

MEETING OF THE SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

24 June 2021 – 14.00
Council Chamber, Chelmsford City Council



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 consider objections against an Advertised TRO)	Chairman
6	Minutes of the Joint Committee meeting 4 March 2021	Chairman
8	Public Question Time	Chairman
9	Operational report	Verbal update Russell Panter
10	Financial Report 2021/22	Michael Packham
11	Financial outturn 2020/21	Michael Packham
12	Annual Report of the South Essex Parking Partnership 2020/21	Nick Binder
13	Update on approved funding under delegated authority for signs and lines maintenance and New TROs	Nick Binder
14	Progress on new Joint Committee Agreement post 31 March 2022	Nick Binder
15	New proposed date and time of next meeting: 28 October 2021 – 14.00 hrs – Council Chamber, Chelmsford City Council	Chairman

MINUTES
of the
SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE
held on 4 March 2021 at 2pm

Members present:

Councillor J Cloke – Brentwood Borough Council (Chairman)
Councillor D Efde – Rochford District Council
Councillor D Harrison – Basildon Borough Council
Councillor S Hart – Castle Point Borough Council
Councillor M Mackrory – Chelmsford City Council
Councillor C Mayes – Maldon District Council
Councillor R Mitchell – Essex County Council
Councillor L Wagland – Essex County Council

Officers present:

Nick Binder – Chelmsford City Council
Trudie Bragg – Castle Point Borough Council
William Butcher – Chelmsford City Council
Liz Burr - Essex County Council
Andrew Clay – Chelmsford City Council
Mike Dun – Brentwood Borough Council
David Green – Chelmsford City Council
James Hendry – Basildon Borough Council
Brian Mayfield – Chelmsford City Council
Michael Packham – Chelmsford City Council
Russell Panter – Chelmsford City Council

1. Welcome

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

2. Attendance and Apologies for Absence

The attendance of those present was confirmed. There were no apologies for absence.

3. Minutes of the Joint Committee Meeting on 3 December 2020

The minutes of the Joint Committee meeting on 3 December 2020 were confirmed as a correct record.

4. Public Question Time

There were no questions from members of the public.

5. Operational and Performance Report

The Joint Committee received an update on the following matters:

- Operations during Covid-19 lockdown

The SEPP enforcement operation had been adapted during the latest lockdown and aligned to adhere to the guidance issued by the British Parking Association, Department of Transport and the Local Government Association. It was concentrating on parking issues which were considered dangerous and obstructive while taking a more relaxed approach with restrictions in residential areas, recognising that there was greater demand for kerb side parking while working from home. Working practices for staff had also been altered to adhere to Covid restrictions and to focus resources on more specifically targeted enforcement patrols.

- Equipment

Arrangements were being made to replace body-worn cameras with new replacements that had greater functionality and a longer working life. Dash cameras would soon be installed in vehicles operated by the service.

- Premises

The enforcement teams in Maldon and Rochford would shortly be moving to new offices.

- Recruitment

The Partnership was increasing the number of agency staff to five. Two of the current agency staff were due to be reviewed soon and a decision would be made on whether to employ them directly.

- Partner Update

The Partnership had arrangements in place with Maldon, Rochford and Brentwood for their community safety teams to carry out parking enforcement outside of the normal core hours and at weekends. The lockdowns and on-going situation with Covid-19 had disrupted the normal service provision and a review of the arrangements would take place to agree a phased approach, as lockdown measures ease, returning patrols to pre-pandemic levels. It was confirmed that the Maldon contract was due to be renewed in March 2022.

SEPP was working closely with the police to deliver CEO accreditation. This would start with the Chelmsford CEOs and be rolled out to the other SEPP areas. Accreditation would provide many benefits and would enhance the training of the CEOs.

AGREED that the Operational and Performance report be noted.

(2.04pm to 2.18pm)

6. Financial Report

The Joint Committee received a report on the financial position of the Partnership. It showed a deficit of £3,486 for SEPP and a deficit of £317,567 for the TRO account on a cash basis for the financial year to 22 February 2021 before taking into account items funded from the Reserve. This resulted in an overall deficit position for the Partnership, including the TRO account, of £317,567. This was a worse position than the last reported deficit for the Partnership and TRO account of £134,391. The third national lockdown had again impacted on the operation of the Partnership, with reduced income levels but unavoidable spend continuing.

Reserves of £344,221 had been used on various schemes during the financial year, leaving the Partnership, including the TRO account, with a net deficit of £661,788.

AGREED that the financial position of the Partnership for 2020/2021 to 22 February 2021 be noted.

(2.18pm to 2.22pm)

7. Progress on Business Plan

A report was presented on the Business Plan for 2021/2022. The Plan presented the proposed annual budget for that year and set out the business aims and objectives to be achieved in that period. The budget was based on the annual performance of the South Essex Parking Partnership since its introduction in April 2011.

The Covid-19 situation and period of lockdown had required a complete change to how the operation operated and was monitored. The focus during 2020-21 had been on providing an enforcement service in line with central government guidance and advice and implementing new operational policy guidelines and changes to ensure the welfare and safety of the staff.

The number of PCNs issued across the Partnership was currently 49% down against the previous year and the estimated figure in the Business Plan and the overall income was expected to be 43% down. The outturn position was expected to result in a £525,000 deficit. The reserves held by the partnership would sufficiently cover any financial shortfalls this year and the Partnership could expect to maintain a reserve in the region of £1,104,000.

AGREED that the update on the Business Plan for 2021/22 be noted.

(2.22pm to 2.34pm)

8. ECC/SEPP/NEPP Agreement Post-March 2022

The Joint Committee was informed that positive meetings had been held between the County Council and the North and South Essex Parking Partnerships to consider the future of the Partnership Agreements after their expiry in March 2022. All parties were of the view that this was an opportunity to build on the existing relationship for the benefit of all concerned and to update the agreements to embrace new technology and enable the Partnerships to take on additional duties. Those included the operation of blue badge spaces, implementing TROs, CCTV enforcement and administering school parking areas, with some of those functions being provided through Service Level Agreements. The parties were also looking at how any surpluses should be distributed, including to the County Council.

AGREED that the position on discussions on the Partnership Agreements be noted.

(2.34pm to 2.44pm)

9. Date and Time of Next Meeting

AGREED that the next meeting of the Joint Committee be on 21 June 2021 at 2pm.

The meeting closed at 2.44pm

Chair

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

24th June 2021

AGENDA ITEM 10

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 11th June 2021

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 2021 to 10th June 2021.

2. Financial summary

- 2.1 Appendix 1 provides details of the actual costs incurred and income received, and is currently showing a surplus of £68,196 for SEPP and a deficit of £89,198 for the TRO account, on a cash basis for the financial year to the 10th June 2021 before taking into account items funded from the Reserve. This results in an overall deficit position for the Partnership including the TRO account of £21,003.

Looking at a comparison between this year and last year, the recovery of the partnership and the impact of the pandemic can be clearly seen. At the same Committee last year, the Partnership was showing a deficit of £272,748 before taking into account the TRO account and a total deficit of £378,549 after taking this into account.

The total income received by the Partnership to the 10th June 2021 for 21/22 was £326,857, whereas to the similar point in 20/21, the income received was £109,910. PCN income in particular is far higher than at the same point last year, with £225,383 received compared to £51,324 in 20/21.

- 2.2 There has not been any expenditure incurred to date from Reserves.

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 2021 to 10th June 2021 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 @ 10/06/2021

Appendix 1 South Essex Parking Partnership - Summary position @ 11/06/2021									
Actual 21/22	Chelmsford £	Brentwood £	Maldon £	Basildon £	Rochford £	Castle Point £	Total £	TROs £	Total £
Direct Expenditure									
- Employees	62,625	26,815	9,648	44,846	19,532	7,412	170,878	23,359	194,237
- Premises	0	0	0	0	0	0	0	0	0
- Supplies and Services	16,420	10,214	2,488	13,144	3,744	2,853	48,862	60,569	109,431
- Third Party Payments	0	0	0	0	0	0	0	0	0
- Transport costs	1,133	1,511	755	2,705	1,133	755	7,993	252	8,244
Total Direct Expenditure	80,178	38,539	12,891	60,695	24,409	11,021	227,733	84,180	311,912
Indirect Expenditure									
Central Support	11,263	7,547	1,634	6,205	2,315	1,965	30,929	5,019	35,947
Total Indirect Expenditure	11,263	7,547	1,634	6,205	2,315	1,965	30,929	5,019	35,947
Total Expenditure	91,441	46,086	14,525	66,900	26,724	12,985	258,661	89,198	347,860
Income received to 11/06/2021									
PCN's	75,211	53,237	16,239	48,408	18,244	14,044	225,383	0	225,383
Residents' Parking Permits	44,217	16,243	3,684	24,467	4,277	724	93,611	0	93,611
Pay & Display	5,302	2,502	0	0	0	0	7,803	0	7,803
Other (Including Furlough Grant Income)	0	0	0	0	0	60	60	0	60
Total Income	124,729	71,982	19,923	72,874	22,521	14,828	326,857	0	326,857
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below	(33,288)	(25,895)	(5,398)	(5,974)	4,203	(1,842)	(68,196)	89,198	21,003

(a)

Memorandum: Items funded from Reserves

	Actuals £	
	0	
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves	21,003	(a)
Net After Use of Reserves	21,003	

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

24th June 2021

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 for the year ending 31st March 2021

Options

Recommendation(s)

That the report be noted.

Consultees	Service Accountant South Essex Parking Partnership Manager
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1. Introduction

- 1.1 This report sets out the summary of the financial position for the South Essex Parking Partnership for the period covering 1st April 2020 to 31st March 2021.

