<b>Total Indirect Expenditure</b>	<b>54,885</b>	<b>36,804</b>	<b>7,893</b>	<b>30,288</b>	<b>11,197</b>	<b>9,545</b>	<b>150,612</b>	<b>24,138</b>	<b>174,751</b>
<b>Total Expenditure</b>	<b>530,927</b>	<b>362,319</b>	<b>81,503</b>	<b>384,515</b>	<b>171,595</b>	<b>111,593</b>	<b>1,642,451</b>	<b>312,767</b>	<b>1,955,219</b>
<b>Income received to 02/03/2023</b>									
PCN's	478,607	480,538	54,377	211,034	118,400	125,055	1,468,012	0	1,468,012
Residents' Parking Permits	254,327	132,179	21,081	131,890	14,372	5,395	559,243	0	559,243
Pay & Display	87,186	43,246	0	0	0	0	130,432	0	130,432
Other	306	205	44	169	63	53	840	2,225	3,065
<b>Total Income</b>	<b>820,425</b>	<b>656,168</b>	<b>75,503</b>	<b>343,093</b>	<b>132,834</b>	<b>130,504</b>	<b>2,158,527</b>	<b>2,225</b>	<b>2,160,752</b>
<b>Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below</b>	<b>(289,499)</b>	<b>(293,849)</b>	<b>6,000</b>	<b>41,422</b>	<b>38,761</b>	<b>(18,910)</b>	<b>(516,076)</b>	<b>310,542</b>	<b>(205,533)</b>

(a)

**Memorandum: Items funded from Reserves**

	Actuals £
Body warn camera equipment	27,590
3PR Licence purchase	21,110
	<b>48,700</b>

<b>Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves</b>	<b>(205,533)</b>
<b>Net After Use of Reserves</b>	<b>(156,833)</b>

(a)

## SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

**THURSDAY 16th MARCH 2023 - 2.00pm**

### AGENDA ITEM 7

<b>Subject</b>	Update on Business Plan for 2022/23
<b>Report by</b>	Parking Partnership Manager

**Enquiries contact:** Nick Binder Parking Partnership Manager, Chelmsford. 01245 606303, [nick.binder@chelmsford.gov.uk](mailto:nick.binder@chelmsford.gov.uk)

#### **Purpose**

This report updates the Joint Committee on progress against the Business Plan approved for 2022/23.

#### **Options**

This report is for information.

#### **Recommendation(s)**

1. That the Joint Committee notes this report

#### **Consultees**

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

#### 1. Introduction

- 1.1 At its meeting on 10 March 2022, the Joint Committee approved the South Essex Parking Partnership's Business Plan for 2022/23.
- 1.2 This Business Plan provided an estimated annual budget based on the operational data and financial outturns from the previous years of operation and considered the reduction in income during the Covid-19 pandemic and the future forecasts on the business recovery.

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

## 2 Current position against projected outturn.

2.1 The Business Plan 2022/23 estimated that the enforcement account could expect a final surplus position of £83,000 to be allocated to the new strategic panel to cover wider strategic highway priorities. This amount would take into account an estimated surplus of £513,000 from the enforcement operation account and the deduction of the agreed £428,000 to cover the operational costs of Traffic Regulation Order (TRO) function, the necessary maintenance of signs and lines and the implementation of new traffic management schemes which require a traffic Regulation Order. The £400,000 reserve currently held in the reserve account would also be maintained. These projected outturns would be dependent on operating the function to the agreed expenditure costs and the amount of income received, in particular, PCN income which equates to 65% of the overall projected income.

2.2 The amount of PCNs issued across the Partnership is currently down by only 0.2% compared to the pre-Covid 2019-20 performance and 7.5% up against the 2020/21 performance. Currently the number of PCNs issued is 6.5% up against the estimated figure in the 2022/23 Business Plan. Operating costs and expenditure are currently as expected.

2.3 The total overall income has reduced by 6.4% compared to the pre-Covid 2019-20 outturn and has, as expected, increased by 8.6% compared to the 2021/22 account. Currently the income is 2.7% down against the estimated figure in the Business Plan for 2022/23. The reduction in resident permit income during May to June is due to a 3-month extension on residential permits; this concession was implemented to compensate for the additional non- resident parking required in the resident parking zones during the period of national lockdown.

## 3 Business objectives for 2022/23

3.1 The Business Plan sets out the objectives the Partnership wishes to achieve in 2022/23. Appendix A, section 1, provides an update against each objective. Section 2 provides a comparison of PCN issue rates and patrol data across all the Partnership areas, section 3 provides an overview of the income received and section 4 provides PCN issue rates for each individual area.

4 Appendix A, Section 5, provides the current recovery rates for the overall Parking Partnership and the individual areas.

The overall recovery rate for PCNs paid is currently 75% of the PCN issued. The expected outturn for the Partnership is in the region of 75% to 77%. In 2021/22 the outturn recovery rate was 75%. Considering that a high volume of PCNs issued are still within the initial recovery stage, the current recovery level is very good.

The rate of PCN cancellation (10%) remains within the expected level. The outturn position for cancellation rates in 2021/22 was 17%

## 5 Conclusion

Overall, the operation has performed well and the recovery of the operation following Covid-19 is progressing as estimated. Expenditure is currently as expected and the current financial position and the level of the performance to date provides a good indication that the Partnership will achieve the estimated outturn position of the 2022/23 Business Plan.

The projected Partnership outturn for 2022-23, after the deduction of the agreed TRO operational, implementation and maintenance costs, is expected to achieve an operational surplus in the region of £83,000 to be allocated to Part 3 of the agreement to contribute to wider highway strategic priorities.

## List of Appendices

Appendix A: Performance and update on the Business Plan objectives for 2022/23

## Background Papers

South Essex Parking Partnership Business Plan 2022/23

The South Essex Parking Partnership Joint Committee Agreement 2022

# APPENDIX A



## Performance and update on Business Plan objectives for 2022/23

(April 2022 to February 2023)



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# 1 Business Plan aims and objectives update

Objective for 2022/23	Linked to business aim	Action and measure
<p><b>1: Monitor the effects of the business recovery and adjust the business case to ensure service provision meets demand.</b></p> <p><b>Gauge the potential long term operational and financial impact of the change of working patterns / environments and parking requirements following the easing of the lockdown measures.</b></p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>The number of PCNs issued, and the amount of PCN, Pay &amp; Display and resident parking income is being compared to the actual outturn from 2019/20 (Pre-Covid), the outturn from 2021/22 and the current financial year.</p> <p>The level of recovery is being gauged against the Annual Business Plan 2022/23 which contains estimates based on the assumed recovery and performance, based on pre-Covid levels.</p>
<p><b>2: Continued focus on performance and sickness absence management at a local level to ensure best use of staff resource and improve attendance levels and subsequently maintain expected levels of patrol coverage.</b></p> <p><b>Provide a professional service, ensuring full compliance with TMA 2004 and high levels of customer service.</b></p> <p><b>Key Performance Indicators:</b></p> <ul style="list-style-type: none"> <li>• <b>75% of PCNs issued are successfully recovered</b></li> <li>• <b>CEOs to achieve an average performance score of 33</b></li> <li>• <b>PCNs which have been cancelled due to an CEO error, not to exceed 0.8%</b></li> </ul>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Monthly 1 to1 meetings are taking place between the Area Team Leaders and the Civil Enforcement Officers. These meetings provide an opportunity to discuss individual performance and how the performance is contributing to the overall Business Plan.</p> <p>In addition to these meetings, six monthly operational updates are provided by the Parking Partnership Manager. These inform staff of the progress against the agreed Business Plan. Monthly area performance updates are provided to each area depot on a monthly basis.</p> <p>CEOs are not set any targets regarding the amount of PCNs they should issue. The main focus of this work is to ensure that staff make best use of their time and maintain a sufficient level of patrol coverage throughout the many areas that require parking enforcement.</p> <p>The amount of PCNs issued across the Partnership is currently only 0.2% down</p>

		<p>against the pre-Covid 2019-20 performance, 7.5% up on the 2021/22 performance and currently 7.4% up against the estimated figure in the Business Plan.</p> <p>The current level of performance is likely to achieve the overall outturn position as set out in the 2022/23 Business Plan</p>
<p><b>3: Ensure CEO patrol rotas are continually reviewed to ensure best use of staff time in key areas.</b></p> <p><b>Continue to provide ad-hoc out of hours enforcement to concentrate enforcement on known problem areas.</b></p> <p><b>Review enforcement outside of the core operational hours and review level of resource required to ensure staff have enough support during these periods</b></p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Area Team Leaders are modifying staff rotas to meet the needs of changing parking habits. The focus of the team is to ensure that the staff are in the right place at the right time providing essential traffic management.</p> <p>There has been increased pressure to deal with parking issues at places of interest and recreation, such as country parks, rivers and locks, water attractions and as schools have returned to normality the demand for enforcement around schools is ever increasing. The team have adjusted working patterns to meet these demands.</p> <p>Each area continues to provide out of hours enforcement at known problem areas. The areas are identified from feedback and reports from Councillors, Lead Officers and members of the public.</p> <p>The Parking Partnership has arrangements in place with Maldon and Brentwood for their staff to provide additional patrol coverage at known problem areas outside of the core hours.</p>
<p><b>3: Partnership CEOs to support Castle Point, and Rochford at key times and to provide holiday cover.</b></p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO</p>	<p>When resource permits, the partnership staff are being utilised to cover any staffing shortfalls due to holiday or sickness in these key areas.</p>

	<p>function at zero deficit</p> <p>Maintain a contingency reserve</p>	
<p><b>4: Maldon to continue additional CEO patrol coverage with the use of the Community Service Officers outside of normal working hours and during peak summer season.</b></p> <p><b>Maintain communications between the Council and the Partnership passing on intelligence regarding events (such as the Maldon Mud Race. Burnham Carnival etc.) when additional enforcement is required</b></p> <p><b>Introduce targeted action days to deal with Hot Spots (schools etc.) allocating Council resources in addition to the Partnership staff</b></p>	<p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>Maldon Community Service Officers continue to provide additional support to the Parking Partnership to provide out of hours parking enforcement in the Resident Parking Zones and in the High Street outside of normal patrol hours. This arrangement is extended to provide additional enforcement during know events in the district.</p>
<p><b>5: Continue to operate the service level agreement with Brentwood Borough Council to engage the services of the Brentwood Community Safety Officers to provide enforcement patrols to assist with weekend and out of hours coverage.</b></p>	<p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>The SEPP enforcement Team and the Brentwood Community Safety team are working well in Partnership to address issues outside of core operational hours. Joint patrols have also been set up with the police to deal with issues of anti-social behaviour and parking contraventions. These patrols have proved to be very successful.</p>
<p><b>6: Review current operational expenditure and processes and determine if further efficiencies / improvements can be made</b></p>	<p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p>	<p>The operational expenditure is currently as expected and in line with the budget in the Annual Business Plan.</p>

	Maintain a contingency reserve	
<b>7: Identify the proposed resident parking schemes, which are agreed and approved. Determine the additional income gained from the resident permit charges and adjust each area account to reflect the change.</b>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	Resident permit schemes have been progressed and approved by the Sub Committee. Several new permit schemes have been introduced into the Partnership areas and the additional income received is reflected in the individual area financial outturn and contributes to the running of these schemes.
<b>8: Identify and prioritise schemes in areas which provide the greatest benefit to the overall aims and objectives of the Parking Partnership</b>  <b>Produce and implement a programme of essential maintenance works for signs and lines and TROs requiring attention.</b>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p> <p>Maintain signs and lines and TROs to an acceptable level ensuring suitable</p>	Schemes requiring essential maintenance continue to be identified and agreed by the delegated powers given to the SEPP manager. A significant amount of work has been completed in this area ensuring parking restrictions remain enforceable.

	funding is available	
<b>9: Ensure that new developments requiring parking related restrictions / schemes contribute to the implementation of the scheme via section 106 arrangements or the Community Infrastructure Levy</b>	Maintain signs and lines and TROs to an acceptable level ensuring suitable funding is available	Ongoing: Partnership Lead Officers to maintain local relationships with planning departments and Essex County Council Highways.
<b>10: Continue to develop and roll out the School Parking Initiative across all Partnership areas, to improve parking behaviours at school drop off and pick up times</b>	Support the core principles of TMA 2004	After a period of inactivity due to Covid and social distancing at schools, the Partnership is starting to engage with interested schools again, and revisit schools who are currently in the initiative. The vacant post for a School Liaison Officer was filled in October 2022.
<b>11. Meet with Officers from NEPP and ECC to determine the future working arrangements of the Parking Partnerships and determine a timeline of key decisions for ECC and Joint Committee Members.</b>	Support the core principles of TMA 2004  Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit	The Joint Committee Agreement has been completed and all SEPP partners signed the new agreement on 30 June 2022
<b>12. Agree and approve with Joint Committee Members and Lead Officers how the carry forward operational fund will be allocated and distributed as per Section 55 of the RTRA 1984.</b>	Support the core principles of TMA 2004  Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit	A report was presented to the Joint Committee at its meeting on 28 July 2022 with the recommendations for the distribution of the operational fund being approved.

	Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit	
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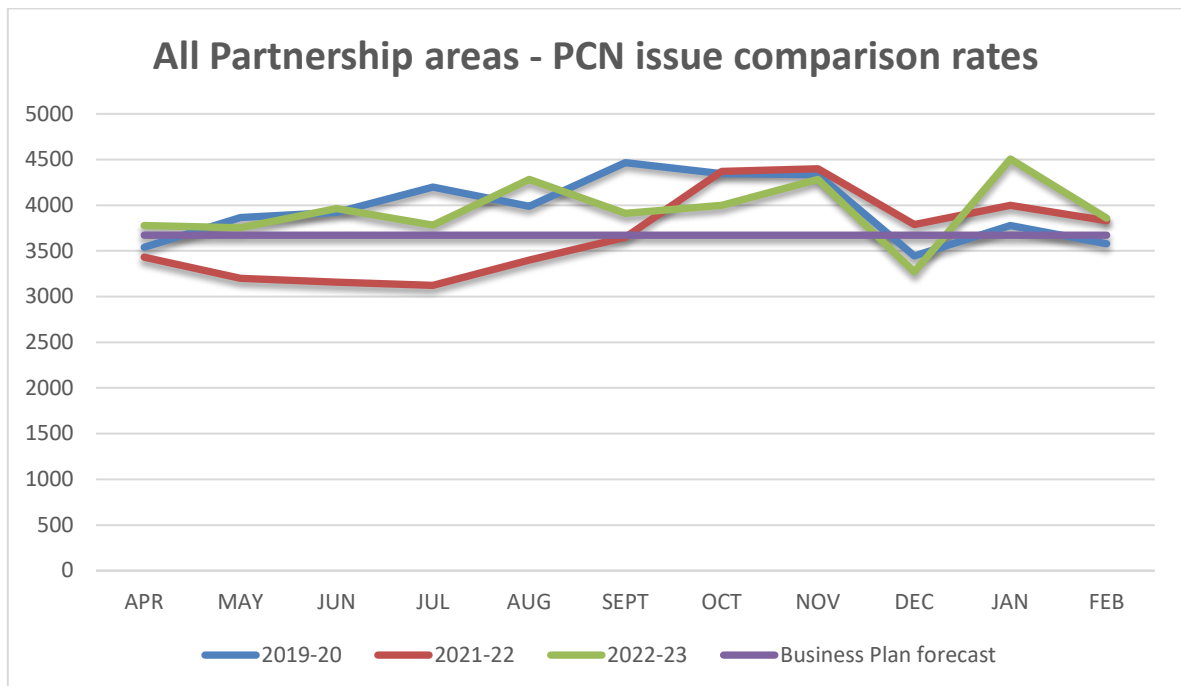
## 2 **Overall Partnership PCN comparison**

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

A reduction in this level of income will have a detrimental effect on the overall account and it is therefore important to monitor this effect. The amount of PCNs issued compared to the previous years of the operation is a good benchmark to determine how the operation is performing and recovering post Covid 19. The following table provides the current PCN issue rate compared to the operation in 2019/20 (pre-covid), the 2021/22 outturn and the Business Plan estimate.

This relates to the period April 2022 to February 2023 for PCNs issued across all areas in the Parking Partnership.

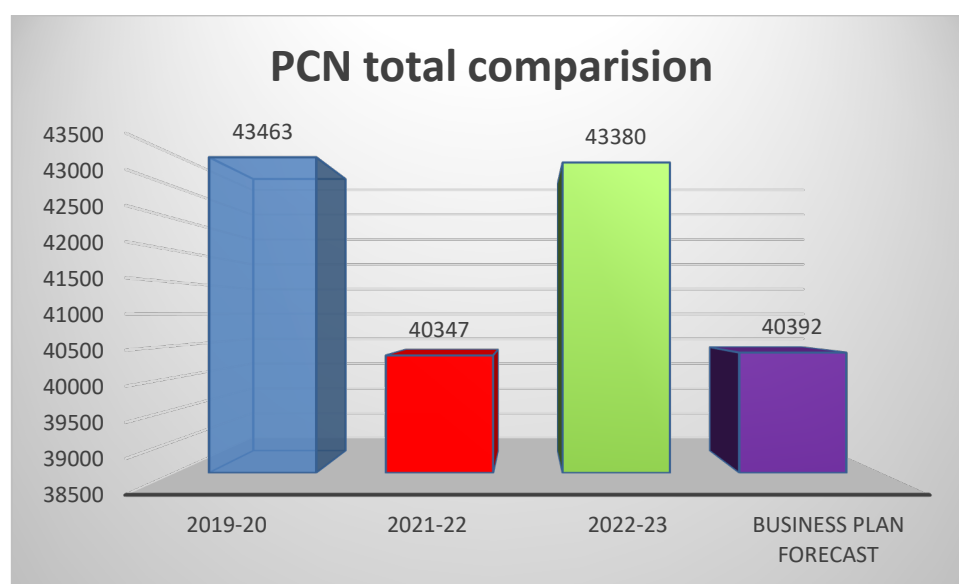
**Monthly 2022/23 PCN issue rate comparison against the 2019/2020 & 2021/22 operation and the Business Plan estimate for 2022/23.**