2. Financial summary

- 2.1 Appendix 1 provides details of the actual costs incurred and income received, and is showing a deficit of £32,139 for SEPP and a deficit of £365,642 for the TRO account, on a cash basis for the financial year ending 31st March 2021 before taking into account items funded from the Reserve and the Government Sales, Fees and Charges (SFC) Compensation Scheme. This resulted in an overall deficit position for the Partnership including the TRO account of £397,781.

The government introduced a compensation scheme in 20/21 for lost Sales, Fees and Charges income as a result of the Covid-19 pandemic. A claim was put in on behalf of the Partnership resulting in a provisional additional grant income of £450,637 in 20/21. This figure is provisional and therefore has the potential to be changed following government or auditor challenge. It is not clear at this point when confirmation of the final amount will be. After taking into account the provisional compensation income of £450,637, the overall position moves into a surplus for 20/21 of £52,856 before use of reserves.

The expenditure on the items funded from the SEPP reserves were all within requested funding. The Memorandum, Items funded from Reserves details the amounts committed during the year that will be taken from reserves. The reserve use is unchanged in 20/21 since last reported to the Committee and is made up of the following. A sum of £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. Rochford has had all of its £116,000 allocated as follows; £16,000 has been committed to Public Right of Way improvements, £28,500 to Rochford Garden Way Grasscrete, £23,500 to Twyford Avenue Grasscrete and £48,591 to signalised crossing at Eastwood Road. The Castle point £116,000 allocation has also now been committed for Car Park resurfacing and improvements. All of these result in a total use of reserves in 20/21 of £344,221.

Once the £344,221 use of reserves is taken into account, the net position for the Partnership including the TRO account (and the SFC compensation scheme income) is a deficit of £291,365 as can be seen in Appendix 1.

This deficit position has been taken from the cumulative cashable position for on street operations, resulting in lower Reserve balances than at the start of the financial year. The Partnership now has a cumulative cashable position of £2,390,090. This amount does not include £257,770 of outstanding fines yet to be collected after allowing for bad debt provision. The reserve position has remained in a healthy position for 21/22 onwards, largely due to government support and the surpluses previously generated.

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 31st March 2021 period.

List of Appendices

Appendix 1 – SEPP & TRO Financial Summary – 2020/21 Outturn

Appendix 2 – SEPP Reserve Summary 2020/21

Background Papers

Nil

Appendix 1 South Essex Parking Partnership - Outturn Position for 20/21									
Actual 20/21	Chelmsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	Total	TROs	Total
	£	£	£	£	£	£	£	£	£
Direct Expenditure									
- Employees	363,393	212,151	88,635	254,955	118,916	47,933	1,085,984	140,681	1,226,665
- Premises	0	0	0	0	0	0	0	0	0
- Supplies and Services	55,440	49,133	15,074	39,036	21,459	11,595	191,738	199,914	391,652
- Third Party Payments	14,660	10,738	2,588	8,452	3,923	3,151	43,511	0	43,511
- Transport Costs	6,497	8,059	6,832	24,542	7,950	3,976	57,855	1,277	59,132
Total Direct Expenditure	439,991	280,081	113,130	326,984	152,248	66,655	1,379,088	341,872	1,720,960
Indirect Expenditure									
Central Support	52,513	35,178	7,564	28,934	10,737	8,512	143,436	23,770	167,207
Total Indirect Expenditure	52,513	35,178	7,564	28,934	10,737	8,512	143,436	23,770	167,207
Total Expenditure	492,504	315,258	120,694	355,918	162,984	75,167	1,522,525	365,642	1,888,167
Income received									
PCN's	270,348	208,596	49,440	150,054	74,311	65,000	817,747	0	817,747
Residents' Parking Permits	239,143	106,123	25,218	146,557	19,129	4,861	541,030	0	541,030
Pay & Display	25,693	39,761	0	0	0	0	65,454	0	65,454
Other	39,185	12,726	1,288	9,573	1,830	1,552	66,153	0	66,153
Total Income	574,367	367,207	75,945	306,184	95,269	71,412	1,490,386	0	1,490,386
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below	(81,864)	(51,949)	44,749	49,733	67,715	3,754	32,139	365,642	397,781

Sales, Fees & Charges Compensation Income (Provisional)

450,637

Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below (including SFC Comp)

-418,498 365,642 -52,856

(a)

Memorandum: Items funded from Reserves

	Actuals
	£
Design works for Brentwood LHP scheme (part of £116,000 agreed allocation)	32,500
Replacement Car Park Machines, Nuisance Parking Project, Improved Disabled Access and Road Lining in Basildon (part of £116,000 agreed allocation)	79,130
Public Right of Way Improvements - Rochford District Council (part of £116,000 agreed allocation)	16,000
Rochford Garden Way Grasscrete - Rochford District (part of £116,000 agreed allocation)	28,500
Twyford Avenue Grasscrete - Rochford District (part of £116,000 agreed allocation)	23,500
Eastwood Road - Signalised Crossing - Rochford District (part of £116,000 agreed allocation)	48,591
Resurfacing of car park and car park improvements - Castle Point £116,000 agreed allocation	116,000
	344,221
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves (including SFC Comp)	(52,856)
Net After Use of Reserves	291,365

(a)

Appendix 2

South Essex Parking Partnership - Cumulative Surplus / Deficit - Cash basis @31/03/2021

	Chelmsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	TRO	Use of Reserve	SFC Compensation	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)
2020/21	(81,860)	(51,950)	44,750	49,730	67,720	3,750	365,640	344,220	(450,640)	291,360
(Surplus) / Deficit	(2,390,080)	(1,726,400)	31,730	(282,250)	158,710	(11,330)	1,623,990	656,180	(450,640)	(2,390,090)

(257,769.71) o/s Fines

0.63 rounding adj

(2,647,859.08) SEPP Reserve Balance C/fwd

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

24 June 2021

AGENDA ITEM 11

Subject	Annual Report 2020/21
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 2020/21 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 2020/21

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 2020/21 Annual Report is attached as Appendix 1.

2 The Annual Report 2020/21

- 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 2020/21 Partnership account. The report provides comparisons against the original 2020/21 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 5 (page 10) shows the financial outturn for the TRO function and Table 6 (page 11) provides the overall partnership outturn after the TRO costs have been deducted.

- 3.2 The report highlights the impact of the Covid-19 pandemic and the key financial points for the year are:

- An overall provisional surplus achieved of £52,856 (subject to successful claim of £450,637 for sales, fees & charges compensation income).
- £149,658 decrease in expenditure and £959,383 decrease in income, compared to 2019/20.
- Overall income down 39% compared to previous year.

The tables (2, 3 & 4) on page 9 & 10 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 level of reserves held by the Partnership has placed the account in a good position to cover any shortfall during the initial pandemic and the uncertainty of how the service will recover as the easing of restrictions continue.

During this period of uncertainty, the Partnership continued to fund previously approved schemes but did not allocate any additional funding during the financial year. Section 3.4, Table 7 sets out the items of spend allocated from the reserve for previously approved schemes and the final outturn of the account.

Section 3.6, Table 9, page 13 shows the current financial position of the SEPP operational fund / reserve and the revised cost to complete the outstanding areas of spend.

Considering the outstanding items of approved spend, the Partnership has an operational fund of £1,362,090 to invest back into the long-term 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 2020/21 are:

- 23,383 on-street Penalty Charge Notices (PCNs) issued resulting in a 48.8% decrease compared to 2019/20.
- 75% of PCNs paid.
- 165 sign and line maintenance schemes completed, and 9 new TROs created containing 42 roads with new parking schemes.
- £95,000 allocated during the year for new schemes requiring a new TRO.

- 4.4 Section 4.3.2, page 21 provides information on the enforcement patrol and PCN contravention data.

Overall, the enforcement officers have visited 127,082 streets, carried out 101,567 observations and issued 23,383 PCNs which equates to an average of 3.8 PCNs issued per day per CEO. On average there is a 48% reduction in the level of productivity due to the Covid-19 pandemic.

5 PCN issue and recovery rates

Section 5, page 24 of the report provides statistical information relating to the amount of PCNs issued and recovered in financial year 2020-21.

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 0.6% of PCNs written off due to CEO error, only 7% of the total PCNs issued being cancelled as a result of a challenge or representation, and 0.04% of motorists who appeal to the independent adjudicator because they did not agree with the Partnership decision. The amount of PCNs written off (13.5%) is much higher than experienced in previous the previous year's figures but was expected as more mitigating circumstances due to Covid-19 and the requirement to work from home were accepted.

- 5.1 Another positive indicator of the fair decisions of the CEOs is that 64% of motorists pay the PCN at the discounted amount, suggesting that the motorists do not dispute the validity of the PCN in the first instance.

6 Conclusion

2020-21 was an unprecedented year providing many challenges for the service. The operation demonstrated great resilience and adapted to the changing guidance and social distancing restrictions throughout the year to provide a fully functioning operation with high levels of customer service. The impact of Covid-19 resulted in a downturn of the expected performance with PCN issue rates down by 48% and the overall income down by 38%. The provisional Fees, Sales & Charges income compensation claim, if successful, will ease the deficit position and cover the cost of the TRO operation, resulting in a slight surplus position of £52,856.

It is recommended that the Joint Committee;

- Approves the Annual Report for 2020/21

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Appendix 1 Annual Report 2020/21

Background Papers

The South Essex Parking Partnership Joint Committee Agreement 2011



SOUTH ESSEX

Annual Report 2020/21



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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.

2020 /2021 was an unprecedented year due to the impact of the Covid-19 virus and the subsequent periods of lockdown and restrictions to contain the spread of the virus.

Summary of key performance factors during this difficult year 2020/21 are:

- An overall provisional surplus achieved of £52,856 (subject to successful claim of £450,637 for sales, fees & charges compensation income).
- £149,658 decrease in expenditure and £959,383 decrease in income, compared to 2019/20.
- Overall income down 39% compared to previous year.
- 23,383 on-street Penalty Charge Notices (PCNs) issued resulting in a 48.8% decrease compared to 2019/20.
- 75% of PCNs paid.
- 165 sign and line maintenance schemes completed, and 9 new TROs created containing 42 roads with new parking schemes.
- £95,000 allocated during the year for new schemes requiring a new TRO.

As expected, the impact of the Covid-19 pandemic had a significant effect on the overall performance of the Partnership for the financial year 2020/21. The provisional £450,637 for the sales, fees & charges income claim will improve the position of the account and the level of reserve held ensures the Partnership is well placed to continue the delivery of the service effectively and efficiently into 2021/22.

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 2020-21 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.

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 2020/21

The following section will give an overview of the financial outcome for financial year 2020/21. It shows the impact of Covid-19 restrictions on the financial position compared against the original 2020/21 business case and against the performance of 2019/20. The financial information is broken down into three areas:

- The on-street enforcement operation
- The TRO operation
- The reserve funds

3.1 Financial outturn for 2020/21 enforcement operation

The following table (**Table 1 page 8**) gives the overall enforcement operation financial outturn for 2020/21. It also identifies the financial outturn position for each individual partnership City / District / Borough.

The overall 2020/21 total expenditure is £1,522,525 and the income achieved is £1,490,386 resulting in a deficit position of £32,129. The addition of the provisional Sales, Fees & Charges compensation claim of £450,367 will improve the account resulting in a £418,498 surplus position to contribute against the full TRO operational costs.

Table 1 2020/21 Outturn – Enforcement operation

On-street enforcement operation							
South Essex Parking Partnership - Outturn Position for 20/21							
Actual 20/21	Chelmsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	Total
	£	£	£	£	£	£	£
Direct Expenditure							
- Employees	363,393	212,151	88,635	254,955	118,916	47,933	1,085,984
- Premises	0	0	0	0	0	0	0
- Supplies and Services	55,440	49,133	15,074	39,036	21,459	11,595	191,738
- Third Party Payments	14,660	10,738	2,588	8,452	3,923	3,151	43,511
- Transport Costs	6,497	8,059	6,832	24,542	7,950	3,976	57,855
Total Direct Expenditure	439,991	280,081	113,130	326,984	152,248	66,655	1,379,088
Indirect Expenditure							
Central Support	52,513	35,178	7,564	28,934	10,737	8,512	143,436
Total Indirect Expenditure	52,513	35,178	7,564	28,934	10,737	8,512	143,436
Total Expenditure	492,504	315,258	120,694	355,918	162,984	75,167	1,522,525
Income received							
PCN's	270,348	208,596	49,440	150,054	74,311	65,000	817,747
Residents' Parking Permits	239,143	106,123	25,218	146,557	19,129	4,861	541,030
Pay & Display	25,693	39,761	0	0	0	0	65,454
Other	39,185	12,726	1,288	9,573	1,830	1,552	66,153
Total Income	574,367	367,207	75,945	306,184	95,269	71,412	1,490,386
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below	(81,864)	(51,949)	44,749	49,733	67,715	3,754	32,139
Sales, Fees & Charges Compensation Income (Provisional)							450,637
Net (Surplus) / Deficit - Cash Basis (including SFC Comp)							-418,498

3.2 Comparison of actual 2020/21 outturn against agreed 2020/21 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 2019, the Annual Business Plan for 2020/21 was approved. This Business Plan estimated an overall Partnership surplus of £631,000 which would be used to contribute to the TRO operational costs and would result in an estimated surplus in the region of £463,745 to contribute to the operational reserve fund.

Table 2: 2020/21 Enforcement outturn comparison against 2020/21 Business Plan estimate

	2020/21 Business case original estimate (cash basis)	2020/21 actual outturn (cash basis)	Position against original estimate. Deficit / (surplus)
Expenditure	£1,782,455	£1,522,525	(£259,930)
Income	£2,413,200	£1,490,386	£922,814
Total Deficit / (surplus)	(£630,745)	£32,139	£662,884
Sales, Fees & Charges Compensation (provisional)		(£450,637)	
Outturn (provisional)	(£630,745)	(£418,498)	£212,247

Table 3: Actual 2020/21 outturn compared to 2019/20 actual outturn

	2019/20 actual outturn (cash basis)	2020/21 actual outturn (cash basis)	Position against previous year. Deficit / (surplus)
Expenditure	£1,672,183	£1,522,525	(£149,658)
Income	£2,449,769	£1,490,386	£959,383
Deficit / (surplus)	(£777,585)	£32,139	£809,725
Sales, Fees & Charges Compensation (provisional)		(£450,637)	
Total (provisional)	(£777,585)	(£418,498)	£359,087

Table 4: Impact of Covid-19 restrictions on income

Income received	2019/20 actual outturn	2020/21 actual outturn	Position against previous year.
PCN's	£1,596,525	£817,747	-48.8%
Residents' Parking Permits	£678,379	£541,030	-20%
Pay & Display	£169,637	£65,454	-61%
Other	£5,228	£66,153	Furlough payment
Total Income	£2,449,769	£1490,386	-39%

3.3 TRO function 2020/21 financial outturn

Table 5 provides details of the TRO operational costs. These costs are deducted from the 2020/21 enforcement operation account and the outturn is shown in **Table 6**.

Table 5: 2020/21 financial outturn for the TRO function.

2020/21 TRO account	
Direct Expenditure	
- Employees	140,681
- Supplies and Services	199,914
- Transport costs	1,277

Total Direct Expenditure	341,872
Indirect Expenditure	
Central Support	23,770
Total Indirect Expenditure	23,770
Total Expenditure	365,642

Table 6: 2020/21 overall Parking Partnership account outturn

Overall outturn position	2020/21 actual outturn
Enforcement operation	
Expenditure	£1,522,525
Income	£1,490,386
Total- deficit/ (surplus)	£32,139
TRO operation	
Expenditure	365,642
Total- deficit/ (surplus)	365,642
Outturn position - deficit/ (surplus)	£397,781
Sales, Fees & Charges Compensation (provisional)	(£450,637)
Outturn position (provisional)	(52,856)

3.4 Items funded from reserves 2020/21

In addition to the provisional outturn in **table 6**, the final account includes approved items of funding from the Partnership account reserve as shown in **Table 7**

Table 7

Items funded from Reserves	Actuals
	£
Design works for Brentwood LHP scheme (part of £116,000 agreed allocation)	32,500
Replacement Car Park Machines, Nuisance Parking Project, Improved Disabled Access, and Road Lining in Basildon (part of £116,000 agreed allocation)	79,130
Public Right of Way Improvements - Rochford District Council (part of £116,000 agreed allocation)	16,000
Rochford Garden Way Grasscrete - Rochford District (part of £116,000 agreed allocation)	28,500
Twyford Avenue Grasscrete - Rochford District (part of £116,000 agreed allocation)	23,500
Eastwood Road - Signalised Crossing - Rochford District (part of £116,000 agreed allocation)	48,591
Resurfacing of car park and car park improvements - Castle Point £116,000 agreed allocation	116,000
	344,221
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves (including SFC Comp)	(52,856)
Net After Use of Reserves	291,365

3.5 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 8** sets out how the funding has been allocated to date.

Table 8

Basildon	Amount allocated
Reducing nuisance parking – trial Radford Crescent Car Park security improvements Relining of car park markings Installation of dropped kerb, Wickford High Street	£116,000

Purchase cashless car parking machines.	
Chelmsford City Council	
Road Safety and parking control measures for Broomfield Parade	£116,000
Rettendon Common clear way scheme	
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
Essex County Council	
Bus lane / Bus Gate enhancements	£116,000
Maldon District Council	
New Pay and Display machines	£116,000
Brentwood Borough Council	
Mountnessing signalised pedestrian crossing Child safety project at Sawyers Hall Lane	£116,000
Rochford District Council	
Public right of way improvements at local school. Rochford Garden Way Grasscrete. Twyford Avenue Grasscrete. Eastwood Road - Signalised Crossing.	£116,000

3.6 Operational Fund

Table 9 shows the current financial position of the SEPP operational fund / reserve and the revised cost to complete the outstanding areas of spend.

Table 9

Amount at 31 March 2021	Sub total
Parking reserve (cash basis)	£2,390,090
£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	£2,362,090
£424,000 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)	£1,938,090
£150,000 to be allocated in financial year 2021/22 for the sign and line maintenance	£1,788,090
£50,000 to be allocated in financial year 2021/22 for implementing new schemes which require a TRO	£1,738,090
£76,000 to cover costs until 2022 to provide additional out of hours and weekend enforcement patrols to cover areas of known parking problems	£1,662,090
Maintain £300,000 reserve	£1,362,090
Total Partnership operational fund	£1,362,090

Considering the outstanding items of spend and maintaining a reserve, the Partnership has an operational fund of **£1,362,090** to invest back into the operation and allocate funding which is in accordance with section 55 of the RTRA 1984

4 The four key areas of performance

The continuing success of the Parking Partnership depends on four key areas:

- the Joint Committee,
- the TRO function,
- the enforcement operation,
- the back office.

The following section gives an overview on how these areas have performed this financial year.

4.1 The Joint Committee

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.

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.