SEPP	2019-20	2021-22	2022-23	Business Plan forecast
APR	3541	3432	3778	3672
MAY	3865	3200	3753	3672
JUN	3923	3157	3962	3672
JUL	4199	3123	3780	3672
AUG	3989	3401	4282	3672
SEPT	4466	3648	3911	3672
OCT	4344	4370	3997	3672
NOV	4335	4399	4284	3672
DEC	3445	3788	3270	3672
JAN	3778	3997	4506	3672
FEB	3578	3832	3857	3672
Total	43463	40347	43380	40392



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



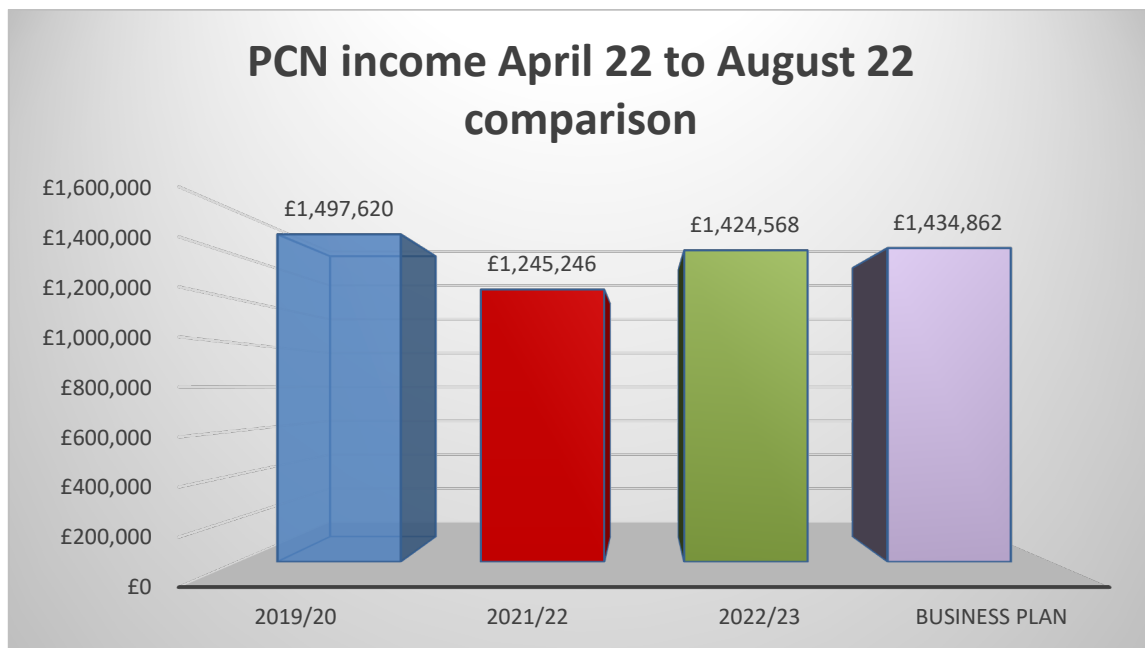
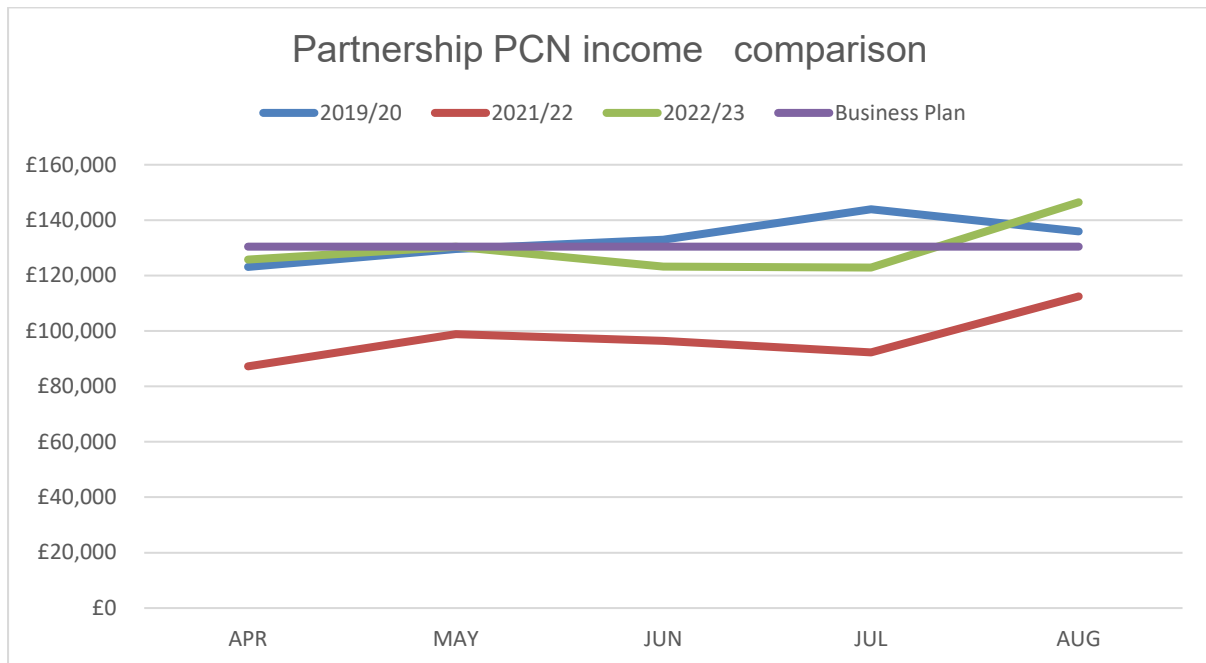
The amount of PCNs issued across the Partnership is currently only 0.2% down against the pre-Covid 2019-20 performance, 7.5% up on the 2021/22 performance and currently 7.4% up against the estimated figure in the Business Plan.

### **3 Income Statistics**

The following tables provide the current levels of income compared to the operation in 2019/20 (pre-covid), the 2021/22 outturn and the Business Plan estimate for 2022/23

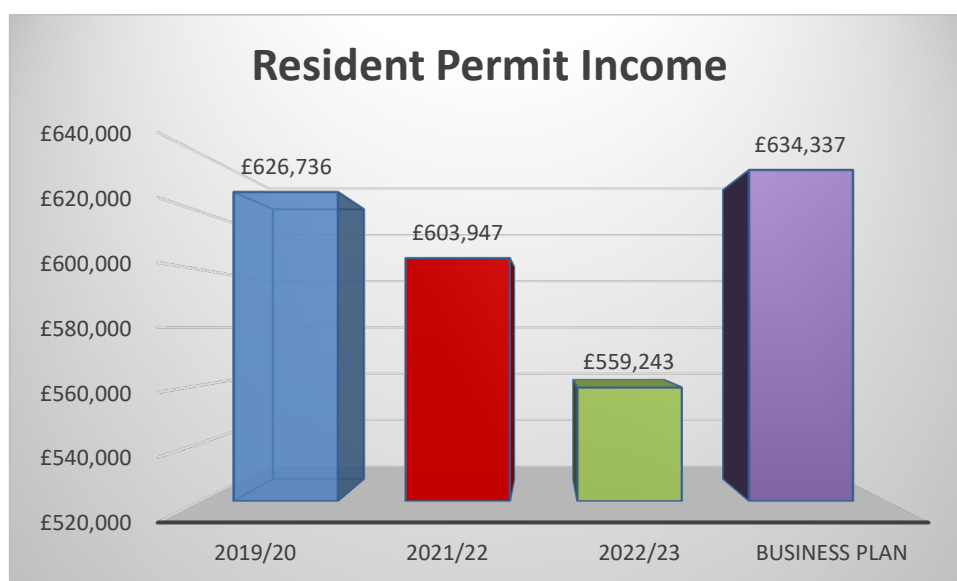
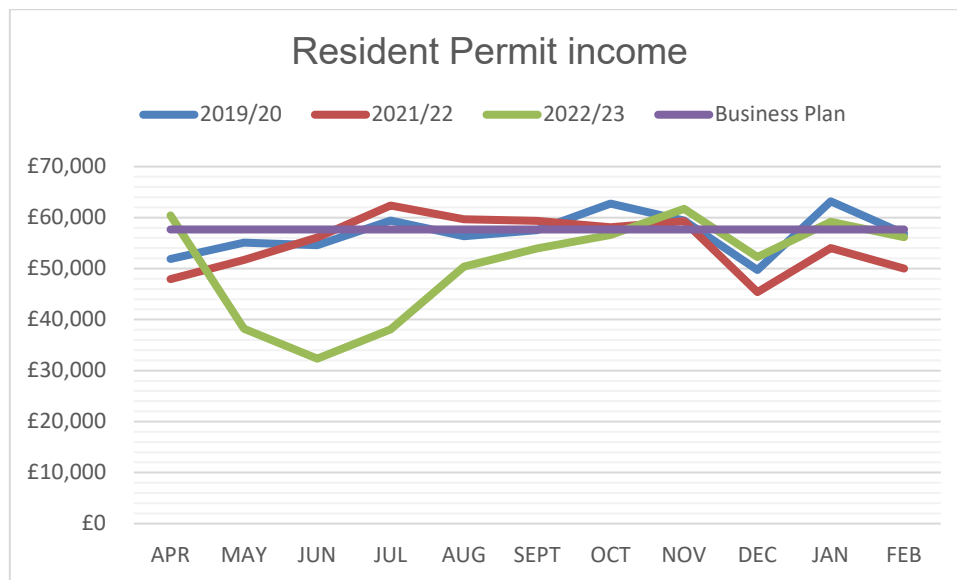
This relates to the period April 2022 to August 2022 for all partnership areas

## Overall Partnership monthly PCN income comparison for period April 2022 to February 2023



The overall PCN income for this financial year has reduced by 4.8% against the 2019-20 pre Covid income levels and has increased by 14.4% compared to 2021/22 and is currently 0.7% down against the estimated figure in the Business Plan for 2022/23.

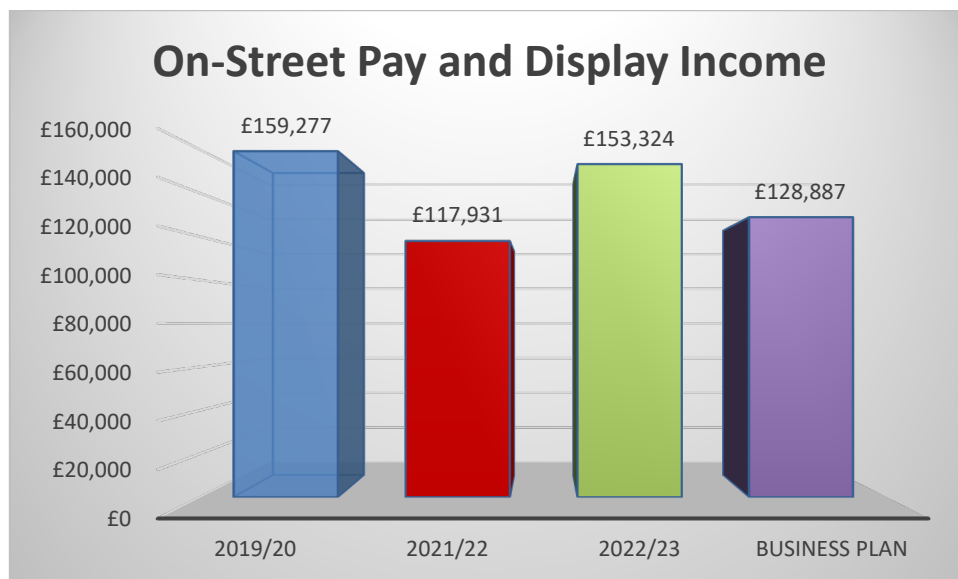
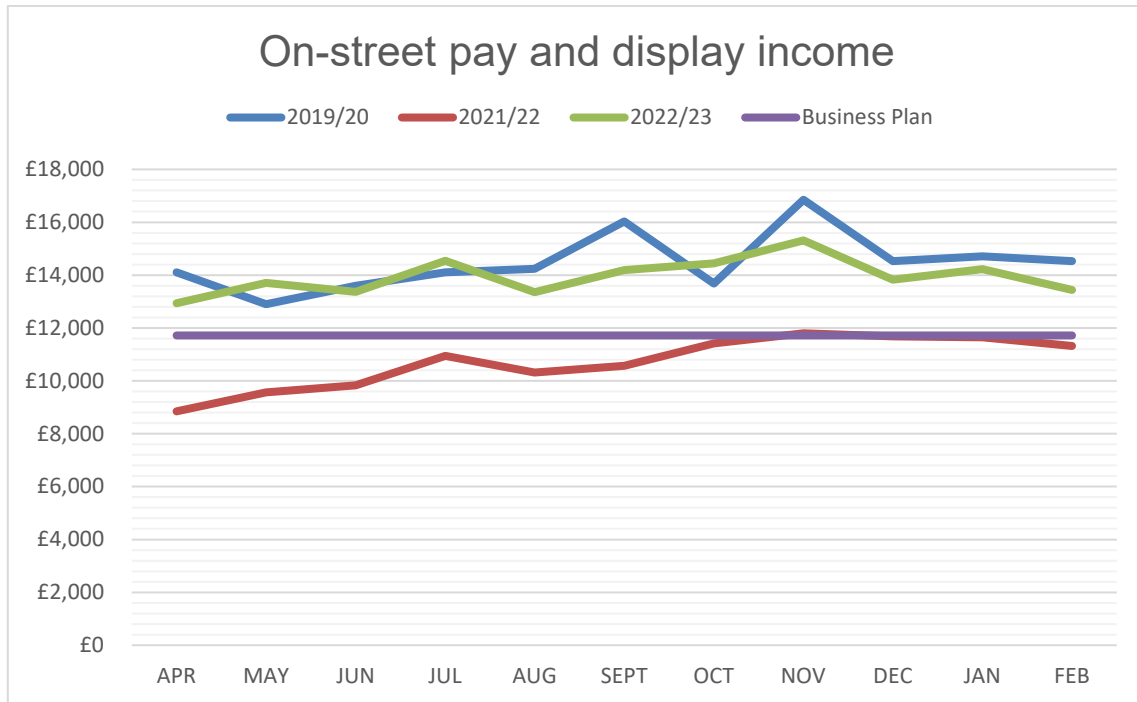
## Overall Partnership monthly resident permit income comparison for period April 2022 to February 2023



During the national lockdown from March to June 2020, the Government provided guidance on how to accommodate the increase in vehicles in residential areas due to the requirement to isolate and stay at home. Parking enforcement was not considered a key service and enforcement officers were also instructed to stay at home during this period. Resident permit areas were not enforced during this period and it was generally accepted that it was necessary for non-permit holders to park in the residential zones. The Parking Partnerships acknowledged that resident permit holders who had purchased a resident permit were being disadvantaged during this

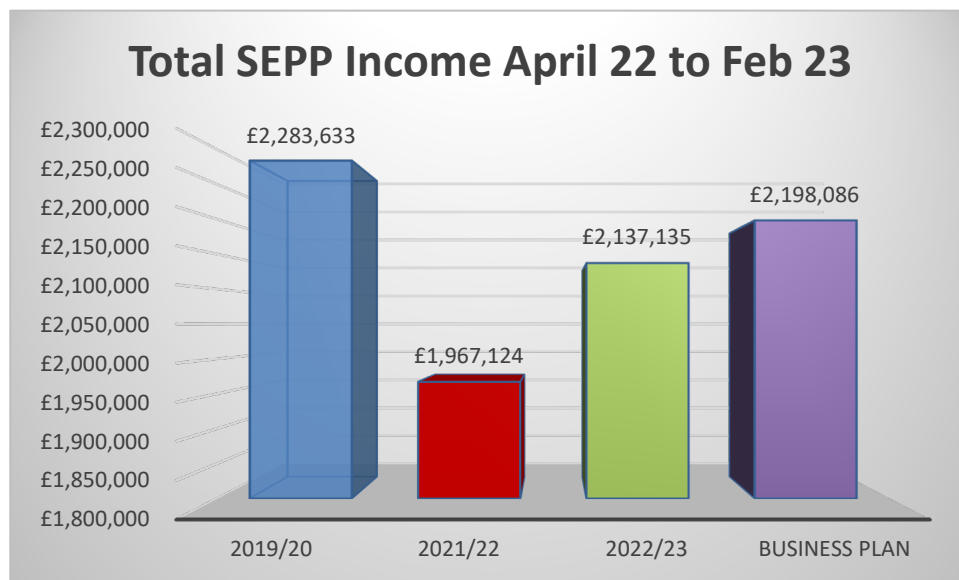
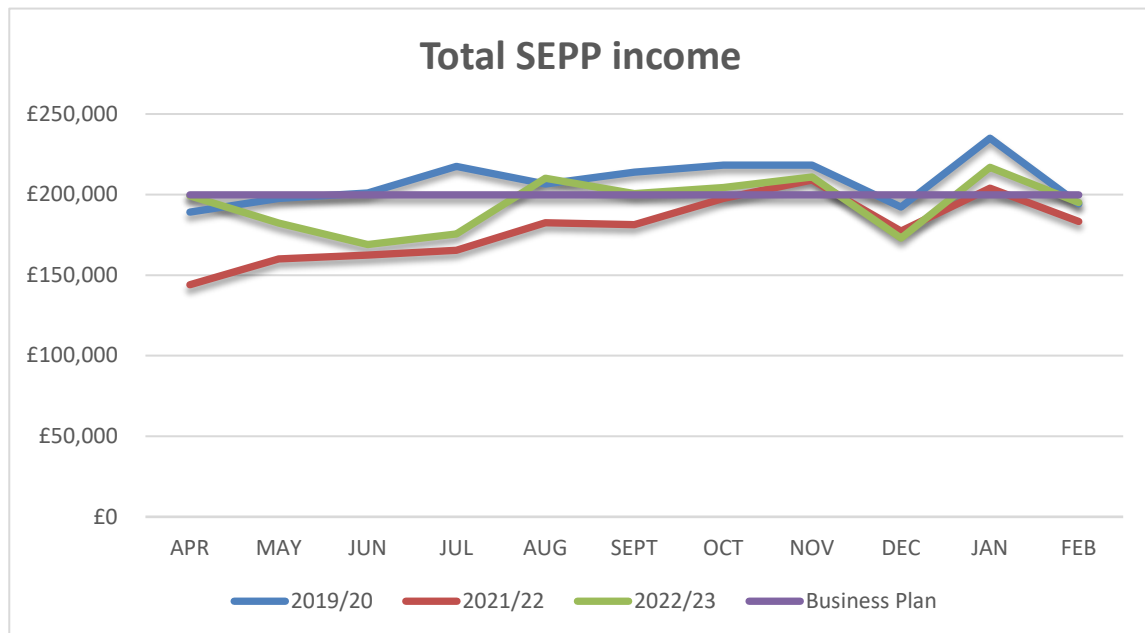
period and it was agreed that the permit holders would be given a three-month extension to the expiry date of the permit to compensate for this period. The 3-month extension was applied in May 2022 which accounts for a decline in income during May, June and July and the subsequent return to normal levels in August.