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 Joint Committee maintained effective service provision during the periods of lockdown by utilising Microsoft team meetings to successfully hold committee meetings. The main items approved by the Joint Committee in the financial year 2020/21 are as follows:

Joint Committee Meeting	Items approved
2 July 2020	<ul style="list-style-type: none">➤ Financial outturn 2019/20➤ Annual Report 2019/20➤ Approved £100,571 of the operational fund for local highway improvement schemes in Rochford District Council➤ £93,500 approved for new parking schemes requiring a TRO.
10 September 2020	<ul style="list-style-type: none">➤ SEPP enforcement operation policies reviewed
3 December 2020	<ul style="list-style-type: none">➤ 2021/22 Business Plan➤ Review of TRO process and timescales➤ Approved £86,000 of the operational fund for local highway improvement schemes in Chelmsford City

	Council.
4 March 2020	➤ Progress on Business Plan

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 objections against an advertised TRO proposal 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 TRO sub-committee considers and hears objections against an advertised TRO and will make a final decision if the scheme or schemes are implemented as advertised, implemented with less restrictive modifications or if the proposed scheme is withdrawn in its entirety.

The items approved at the Sub Committee Meetings during 2020/21 are as follows:

TRO Sub Committee	Items considered.
24 September 2020	<p>Amendment No.43 (Castle Point Borough Council)</p> <ul style="list-style-type: none"> ➤ Avondale Road and Thundersley Park Road Benfleet – Order made as advertised <p>Amendment No.4 (Brentwood Borough Council)</p> <ul style="list-style-type: none"> ➤ Weald Road – Order withdrawn ➤ Rayleigh Road, Goodwood Avenue, Hutton– Order made as advertised <p>Amendment No 13 (Chelmsford City Council)</p> <ul style="list-style-type: none"> ➤ Pentland Avenue, Broomfield Parade - Order made as advertised <p>Amendment No.3 (Brentwood Borough Council)</p> <ul style="list-style-type: none"> ➤ Roman Road, High Street, Fryerning Lane, Market

	Place, The Limes, Stock Lane, Haslers Court, Ingatestone. - Order made as advertised
4 March 2021	<p>Amendment No.4 (Castle Point Borough Council)</p> <ul style="list-style-type: none"> ➤ Leigh Road Canvey Island – Order withdrawn ➤ Woodcroft Close, Hadleigh – Order made with less restrictive modification. <p>Amendment No. (Rochford District Council)</p> <ul style="list-style-type: none"> ➤ Mornington Avenue Rochford - Order made as advertised ➤ Ridgeway Rayleigh - Order made as advertised <p>Amendment No 20 (Chelmsford City Council)</p> <ul style="list-style-type: none"> ➤ Sanford Road - Order made as advertised ➤ Cedar Avenue - Order made as advertised ➤ Linnet Drive, Osprey Way, Robin Way - Order made as advertised ➤ Lawn Lane - Order made as advertised ➤ Old Court Road - Order made as advertised ➤ Runwell Gardens, Church End Lane, Runwell - Order made as advertised ➤ Nash Drive, Constance Close, Broomfield, - Order made as advertised <p>Amendment No.8 (Brentwood Borough Council)</p> <ul style="list-style-type: none"> ➤ Chelmsford Road – Order made as advertised ➤ Shorter Avenue, Margaret Avenue, Crossways, Sebastian Avenue, Kilworth Avenue, Alwyne Avenue, Holmwood Avenue, Rochford Avenue, St Marys Avenue, Oliver Road, Shenfield. – Order made as advertised <p>Amendment No.4 (Basildon Borough Council)</p> <ul style="list-style-type: none"> ➤ Cranes Lane, Sandpiper Lane, Basildon – Order made as advertised

4.2 The TRO functions

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.

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.

The team works very closely with the CEOs who are best placed, during their patrolling activity, to identify and note areas requiring attention. **Table 10** shows the work processed during 2020/21.

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 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 10: work processed by the TRO during 2020/21

	Basildon	Brentwood	Castle Point	Chelmsford	Maldon	Rochford	Total
Number of lines and signs maintenance schemes processed	25	26	13	49	23	29	165
Requests for parking restrictions	9	3	5	16	4	3	40
No of residents informally consulted	0	0	50	181	113	139	483
No of TRO schemes completed	5	11	2	22	1	4	45
Suspensions implemented	13	51	4	52	1	3	124

Many of the parking applications received just prior to the Covid-19 pandemic set out issues with all-day commuter parking. Many of these requests and the subsequent site assessments were put on hold during the periods of lockdown as it was acknowledged that the all-day parking issues naturally reduced as members of the

public were required to work from home.

The periods of lockdown also presented many challenges for the TRO team as easing of lockdown measures resulted in many people visiting the Country Parks and waterside attractions causing significant issues on the highway surrounding these areas. Working in partnership with ECC, the TRO team implemented Temporary TROs in Hoe Mill Lock and Papermill Lock to manage the dangerous and obstructive parking.

The Partnership also funded the implementation of a Temporary Traffic Regulation Order and the installation of temporary bollards to increase the pavement width outside Beckett Keys School to improve social distancing measures for pupils walking to and from the School.

4.3 The Enforcement Operation

The Covid-19 pandemic presented many challenges throughout the year as parking habits changed during the periods of the government restrictions.

During the initial national lockdown, we adjusted the level of patrols in response to the measures announced by the Government and provided a reduced service, with the enforcement teams operating from home, primarily to focus on:

- reported issues which compromise safety-critical routes
- areas where inconsiderate parking stops the safe movement of traffic
- areas where inconsiderate parking stops safe access for emergency vehicles and other essential services such as waste and recycling lorries

As the Government eased restrictions the operation and level of service was adjusted in line with the national guidance. The levels of patrols were slowly increased to full capacity between June and October and the area depots, working conditions and working rotas were adjusted to comply with social distancing requirements. The level of patrols was reduced again between November and December during the second Covid-19 wave and gradually returned to full patrols during March 2021.

The Partnership also acknowledged that many residential streets had parking restrictions implemented to stop all-day commuter parking which were now presenting problems for the residents that had to work from home. The Partnership maximized the parking spaces in one-hour single yellow line parking restrictions and resident parking zones by producing a work from home permit to assist residents who had limited parking options when working from home.

The Partnership also supported the Governments free NHS critical health care permit which provided health care workers, directly dealing with Covid -19, the opportunity to

park in agreed locations within easy reach of their health care facility. Many health professionals had the benefit of these permits throughout the year.

4.3.1 3PR and The School Parking Initiative

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 and well received in over 40 schools across South Essex.



During 2020 / 21 there was naturally very little engagement with Schools because of the pandemic and school closures. As schools have returned to the classrooms, and adjusted to social distancing requirements, the level of pupil and teacher involvement to deliver the exciting initiatives that 3PR has to offer, has been put on hold until further easing of social distancing requirements can be achieved.

To help deliver the 3PR message remotely, the Partnership commissioned a company called Partners by Design to make a simple educational animation which schools and pupils can utilise to further promote safe and considerate parking. All schools who sign up to the initiative are provided with an access link to this animated video.

Full information on 3PR and the School Parking Initiative can be found on the website at (www.schoolparking.org.uk). The interactive website explains the aims and objectives of 3PR, 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.

Since the launch of the scheme 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

During the pandemic the enforcement officers have continued to provide enforcement patrols to assist schools where the dangerous and obstructive parking continues to cause issues.

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 11 Annual Patrol Performance 2019/20

Patrol visits to streets	127,082
Observations (PCN not issued)	101,567
PCNs issued	23,383
Average PCNs issued per day	90
Average PCNs issued per day per CEO	3.83

During a difficult year with periods of lockdown and uncertainty, the public demand for effective parking enforcement remained high to ensure the roads remained free from inconsiderate and obstructive parking. **Table 12** provides a full breakdown of the various parking contraventions and the number of PCNs issued during 2020/21

Table 12

Code	Description	PCNs Issued
01	Parked in a restricted street	9,337
02	Loading in restricted street	1,266
04	Parked in a meter bay	1
05	Parked after payment expired	139
06	Parked without clear display	526
07	Feeding the meter	8
08	Parked at out-of-order meter	1
12	Parked in a residents' place	4,779
16	Parked in a permit space	251
19	Parked in a residents' place	30
20	Parked in a loading gap	1
21	Parked in a suspended bay	92
22	Re-parked in the same place	154
23	Wrong class of vehicle	884
24	Not parked correctly	172
25	Parked in a loading place	642
26	Double parking in a SEA	28
27	Dropped footway in a SEA	159
30	Parked longer than permitted	2,051
40	Disabled person's parking	1,508

45	Taxi rank	741
46	Clearway	196
47	Restricted bus stop or stand	182
48	Restricted school area	32
49	Cycle track or lane	57
99	Pedestrian crossing	146
	Total PCNs issued	23,383
	Patrol Visits to streets	127,082
	Observations	101,567
	Average PCNs issued per day	90
	Average PCNs issued per CEO	3.83

4.4 The Back Office

The parking office function was already well placed to provide a service remote from the central office with no disruption for members of the public. All the on-line services and lines of contact remained fully functional and available for use and all the office staff were suitably equipt to work effectively from home.

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. During the Covid-19 pandemic the staff were mindful of the unprecedented circumstances and applied further discretion when considered appropriate.

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

Process	2019/20	2020/21
Informal and formal challenges received	8090	4462
Other correspondence received	2926	1491
Correspondence sent out including automatic system generated documents	34,351	16,110
Resident permits processed	12669	13,509
Other permits (visitor tickets etc.)	33712	24,760
Telephone calls received	21,107	17,647

5 PCN issue and recovery rates

The following section provides statistical information relating to the amount of PCNs issued and recovered in financial year 2020-21.

The following table shows the PCN issue and recovery rates for the Parking Partnership. The recovery figures will improve slightly once all the outstanding cases have progressed through the various stages.

The 2020/21 recovery figures for the Partnership currently stand at 75%, which meets the expected national level.