### Overall Partnership monthly Pay and display income comparison for period April 2022 to February 2023



The overall pay and display income has started to return to pre Covid levels, currently slightly down by 3.7% against the 2019-20 performance. The amount has increased by 30% compared to the previous year and is currently up by 19% compared the estimate in the Business Plan.

### Total Partnership monthly income comparison for period April 2022 to February 2023

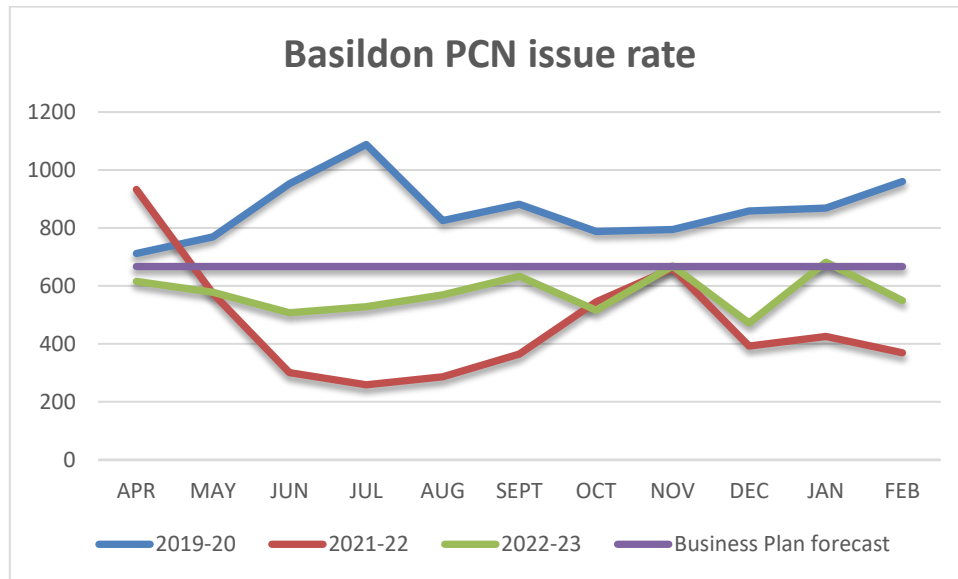


The total overall income for the first 5 months of the financial year has reduced by 6.4% against the 2019-20 pre-Covid levels and has increased by 8.6% compared to the 2021/22 performance and is currently 2.7% down against the estimated figure in the Business Plan for 2022/23.

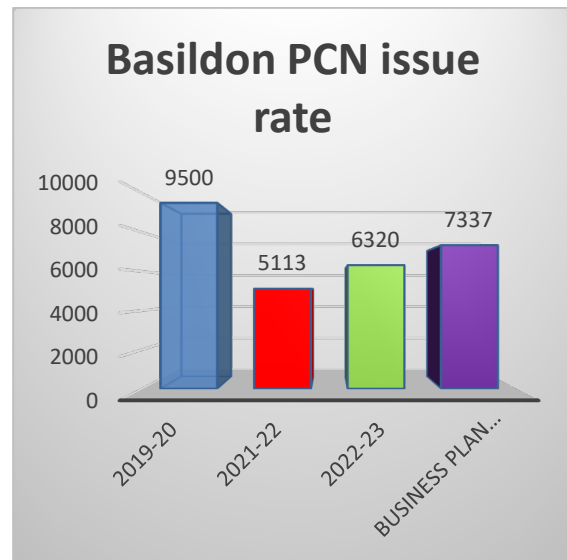
#### 4 Individual area PCN comparisons

The following tables (pages 15 to 18) provides the current PCN issue rate for each of the partner authorities compared to the operation in 2019/20 (pre-covid), the 2021/22 outturn and the Business Plan estimate.

##### 4.1 Basildon

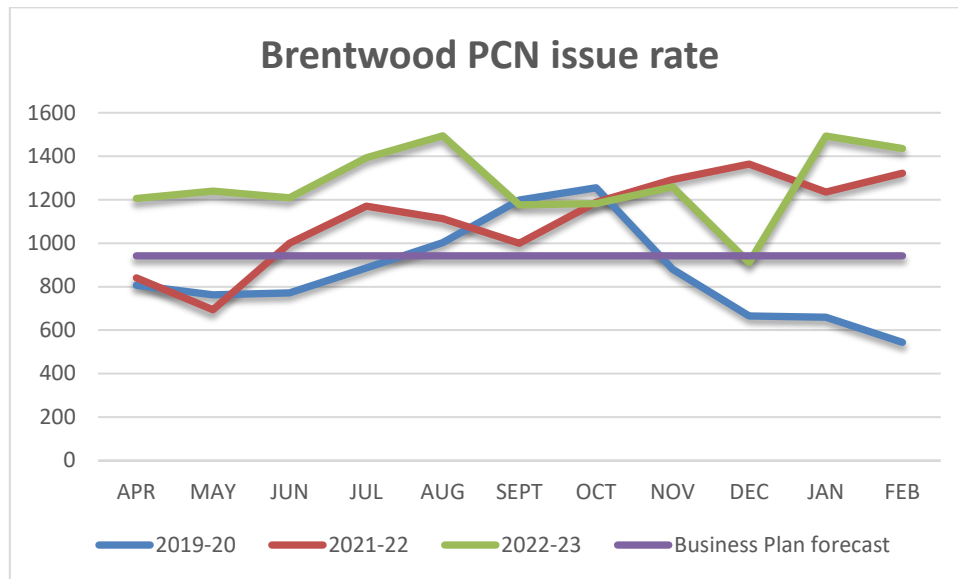


Basildon	2019-20	2021-22	2022-23	Business Plan forecast
APR	712	933	616	667
MAY	769	574	578	667
JUN	952	301	508	667
JUL	1088	259	528	667
AUG	826	287	569	667
SEPT	882	365	633	667
OCT	788	545	516	667
NOV	795	661	669	667
DEC	859	393	472	667
JAN	869	426	682	667
FEB	960	369	549	667
Total	9500	5113	6320	7337

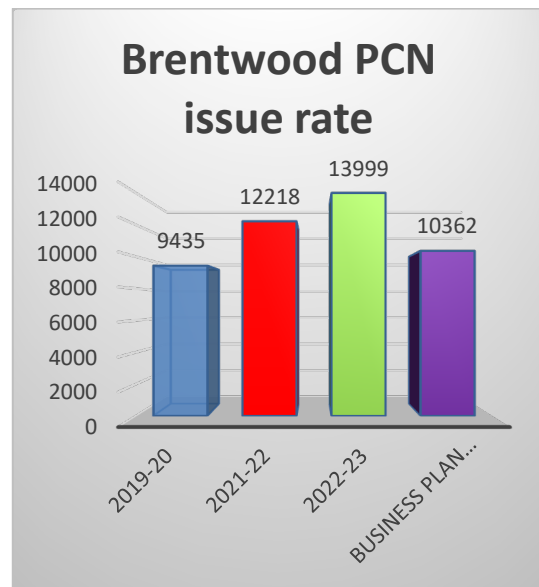


The number of PCNs issued in Basildon has reduced by 33.5% against the pre-Covid 2019-20 performance and has increased by 23.6% compared to the 2021/22 performance. The amount of PCNs issued is currently 14% down against the estimated figure in the Business Plan for 2022/23.

## 4.2 Brentwood

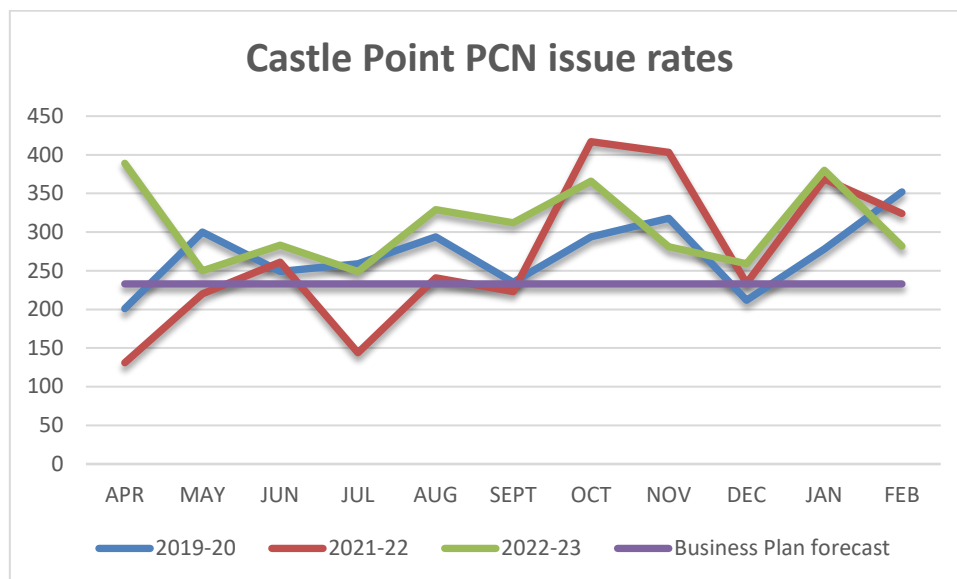


Brentwood	2019-20	2021-22	2022-23	Business Plan forecast
APR	807	841	1206	942
MAY	763	694	1240	942
JUN	772	999	1209	942
JUL	887	1171	1393	942
AUG	1003	1113	1494	942
SEPT	1198	999	1177	942
OCT	1255	1188	1182	942
NOV	881	1292	1259	942
DEC	665	1364	911	942
JAN	660	1235	1493	942
FEB	544	1322	1435	942
<b>Total</b>	<b>9435</b>	<b>12218</b>	<b>13999</b>	<b>10362</b>

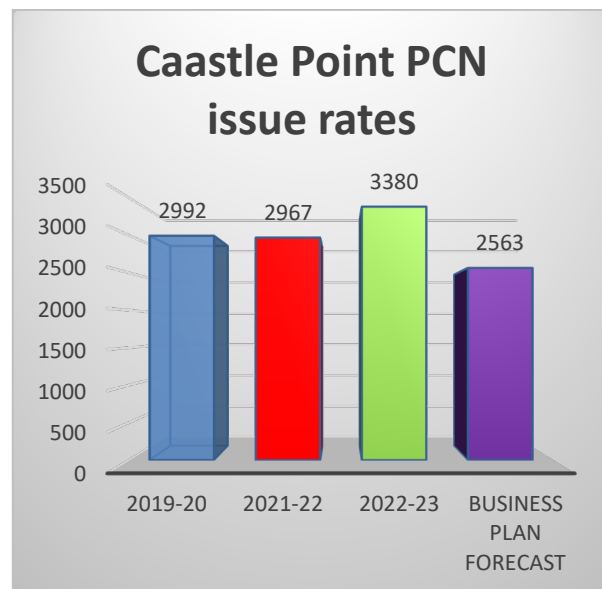


The number of PCNs issued in Brentwood has increased by 48% against the pre-Covid 2019-20 performance and has increased by 14.6% compared to the 2021/22 performance and is currently 35% up against the estimated figure in the Business Plan for 2022/23.

### 4.3 Castle Point



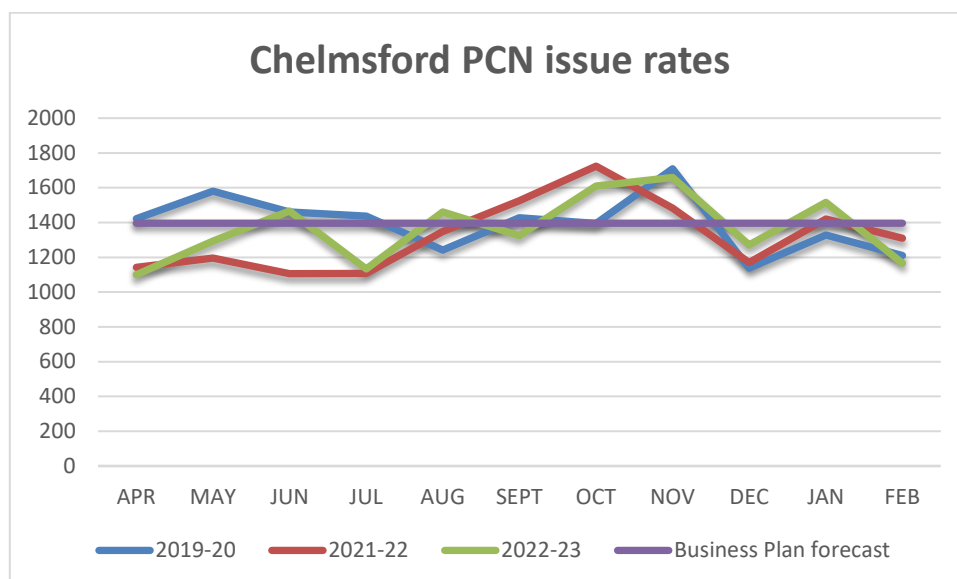
Castle Point	2019-20	2021-22	2022-23	Business Plan forecast
APR	201	131	389	233
MAY	300	220	250	233
JUN	249	261	283	233
JUL	259	144	249	233
AUG	294	241	329	233
SEPT	235	223	312	233
OCT	294	417	366	233
NOV	318	403	281	233
DEC	212	234	259	233
JAN	278	369	380	233
FEB	352	324	282	233
<b>Total</b>	<b>2992</b>	<b>2967</b>	<b>3380</b>	<b>2563</b>



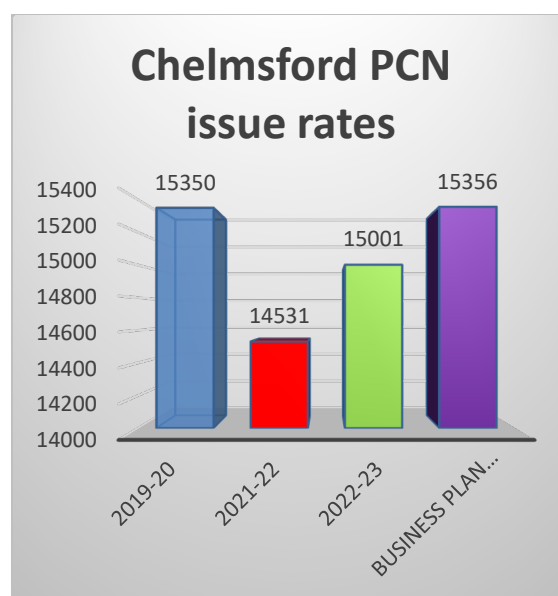
The number of PCNs issued in Castle Point is currently up by 13% against the pre Covid 2019-20 performance and has increased by 14% compared to the 2021/22 performance and is currently 32% up against the estimated figure in the Business Plan for 2022/23.



## 4.4 Chelmsford

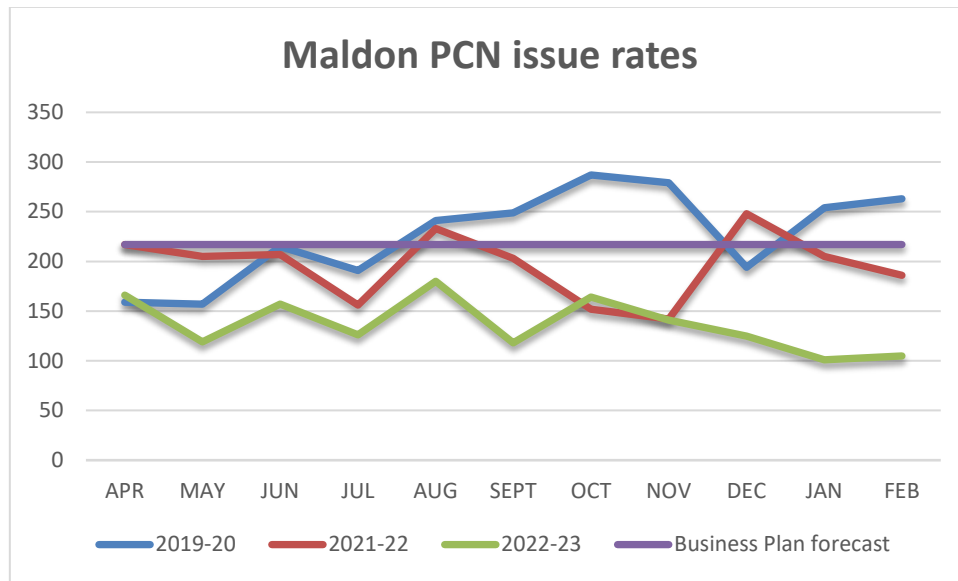


Chelmsford	2019-20	2021-22	2022-23	Business Plan forecast
APR	1422	1143	1100	1396
MAY	1580	1196	1294	1396
JUN	1461	1106	1466	1396
JUL	1437	1108	1133	1396
AUG	1241	1348	1461	1396
SEPT	1428	1525	1324	1396
OCT	1394	1724	1610	1396
NOV	1709	1482	1659	1396
DEC	1138	1170	1272	1396
JAN	1329	1420	1516	1396
FEB	1211	1309	1166	1396
Total	15350	14531	15001	15356

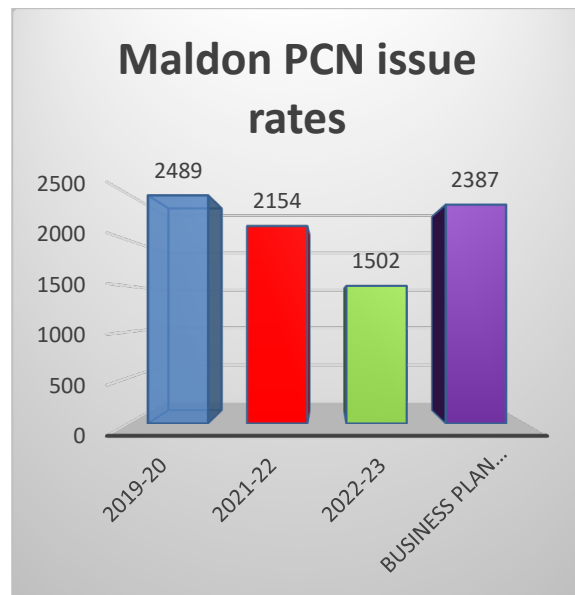


The number of PCNs issued in Chelmsford has reduced by 2% against the pre-Covid 2019-20 performance and has increased by 3.3% compared to the 2021/22 performance and is currently 2% down against the estimated figure in the Business Plan for 2022/23.