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 0.6% of PCNs written off due to CEO error, only 7% of the total PCNs issued being cancelled as a result of a challenge or representation, and 0.04% of motorists who appeal to the independent adjudicator because they do not agree with the Partnerships decision. The amount of PCNs written off (13.5%) is much higher than experienced in previous years due to accepting more mitigating circumstances due to Covid-19 and the requirement to work from home.

Another positive indicator of the fair decisions of the CEOs is that 64% 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.

Table 14, provides this information

Table 14

South Essex Parking Partnership	Total PCNs
Number of Higher level PCNs issued	20300
Number of lower level PCNs issued	3083
Number of total PCNs issued	23383
Number of PCNs paid	17606
Number of PCNs paid at discount amount	14990
Number of PCNs against which an informal or formal representation was made	4462
Number of PCNs cancelled because of an informal or a formal representation	1673
Number of PCNs written off due to CEO error	138
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	3160
Number of appeals to adjudicator	9
*Number of appeals rejected	3
*Number of appeals allowed	3
*Number of appeals non-contested	3
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	87%
Percentage of lower level PCNs issued	13%
Percentage of PCNs paid	75%
Percentage of PCNs paid at discount amount	64%
Percentage of PCNs against which an informal or formal representation was made	19%
Percentage of PCNs cancelled because of an informal or a formal representation	7%
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)	13.5%
Percentage of appeals to adjudicator	0.04%
*Percentage of appeals rejected	33.3%
*Percentage of appeals allowed	33.3%
*Percentage of appeals non-contested	33.3%

5.1 PCN issue rate comparison

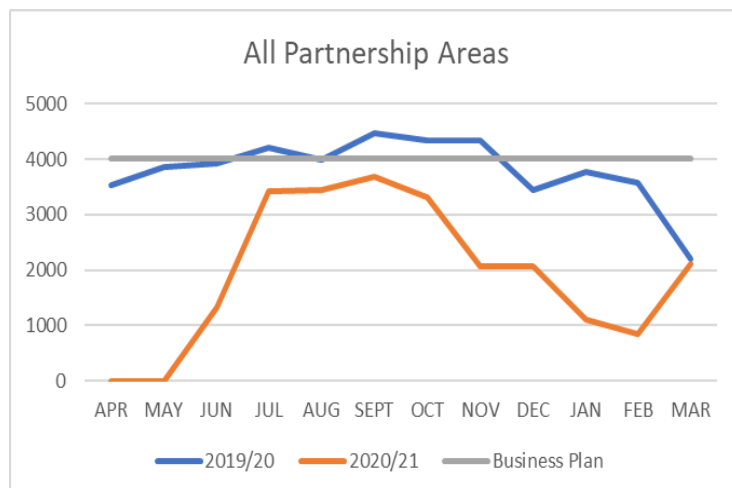
The following table compares the PCN issue rates of 2020/21 against the previous three year's performance

South Essex Parking Partnership	2017-18	2018-19	2019-20	2020-21
PCNs issued	43,598	49,430	45,672	23,383
Comparison with 2017-18		+13.3%	+4.8%	-46.37%
Comparison with 2018-19			-7.6%	-52.69%
Comparison with 2019-20				-48.80%

Due to the Pandemic and Covid-19 restrictions there has been an expected 48.80% 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	2019/20	2020/21	Business Plan
APR	3541	0	4006
MAY	3865	0	4006
JUN	3923	1325	4006
JUL	4199	3423	4006
AUG	3989	3441	4006
SEPT	4466	3696	4006
OCT	4344	3310	4006
NOV	4335	2063	4006
DEC	3445	2073	4006
JAN	3778	1106	4006
FEB	3578	839	4006
MAR	2209	2116	4006
Total	39885	23392	40060



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

2020/21 annual performance figures for each Partnership area

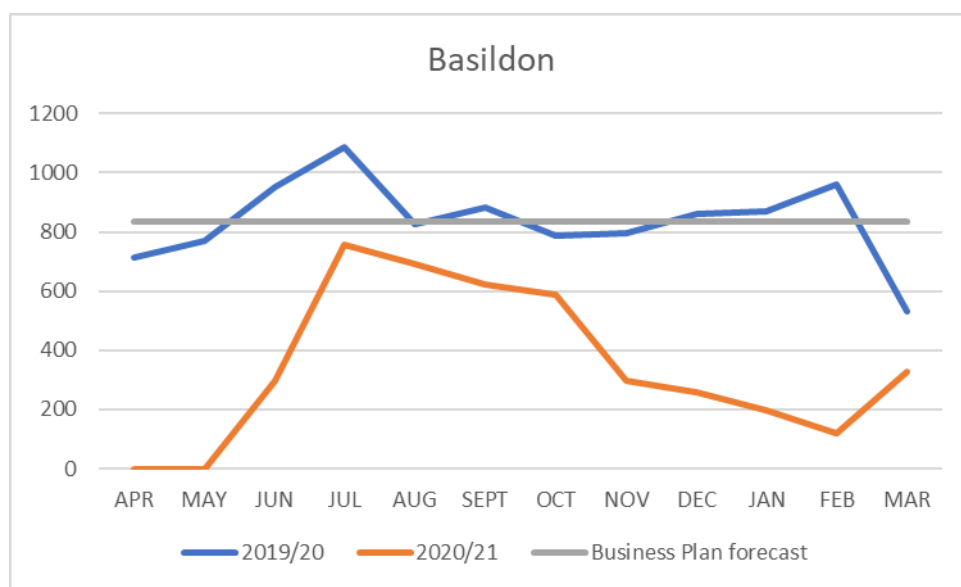
Basildon

CEO patrol data

Code	Description	PCNs Issued
01	Parked in a restricted street	1,357
02	Loading in restricted street	259
04	Parked in a meter bay	1
12	Parked in a residents' place	1,211
19	Parked in a residents' place	1
21	Parked in a suspended bay	1
22	Re-parked in the same place	35
23	Wrong class of vehicle	93
24	Not parked correctly	56
25	Parked in a loading place	70
26	Double parking in a SEA	1
27	Dropped footway in a SEA	32
30	Parked longer than permitted	446
40	Disabled person's parking	92
45	Taxi rank	244
46	Clearway	142
47	Restricted bus stop or stand	67
48	Restricted school area	4
49	Cycle track or lane	1
99	Pedestrian crossing	42
	Total PCNs issued	4,155
	Patrol Visits to streets	16,900
	Observations	17,808
	Average PCNs issued per day	16
	Average PCNs issued per CEO	3.74

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

Basildon	2019/20	2020/21	Business Plan forecast
APR	712	0	833
MAY	769	0	833
JUN	952	297	833
JUL	1088	757	833
AUG	826	691	833
SEPT	882	622	833
OCT	788	589	833
NOV	795	295	833
DEC	859	256	833
JAN	869	199	833
FEB	960	121	833
MAR	530	328	833
Total	8540	4155	8330



PCN issue and recovery rates

Basildon	Total PCNs
Number of Higher level PCNs issued	3607
Number of lower level PCNs issued	539
Number of total PCNs issued	4146
Number of PCNs paid	2987
Number of PCNs paid at discount amount	2448
Number of PCNs against which an informal or formal representation was made	868
Number of PCNs cancelled because of an informal or a formal representation	334
Number of PCNs written off due to CEO error	48
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	804
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	87%
Percentage of lower level PCNs issued	13%
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	21%
Percentage of PCNs cancelled because of an informal or a formal representation	8%
Percentage of PCNs written off due to CEO error	1.2%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	19%

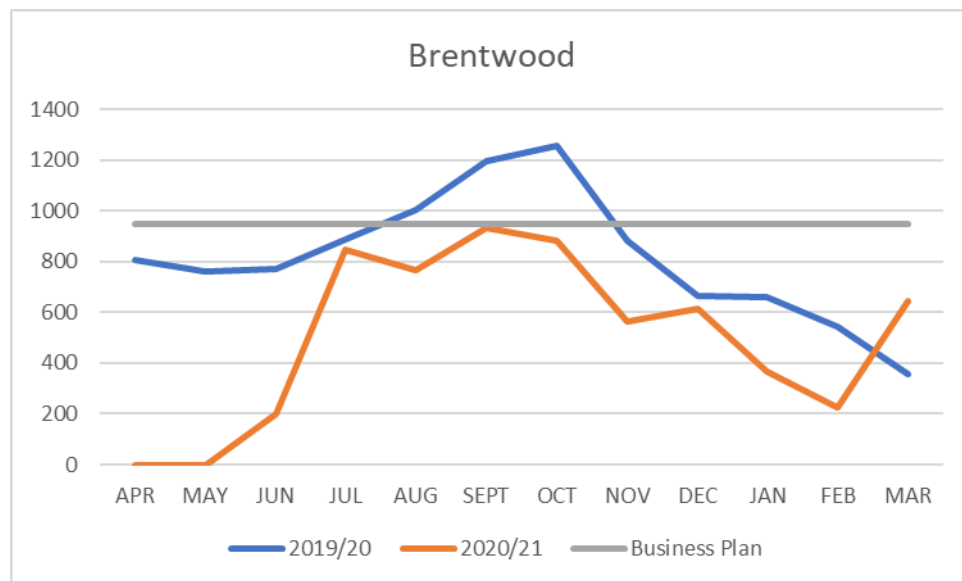
Brentwood

CEO patrol data

Code	Description	PCNs Issued
01	Parked in a restricted street	2,994
02	Loading in restricted street	504
05	Parked after payment expired	6
06	Parked without clear display	101
08	Parked at out-of-order meter	1
12	Parked in a residents' place	775
16	Parked in a permit space	15
19	Parked in a residents' place	21
20	Parked in a loading gap	1
21	Parked in a suspended bay	53
22	Re-parked in the same place	68
23	Wrong class of vehicle	109
24	Not parked correctly	19
25	Parked in a loading place	130
26	Double parking in a SEA	9
27	Dropped footway in a SEA	31
30	Parked longer than permitted	553
40	Disabled person's parking	427
45	Taxi rank	66
47	Restricted bus stop or stand	85
48	Restricted school area	13
49	Cycle track or lane	34
99	Pedestrian crossing	36
	Total PCNs issued	6,051
	Patrol Visits to streets	28033
	Observations	27876
	Average PCNs issued per day	23
	Average PCNs issued per CEO	6

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

Brentwood	2019/20	2020/21	Business Plan
APR	807	0	950
MAY	763	0	950
JUN	772	202	950
JUL	887	846	950
AUG	1003	764	950
SEPT	1198	935	950
OCT	1255	885	950
NOV	881	564	950
DEC	665	617	950
JAN	660	367	950
FEB	544	225	950
MAR	359	646	950
Total	8891	6051	9500



PCN issue and recovery rates

Brentwood	Total PCNs
Number of Higher level PCNs issued	5282
Number of lower level PCNs issued	769
Number of total PCNs issued	6051
Number of PCNs paid	4620
Number of PCNs paid at discount amount	3928
Number of PCNs against which an informal or formal representation was made	1201
Number of PCNs cancelled because of an informal or a formal representation	303
Number of PCNs written off due to CEO error	5
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	763
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	87%
Percentage of lower level PCNs issued	13%
Percentage of PCNs paid	76%
Percentage of PCNs paid at discount amount	65%
Percentage of PCNs against which an informal or formal representation was made	20%
Percentage of PCNs cancelled because of an informal or a formal representation	5%
Percentage of PCNs written off due to CEO error	0.08%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	13%

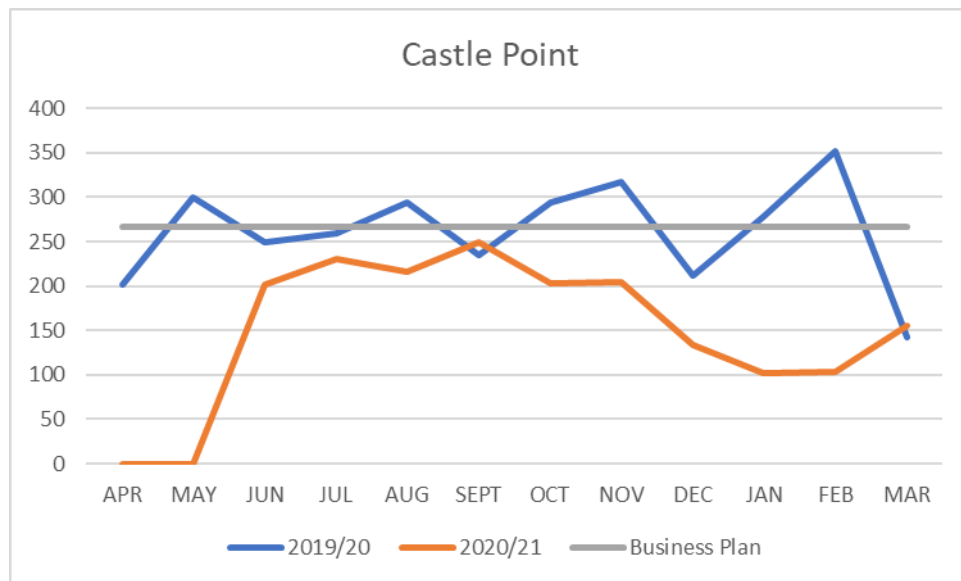
Castle Point

CEO patrol data

Code	Description	PCNs Issued
01	Parked in a restricted street	1,229
02	Loading in restricted street	4
12	Parked in a residents' place	85
22	Re-parked in the same place	15
23	Wrong class of vehicle	3
24	Not parked correctly	21
26	Double parking in a SEA	2
27	Dropped footway in a SEA	30
30	Parked longer than permitted	226
40	Disabled person's parking	99
45	Taxi rank	39
46	Clearway	10
47	Restricted bus stop or stand	13
48	Restricted school area	3
99	Pedestrian crossing	21
	Total PCNs issued	1,800
	Patrol Visits to streets	10317
	Observations	9930
	Average PCNs issued per day	7
	Average PCNs issued per CEO	4.5

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

Castle Point	2019/20	2020/21	Business Plan
APR	201	0	266
MAY	300	0	266
JUN	249	202	266
JUL	259	231	266
AUG	294	216	266
SEPT	235	250	266
OCT	294	203	266
NOV	318	204	266
DEC	212	134	266
JAN	278	102	266
FEB	352	103	266
MAR	142	155	266
Total	2640	1800	2660



PCN issue and recovery rates

Castle Point	Total PCNs
Number of Higher level PCNs issued	1538
Number of lower level PCNs issued	262
Number of total PCNs issued	1800
Number of PCNs paid	1475
Number of PCNs paid at discount amount	1305
Number of PCNs against which an informal or formal representation was made	271
Number of PCNs cancelled because of an informal or a formal representation	86
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)	173
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	85%
Percentage of lower level PCNs issued	15%
Percentage of PCNs paid	82%
Percentage of PCNs paid at discount amount	72%
Percentage of PCNs against which an informal or formal representation was made	15%
Percentage of PCNs cancelled because of an informal or a formal representation	5%
Percentage of PCNs written off due to CEO error	1%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	10%

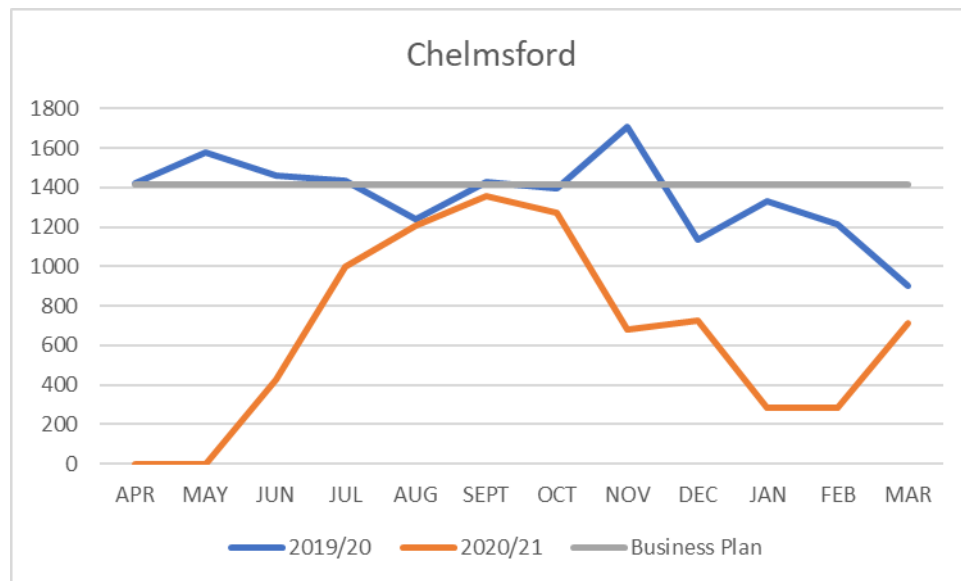
Chelmsford

CEO patrol data

Code	Description	PCNs Issued
01	Parked in a restricted street	2,217
02	Loading in restricted street	368
05	Parked after payment expired	133
06	Parked without clear display	425
07	Feeding the meter	8
12	Parked in a residents' place	2,043
16	Parked in a permit space	236
19	Parked in a residents' place	6
21	Parked in a suspended bay	38
22	Re-parked in the same place	26
23	Wrong class of vehicle	560
24	Not parked correctly	19
25	Parked in a loading place	367
26	Double parking in a SEA	9
27	Dropped footway in a SEA	40
30	Parked longer than permitted	450
40	Disabled person's parking	715
45	Taxi rank	200
46	Clearway	28
47	Restricted bus stop or stand	9
48	Restricted school area	3
49	Cycle track or lane	18
99	Pedestrian crossing	31
	Total PCNs issued	7,949
	Patrol Visits to streets	31860
	Observations	24099
	Average PCNs issued per day	30.5
	Average PCNs issued per CEO	6

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

Chelmsford	2019/20	2020/21	Business Plan
APR	1422	0	1416
MAY	1580	0	1416
JUN	1461	423	1416
JUL	1437	999	1416
AUG	1241	1209	1416
SEPT	1428	1354	1416
OCT	1394	1274	1416
NOV	1709	683	1416
DEC	1138	723	1416
JAN	1329	285	1416
FEB	1211	285	1416
MAR	904	714	1416
Total	14139	7949	14160



PCN issue and recovery rates

Chelmsford	Total PCNs
Number of Higher level PCNs issued	6881
Number of lower level PCNs issued	1068
Number of total PCNs issued	7949
Number of PCNs paid	5694
Number of PCNs paid at discount amount	4844
Number of PCNs against which an informal or formal representation was made	1603
Number of PCNs cancelled because of an informal or a formal representation	641
Number of PCNs written off due to CEO error	38
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	1013
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	87%
Percentage of lower level PCNs issued	13%
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	20%
Percentage of PCNs cancelled because 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)	13%