#### 4.5 Maldon

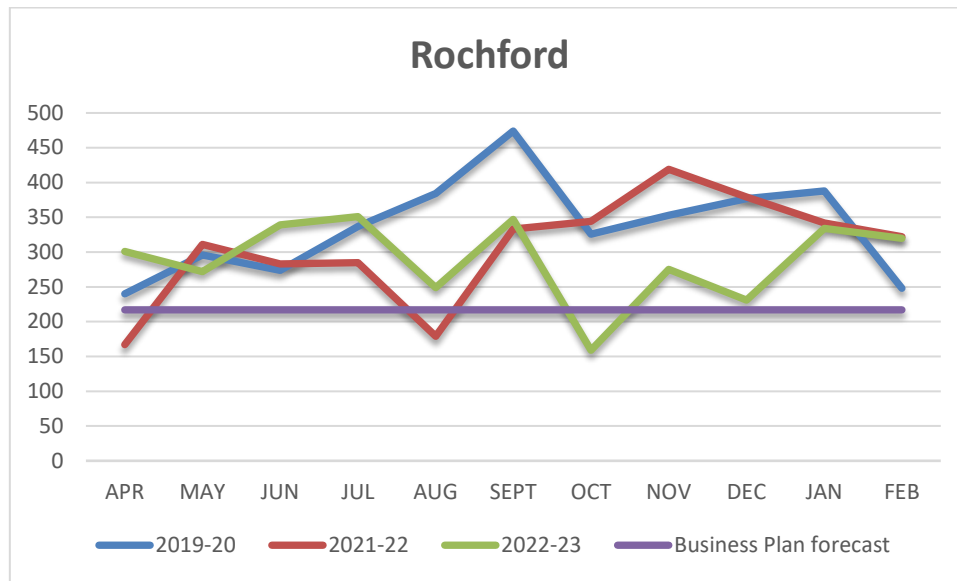


Maldon	2019-20	2021-22	2022-23	Business Plan forecast
APR	159	217	166	217
MAY	157	205	119	217
JUN	215	207	157	217
JUL	191	156	126	217
AUG	241	233	180	217
SEPT	249	203	118	217
OCT	287	152	164	217
NOV	279	142	141	217
DEC	194	248	125	217
JAN	254	205	101	217
FEB	263	186	105	217
Total	2489	2154	1502	2387

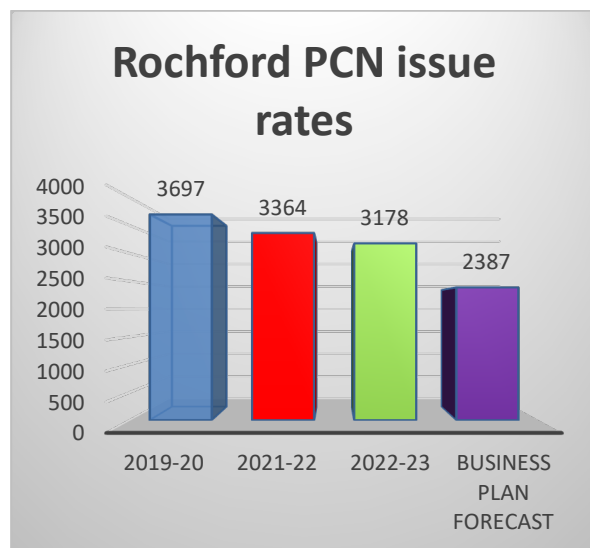


The number of PCNs issued in Maldon has decreased by 39.6% against the pre-Covid 2019-20 performance and has decreased by 30.2% compared to the 2021/22 performance and is currently 37% down against the estimated figure in the Business Plan for 2022/23.

#### 4.6 Rochford



Rochford	2019-20	2021-22	2022-23	Business Plan forecast
APR	240	167	301	217
MAY	296	311	272	217
JUN	274	283	339	217
JUL	337	285	351	217
AUG	384	179	249	217
SEPT	474	333	347	217
OCT	326	344	159	217
NOV	353	419	275	217
DEC	377	379	231	217
JAN	388	342	334	217
FEB	248	322	320	217
Total	3697	3364	3178	2387



The number of PCNs issued in Rochford has reduced by 14% against the pre-Covid 2019-20 performance and has decreased by 5.5% compared to the 2021/22 performance and is currently 33% up against the estimated figure in the Business Plan for 2022/23.

## 5 Recovery rates

The following table shows the current recovery and cancellation rates across the Partnership and for each individual area. This data relates to the period 1 April 2022 to 28 February 2023.

Back Office PCN recovery rates April 2022 to February 2023								% of stage payment received from PCNs fully paid		
	PCNs Issued	Cases stopped	%	Outstanding	%	Fully Paid	%	Discount	Full amount	Surcharge Paid
Basildon	6,320	741	12	1112	18	4467	71	83	13	4
Brentwood	13999	1537	11	2373	17	10089	72	83	13	4
Chelmsford	15001	1906	13	2735	18	10360	69	85	12	3
Castle Point	3380	256	8	386	11	2738	81	85	11	4
Maldon	1502	173	12	179	12	1150	77	87	11	3
Rochford	3178	187	6	379	12	2612	82	87	10	3
<b>Partnership Total</b>	43380	4800	10	7164	15	31416	75	85	12	3

The overall recovery rate for PCNs paid is currently 75% of the PCN issued. The expected outturn for the Partnership is in the region of 75% to 77%. In 2021/22 the outturn recovery rate was 75%. Considering that a high volume of PCNs issued are still within the initial recovery stage, the current recovery level is very good.

The rate of PCN cancellation (10%) remains within the expected level. The outturn position for cancellation rates in 2021/22 was 17%

## **SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**

**THURSDAY 16 MARCH 2023 - 2.00pm**

### **AGENDA ITEM 9**

<b>Subject</b>	Brentwood proposal for the allocation of the agreed share of operational fund
<b>Report by</b>	Nick Binder, South Essex Parking Partnership Manager

**Enquiries contact:** Nick Binder. Nick.binder@chelmsford.gov.uk

#### **Purpose**

- This report provides the Joint Committee with the proposal from Brentwood Borough Council on how they intend to use the agreed £186,000 allocation from the SEPP (South Essex Parking Partnership) operational fund in accordance with Section 55 of the Road Traffic Regulation Act 1984 (RTRA 1984).
- The Full £186,000 has been allocated over 3 projects.

#### **Options**

The Joint Committee can approve, amend, or reject the proposal

#### **Recommendation(s)**

It is recommended that the Joint Committee;

- Agree that the proposed schemes totalling £186,000 are in accordance with Section 55 of the RTRA 1984 and.

Authorise the South Essex Parking Partnership Manager to release these funds to Brentwood Borough Council from the SEPP parking account.

<b>Consultees</b>	Lead Officers from each of the Partner Authorities as set out in Appendix B of the Joint Committee Agreement 2022.
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## 1. Introduction

- 1.1 At its meeting on 28 July 2022 the Joint Committee was presented with a report with a recommendation that the Joint Committee approves the allocation of £1,302,000 from the operational fund between the seven Partnership authorities for schemes and projects which are in accordance with Section 55 of the RTRA 1984.

The Joint Committee agreed to equally share the £1,302,000 surplus (the amount remaining at the end of the previous Joint Committee Agreement) between the seven Partner Authorities (£186,000 each). It was also agreed that the funding will be released to the Partnership Authorities subject to the following criteria:

- Each partner authority will need to present a report for approval by the Joint Committee providing details of the proposed scheme(s) which will demonstrate that the funding will be fully used as per the requirements of Section 55 of the RTRA 1984.

This report provides the Joint Committee with information for the Brentwood Borough Council proposals.

## 2 **Brentwood Borough Council proposals**

### 2.1 **First Project - ANPR based Parking System**

#### **Summary:**

Install an ANPR based parking system, enabling the multi-storey car park, Coptfold Road, Brentwood to be secured, preventing unauthorised access. £65,520 is requested to fund this project.

#### **Reason:**

Current technology is outdated and is subject to frequent failures. There are also anti-social behavioural issues – particularly out of hours - and there has sadly been a suicide in recent years with subsequent attempts.

The Council's enforcement team manage some of the anti-social behaviour during patrols however, out of hours patrols are not every evening. The Council has plans to redevelop the Baytree Centre that the MSCP is adjacent to, therefore implementing the innovative technology now will help support the scheme coming forward at the Baytree Centre.