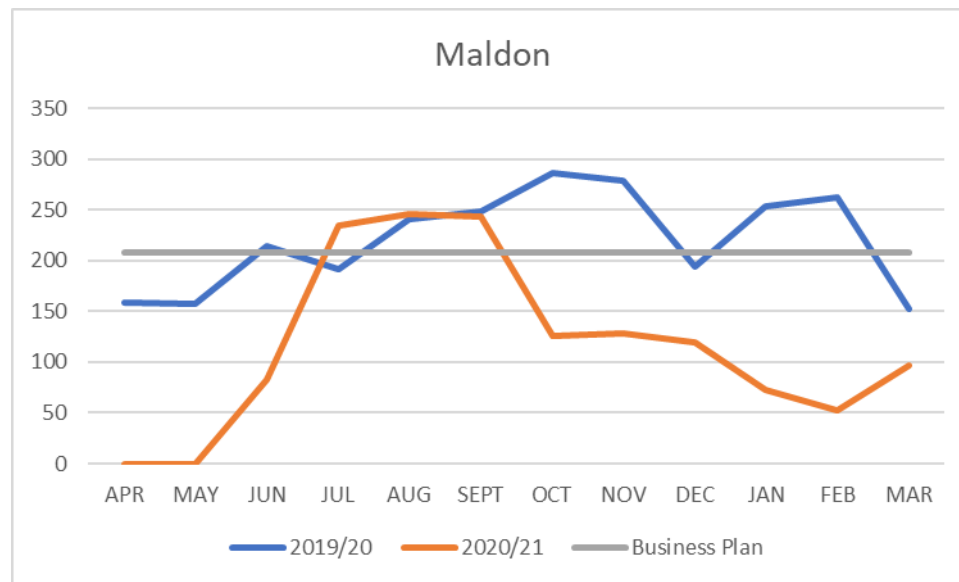
Maldon

CEO patrol data

Code	Description	PCNs Issued
01	Parked in a restricted street	671
12	Parked in a residents' place	387
19	Parked in a residents' place	2
22	Re-parked in the same place	5
24	Not parked correctly	25
27	Dropped footway in a SEA	1
30	Parked longer than permitted	162
40	Disabled person's parking	47
45	Taxi rank	71
47	Restricted bus stop or stand	12
48	Restricted school area	6
49	Cycle track or lane	4
99	Pedestrian crossing	11
	Total PCNs issued	1,404
	Patrol Visits to streets	19572
	Observations	9844
	Average PCNs issued per day	5.5
	Average PCNs issued per CEO	3

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

Maldon	2019/20	2020/21	Business Plan
APR	159	0	208
MAY	157	0	208
JUN	215	83	208
JUL	191	234	208
AUG	241	246	208
SEPT	249	243	208
OCT	287	126	208
NOV	279	129	208
DEC	194	120	208
JAN	254	73	208
FEB	263	53	208
MAR	153	97	208
Total	2226	1404	2080



PCN issue and recovery rates

Maldon	Total PCNs
Number of Higher level PCNs issued	1210
Number of lower level PCNs issued	194
Number of total PCNs issued	1404
Number of PCNs paid	1147
Number of PCNs paid at discount amount	1010
Number of PCNs against which an informal or formal representation was made	244
Number of PCNs cancelled because of an informal or a formal representation	119
Number of PCNs written off due to CEO error	10
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	155
% 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	81%
Percentage of PCNs paid at discount amount	72%
Percentage of PCNs against which an informal or formal representation was made	17%
Percentage of PCNs cancelled because of an informal or a formal representation	8%
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)	11%

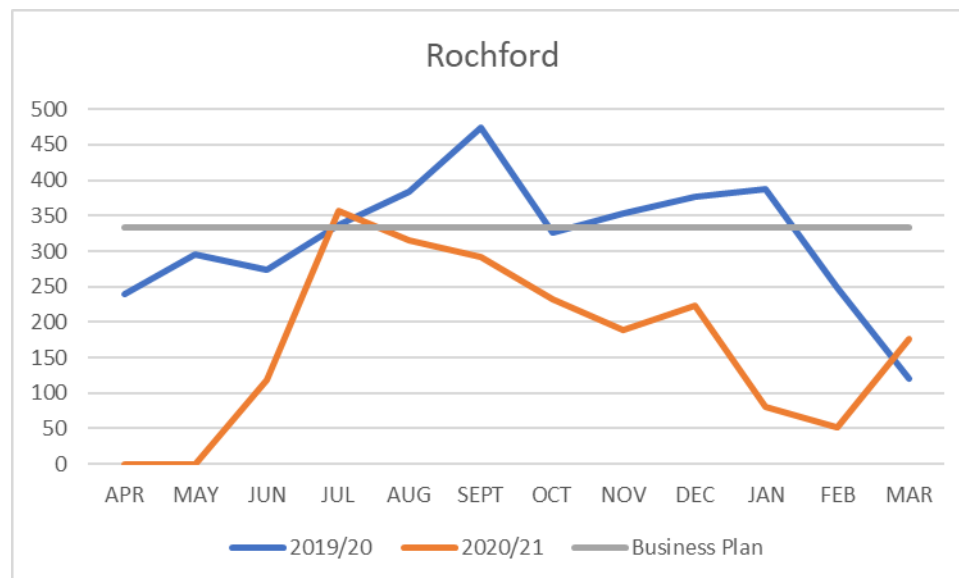
Rochford

CEO patrol data

Code	Description	PCNs Issued
01	Parked in a restricted street	869
02	Loading in restricted street	131
12	Parked in a residents' place	278
22	Re-parked in the same place	5
23	Wrong class of vehicle	119
24	Not parked correctly	32
25	Parked in a loading place	75
26	Double parking in a SEA	7
27	Dropped footway in a SEA	25
30	Parked longer than permitted	214
40	Disabled person's parking	128
45	Taxi rank	121
46	Clearway	16
47	Restricted bus stop or stand	5
48	Restricted school area	3
99	Pedestrian crossing	5
	Total PCNs issued	2,033
	Patrol Visits to streets	20400
	Observations	12010
	Average PCNs issued per day	8
	Average PCNs issued per CEO	3

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

Rochford	2019/20	2020/21	Business Plan
APR	240	0	333
MAY	296	0	333
JUN	274	118	333
JUL	337	356	333
AUG	384	315	333
SEPT	474	292	333
OCT	326	233	333
NOV	353	188	333
DEC	377	223	333
JAN	388	80	333
FEB	248	52	333
MAR	121	176	333
Total	3449	2033	3330



PCN issue and recovery rates

Rochford	Total PCNs
Number of Higher level PCNs issued	1782
Number of lower level PCNs issued	251
Number of total PCNs issued	2033
Number of PCNs paid	1683
Number of PCNs paid at discount amount	1455
Number of PCNs against which an informal or formal representation was made	275
Number of PCNs cancelled because of an informal or a formal representation	100
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)	252
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	88%
Percentage of lower level PCNs issued	12%
Percentage of PCNs paid	83%
Percentage of PCNs paid at discount amount	72%
Percentage of PCNs against which an informal or formal representation was made	14%
Percentage of PCNs cancelled because of an informal or a formal representation	5%
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)	12%

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CM1 1JE

Email parking@chelmsford.gov.uk
Telephone: 01245 606710



SOUTH ESSEX PARKING PARTNERSHIP SUB COMMITTEE

24 June 2021

AGENDA ITEM 13

Subject	Funding agreed for Batch 18 sign and line maintenance and new parking schemes requiring a Traffic Regulation Order (TRO).
Report by	South Essex Parking Partnership Manager

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

Purpose

To update the Sub Committee on the agreed funding for Batch 18 essential signs and lines maintenance and new parking schemes requiring a new TRO across the South Essex Parking Partnership area.

Options

This report is for information.

Recommendation(s)

That the Joint Committee notes this report

Consultees	Lead officers from each of the Local Authorities within the South Essex Parking Partnership
-------------------	---------------------------------------------------------------------------------------------

1. Introduction

- 1.1 At its meeting on 9 June 2016 the Joint Committee agreed to delegate the funding approval of the signs and lines maintenance to the South Essex Parking Partnership (SEPP) Manager in consultation with the Chairman and Vice Chairman of the SEPP Joint Committee. It was also agreed that any decisions taken under this delegated authority by the SEPP Manager will be reported to the next available Sub Committee (Signs and Lines Maintenance and Traffic Regulation Orders) meeting.

Also, following a review of the TRO application process at its meeting on 3 December 2020, the Joint Committee considered a report on the TRO process and options that

could improve the timelines of the process. The following was agreed at the meeting:

AGREED that:

1. In accordance with clause 10.4 of the Joint Committee Agreement, the function to approve funding for new TROs be delegated to the South Essex Parking Partnership Manager in consultation with the Chairman and Vice Chairman of the Joint Committee, and after having obtained the views of the lead officer and member for the district concerned.
2. The new terms of reference at Appendix D to the report to the meeting, which require that decisions taken under that delegated authority by the South Essex Parking Partnership Manager will not exceed the level of funding agreed in the Annual Business Plan for the maintenance of signs and lines and new TROs and will be reported to the next available Joint Committee meeting, be approved.

The amount of approved funding allocated in 2021-22 for signs and lines maintenance and new TROs is £200,000.

This report is to notify the SEPP Joint Committee of the decisions made under these delegations.

2 Batch 18 signs and lines maintenance

- 2.1 The SEPP Traffic Regulation Order Team has worked closely with the front-line enforcement team to identify a further list of areas (Batch 18) where enforcement is proving difficult due to discrepancies with the signs and lines.
- 2.2 Appendix A shows the Batch 18 list of maintenance funding requirements, which were considered and approved by the SEPP Manager and the Chairman and Vice Chairman of the SEPP Joint Committee in May 2021. The total funding required for these schemes is estimated to be in the region of £74,500. These schemes have now been scheduled into the program of works for completion.

3 Funding for new schemes requiring a TRO.

- 3.1 Appendix A shows the parking schemes requiring a new TRO, which were considered and approved by the SEPP Manager and the Chairman and Vice Chairman of the SEPP Joint Committee in May 2021. The total funding required for these schemes is estimated to be in the region of £58,000. These schemes have now been scheduled into the program of works for statutory publication of the proposal.
- 4 The funding available for financial year 2021-22 after approval of the sign and lines funding (£125,500) and new parking schemes requiring a new TRO (£58,000) is £67,500.