#### **Proposed:**

ANPR system to include payment terminals, door entry pads, entry lane barriers and ceiling mounted cameras.

Works will also be required to secure the car park through modifications to the entry and exit gates. It will also be necessary to secure the foyer/reception and to restrict the view of cars parked on the lower levels.

**Costs:**

	£	£
ANPR Parking System		
ANPR System	5,634	
Pay Station Terminals	10,308	
Intercom System	6,538	
Barriers	4,717	
Entry Pads	5,850	
Project Management/Civils	3,888	
Year 1 support	3,585	
Entry/Exit Gate modifications (estimated)	10,000	
Reception area (estimated)	15,000	
<b>Total</b>		<b>65,520</b>

## 2.2

### **Second Project – Re-lining car park bays**

#### **Summary:**

Undertake re-lining of the car park bays in Bell Mead car park, Ingatestone. This will be beneficial in directing users of the car park. £5,500 is requested to fund this project.

#### **Reason:**

The current lines have faded, and it is difficult for car park users to determine where they should park. The car park offers parking to support local businesses within Ingatestone. The car park needs a refresh and bays need to be lined to ensure compliant parking.

#### **Proposed:**

There are c. 36 spaces that require re-lining, including a disabled bay.

#### **Costs:**

	£
Re-lining car park bays (estimated)	5,500
<b>Total</b>	<b>5,500</b>



## 2.3

### Third Project – Car Park Improvements William Hunter Way

#### Summary:

Undertake excavation works to level the car park in William Hunter Way as well as re-lining of the car park bays and road markings. To install measures to reduce anti-social behaviour within the car park. £114,980 is requested to fund this project.

#### Reason:

William Hunter Way Car Park is Brentwood's most utilised pay and display car park. However, as a car park it is need of enhancing. The car park suffers from large potholes and flooding. The lining of bays and road markings are deteriorating, and the car park is close to being deemed as not fit for purpose. The car park often suffers with anti-social behaviour most active within the evening of cars congregating to the back of the car park. Temporary measures have been installed however permanent fixtures are required.

#### Proposed:

Bays will be compliant with current standard of 2.9m x 5.5m enhancing the car park offering to the customer. This does reduce the number of current bays within the car park, however the MSCP in Coptfold road has capacity to take on the parking demand.

The car park will be excavated to reduce the levels in the car park, reducing the flooding within the car park. The car park will then be retarmacked and lined accordingly. Fencing that backs onto the residential side will be replaced and measures installed with permanent bollards to close off parts of the car park to reduce congregation of cars using the car park as a meeting point.

#### Costs:

	£
Planning & Evacuation	20,000
Tarmac	60,000
Lining	7,250
Fencing and Bollards	27,730
<b>Total</b>	<b>114,980</b>

### 3 How these proposals meet the requirements of the RTRA 1984 (s55)

The above proposals meet the criteria of subsection 4 (b) meeting all or part of the cost of the provision and maintenance by the local authority of off-street parking accommodation whether in the open or under cover.

- 4 If the Joint Committee approve these schemes totalling £186,000, Brentwood Borough Council will have no monies remaining from their allocation.

### **Conclusion**

Brentwood Borough Council has provided a list of proposed schemes which meet the criteria of Section 55 of the RTRA 1984 to be approved by the Joint Committee.

It is recommended that the Joint Committee:

- Agree that the proposed schemes totalling £186,000 are in accordance with Section 55 of the Road Traffic Regulation Act 1985 and.

Authorise the South Essex Parking Partnership Manager to release these funds to Brentwood Borough Council from the SEPP parking account.

### Appendices

None

### Background Papers

The South Essex Parking Partnership Joint Committee Agreement 2011.  
The South Essex Parking Partnership Joint Committee Agreement 2022.

## **SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**

**THURSDAY 16th MARCH 2023 - 2.00pm**

### **AGENDA ITEM 10**

<b>Subject</b>	Maldon proposal for the allocation of the agreed share of operational fund
<b>Report by</b>	Nick Binder, South Essex Parking Partnership Manager

**Enquiries contact:** Nick Binder. [Nick.binder@chelmsford.gov.uk](mailto:Nick.binder@chelmsford.gov.uk)

#### **Purpose**

- This report provides the Joint Committee with the proposal from Maldon District Council on how they intend to use the agreed £186,000 allocation from the SEPP (South Essex Parking Partnership) operational fund in accordance with Section 55 of the Road Traffic Regulation Act 1984 (RTRA 1984).
- The Full £186,000 has been allocated over 3 projects.

#### **Options**

The Joint Committee can approve, amend, or reject the proposal

#### **Recommendation(s)**

It is recommended that the Joint Committee;

- Agree that the proposed schemes totalling £186,000 are in accordance with Section 55 of the RTRA 1984 and.

Authorise the South Essex Parking Partnership Manager to release these funds to Maldon District Council from the SEPP parking account.

<b>Consultees</b>	Lead Officers from each of the Partner Authorities as set out in Appendix B of the Joint Committee Agreement 2022.
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## 1. Introduction

- 1.1 At its meeting on 28 July 2022 the Joint Committee was presented with a report with a recommendation that the Joint Committee approves the allocation of £1,302,000 from the operational fund between the seven Partnership authorities for schemes and projects which are in accordance with Section 55 of the RTRA 1984.

The Joint Committee agreed to equally share the £1,302,000 surplus (the amount remaining at the end of the previous Joint Committee Agreement) between the seven Partner Authorities (£186,000 each). It was also agreed that the funding will be released to the Partnership Authorities subject to the following criteria:

- Each partner authority will need to present a report for approval by the Joint Committee providing details of the proposed scheme(s) which will demonstrate that the funding will be fully used as per the requirements of Section 55 of the RTRA 1984.

This report provides the Joint Committee with information for the Maldon District Council proposals.

## 2 **Maldon District Council proposals**

### 2.1 **First Project – Repair and resurfacing work to White Horse Land and Butt Lane Car Parks**

#### **Summary:**

To undertake essential repair and resurfacing work to two of the Councils largest High Street Car Parks.

#### **Reason:**

The carpark surfaces of the Councils two largest car parks require significant repair, with the White Horse Carpark requiring full resurfacing, and Butt Lane requiring repairs.

Whilst patch repairs have been undertaken on these car parks for a number of years, this is no longer feasible to be able to maintain the car parks to an acceptable, safe standard.

The proposed work on the car park surfaces will improve car parking provision and support more effective management of our popular town centre car parks, which in turn support our local business and local economy.

#### **Proposed:**

To undertake essential, repairs and resurfacing work on the Councils two largest High Street Car Parks.

#### **Cost**

	£
Resurfacing and repairs to White Horse and Butt Lane Car Parks (estimate)	137,500
10% contingency	13,750
<b>Total</b>	<b>151,250</b>

## 2.2 Second Project – Feasibility Study for additional Car Parking Provision

### Summary:

To undertake a feasibility study provide options and risks relating to the development of additional car parking provision.

### Reason:

A site has been identified that has the potential to offer additional car parking provision, however before the project proceeds a full feasibility study needs to be undertaken to evaluate the suitability of the site, options, cost, benefits and risks.

### Proposed:

The proposed project will enable a full feasibility study to evaluate the potential for offering additional car parking and an enhanced visitor offer which in turn support our local business and local economy.

### Cost:

	£
Feasibility Study and Report	28,000
<b>Total</b>	<b>28,000</b>

## Third Project – Development of a Car Park Charging Strategy

### Summary:

A project to review existing car park charges, and development of a Strategy to inform future charging for all Council Owned car parks.

### Reason:

The basis of current car park charges have remained unchanged for a number of years. This review will look at a number of factors to inform and develop a clear car park Charging Strategy which will ensure that the Councils car parks deliver the service that users need, in the most efficient and cost effective manner for our Council Tax Payers.

### Proposed:

To undertake a full review of our Car Park Charges, including the times that charges apply, charging rates, season tickets arrangements and provision of free spaces. The Strategy will provide a clear Framework for the Council to inform future Policy and decisions, transparency for users of the service, and will ensure car parks are delivering best value for money.

### Costs:

	£
Development of Strategy (estimated)	7,200
<b>Total</b>	<b>7,200</b>

3 **How these proposals meet the requirements of the RTRA 1984 (s55)**

The above proposals meet the criteria of subsection 4 (b) meeting all or part of the cost of the provision and maintenance by the local authority of off-street parking accommodation whether in the open or under cover.

- 4 If the Joint Committee approve these schemes totalling £186,000, Maldon District Council will have no monies remaining from their allocation.

**Conclusion**

Maldon District Council has provided a list of proposed schemes which meet the criteria of Section 55 of the RTRA 1984 to be approved by the Joint Committee.

It is recommended that the Joint Committee:

- Agree that the proposed schemes totalling £186,000 are in accordance with Section 55 of the Road Traffic Regulation Act 1985 and.

Authorise the South Essex Parking Partnership Manager to release these funds to Maldon District Council from the SEPP parking account.

Appendices

None

Background Papers

The South Essex Parking Partnership Joint Committee Agreement 2011.  
The South Essex Parking Partnership Joint Committee Agreement 2022.