5. Conclusion

The Batch 18 list of essential sign and line maintenance and new parking schemes requiring a new TRO have been approved by the SEPP Manager in consultation with the SEPP Chairman and Vice Chairman under the approved delegation. There is £67,500 funding available for allocation for the remainder of the 2021-22 financial year.

The decisions made under this delegation are reported back to the Joint Committee.

List of Appendices

Appendix A – Batch 18 approved signs and lines maintenance schemes.

Appendix B – approved New TROs

Background Papers

South Essex Parking Partnership Joint Committee Agreement March 2011

Terms of reference for the Sign and Line Maintenance and TRO funding Sub Committee.

Appendix A **Batch 18 - Lines & Signs Maintenance**

BASILDON		
Cumberland Drive - DYL	Laindon	£500
Rosslyn Road - SYL & Signing	Billericay	£2,500
Beaufort Road – DYL / SYL & Signing	Billericay	£2,500
Horace Road – DYL / SYL & Signing	Billericay	£2,500
Headley Road – DYL / SYL & Signing	Billericay	£2,500
Southend Road & Mill Road - DYL	Billericay	£1,000
High Street – Various lining & signing (continuous damage throughout and faded lining)	Billericay	£3,000
Valley Road – RP bays	Billericay	£500
Great Oaks – DYL / SYL & Signing	Basildon	£3,500
Clay Hill Road – DYL / SYL / SKC / RP bays & Signing	Basildon	£4,000
Ryedene – SKC's & Signing	Vange	£1,000
Lower Southend Road & Stilemans	Wickford	£2,000
London Road – SKC's	Vange	£1,000
Coppice Lane – SKC's / DYL & DPB	Noak Bridge	£1,000
	TOTAL	£27,500

BRENTWOOD		
York Close – SYL & Signing	Shenfield	£500
Thorndon Approach - DYL	Herongate	£500
Peartrees & The Meadows – SYL & Signing	Herongate	£1,000
Myrtle Road - RP Bays & DYL	Warley	£2,000
Avenue Road - RP Bays / SYL & DYL	Warley	£2,000
High Street – Loading bays / DYL / Kerb blips & Signing	Brentwood	£3,000
Hart Street - Loading bays & DYL	Brentwood	£2,000
Long Ridings estate – DYL / SYL & signing	Hutton	£3,000
Fairfield - RP Bays, SYL / DYL & signing	Ingatestone	£1,500
William Hunter Way - Loading bays, DYL / Kerb blips & signing	Brentwood	£3,000
North Road – Kerb blips & signing	Brentwood	£500
Priests Lane - Signing	Shenfield	£1,000
Middleton Road - Signing	Shenfield	£1,000
Ingrave Road & Cathedral Place – DYL & LW bays	Brentwood	£3,000
Warley Hill – DYL & LW bays	Warley	£4,000
	TOTAL	£28,000

CASTLE POINT		
Church Road - limited wait bay o/s Robert Drake School	Thundersley	£300
Church Road - 2 x SKC	Hadleigh	£500
Oak Road North - DYL	Hadleigh	£100

Romainville Way – DYL	Canvey Island	£200
High Street - SYL in layby o/s church + DYL	Hadleigh	£500
St Marys Drive / Norwood Drive & Adelaide Gardens – SYL, DYL, keep clear & Ltd wait bay	Benfleet	£2,000
High Road - post	Benfleet	£150
Romainville Way - DYL	Canvey Island	£300
Bowers Road - SYL, DYL, bus stop, sign	Benfleet	£500
Access road off Rectory Road - SYL	Hadleigh	£450
Cumberland Avenue j/w Constitution Hill - DYL	Benfleet	£200
	TOTAL	£5,200

CHELMSFORD		
Meadgate Avenue – Lines and Signs	Great Baddow	£800
The Causeway – Lines and Signs	Great Baddow	£700
Springfield Park Road - Signage opp no. 129	Springfield	£300
Finchley Avenue - Signage at Moulsham St end	Chelmsford	£300
Beeches Road - Faded permit bays	Chelmsford	£500
Friars Walk - KB	Chelmsford	£300
Upper Chase - DYL	Chelmsford	£400
Bellmead - Loading Sign near Multi-storey	Chelmsford	£300
Marlborough Road - Lines & Signs	Chelmsford	£800
Queen Street - Sign on LC3	Chelmsford	£50
Bishop Road - Signs missing O/S No. 98/100	Chelmsford	£100
Moulsham Street – Signs O/S 142-136 LW Bay	Chelmsford	£250
Moulsham Drive - Lines and Signs	Chelmsford	£2,000
St. John's Avenue - Lines & Signs	Chelmsford	£2,000
	TOTAL	£8,800

MALDON		
Park Drive - Lining	Maldon	£1,000
Hall Road - Lining	Heybridge	£700
	TOTAL	£1,700

ROCHFORD		
Moons Close - DYL	Rochford	£150
Aldermans Hill / Main Road, Folly Lane, Manor Road, Bull Lane - SYL & DYL	Hockley	£1,200
White Hart Lane, Highams Avenue, Hawkwell Road, Cromwell Road - SYL & DYL	Hockley	£1,800
High Street - o/s Nisa Local re-set post	Rayleigh	£150
Broadlands Road & Greensward Lane - SYL & DYL	Hockley	£2,500
The Approach - SYL & DYL up to No. 24	Rayleigh	£200
High Street - DYL & kerb marks (Crown Hill to j/w Bellingham Lane)	Rayleigh	£600
Sutton Court Drive - DYL	Rochford	£150
Southend Road / Queen Elizabeth Drive - LW bay & DYL	Rochford	£250
Ashingdon Road - Keep Clear	Rochford	£90
	TOTAL	£3,300

Total - £74,500

Appendix B

Funding for new Traffic Regulation Orders within The South Essex Parking Partnership

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	Spains Hall Place	Basildon	Basildon	DYL	£1,500
2	Wickhay	Basildon	Basildon	DYL	£1,500
3	Passingham Avenue & Kennel Lane	Billericay	Basildon	DYL	£1,500
4	Ilmington Drive Burnt Mills Road & Sherbourne Drive	Basildon	Basildon	DYL	£2,000
5	Eleanor Chase, Victoria Avenue & Charlotte Avenue	Wickford	Basildon	DYL	£1,500
TOTAL - £8,000					
BRENTWOOD					
6	Wingrave Crescent	Brentwood	Brentwood	DYL	£1,000
7	Queens Road	Brentwood	Brentwood	DYL / No Loading	£4,500
8	Avenue Road	Warley	Brentwood	DYL / Disabled Bay / Limited Waiting / RP bays	£4,500
TOTAL - £10,000					
CASTLE POINT					
9	Lionel Road	Canvey Island	Castle Point	DYL	£3,500
10	Haarlem Road, Limburg Road & Dyke Crescent	Canvey Island	Castle Point	DYL	£3,000
11	Brook Road	Benfleet	Castle Point	Amend SYL to RP	£4,500
12	Grove Road	Benfleet	Castle Point	Remove loading restriction	£1,000
TOTAL - £12,000					
CHELMSFORD					
13	Mildmay Road	Chelmsford	Chelmsford	Amend times of RP bays	£2,000
14	Foxholes Road	Great Baddow	Chelmsford	DYL / RP scheme	£6,000
15	Ongar Road & Victoria Road	Writtle	Chelmsford	DYL	£1,500
TOTAL - £13,500					
MALDON					
16	Park Drive	Maldon	Maldon	Amend Seasonal SYL to DYL	£5,000

17	Princes Road	Maldon	Maldon	DYL	£1,000
18	Mill Road	Maldon	Maldon	Amend SYL to DYL and further RP bays	£5,000
19	Crouch Road & Essex Road	Burnham-on-Crouch	Maldon	DYL	£1,500
20	Fitch's Crescent	Maldon	Maldon	Amend SYL to DYL	£2,000
TOTAL - £14,500					
					TOTAL - £58,000

Item 1

Spains Hall Place, Basildon

The SEPP received a request from Cllr Kerry Smith on 22 October 2019 requesting a 'No Waiting at Any Time' restriction (double yellow lines) in Spains Hall Place on the junction to Colne Place as residents had reported issues with vehicles parking too close to the junction.

Site visits showed that vehicles consistently parked near the junction in Spains Hall Place to Colne Road. Vehicles were also regularly found to be parking on the bend in Spains Hall Place after the junction with Colne Road and vehicles were parking near the junction to Kingswood Road. These vehicles were causing an obstruction and sightline issues on the bend and the junction. Rule 243 of the Highway Code states that vehicles should not be parking opposite or within 10 metres of a junction or on a bend.

The technician recommended a 'No Waiting at Any Time' restriction (double yellow lines) in Spains Hall Place at its junction with Colne Road and opposite the junction, as well as the junction with Kingswood Road as there would be displacement of parked vehicles and would be consistent with the Highway Code.

The SEPP Joint Committee Member and Lead Officer for Basildon agreed with the Technician's recommendation to fund a proposed scheme at this location. It has been estimated at £1,500. This cost could 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.

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 2

Wickhay, Basildon

The SEPP received a request from a resident of Wickhay on the 31 October 2019 requesting that a 'No Waiting' (single yellow line) restriction Monday to Sunday 7–11am & 2-6pm be implemented to prevent long term commuter parking.

Site visits showed that vehicles did consistently park near the junction adjacent to No.6 Wickhay and vehicles also consistently parked on the service road half on the carriageway and half on the footway. These vehicles were causing an obstruction potentially forcing pedestrians to walk in the carriageway and could cause sightline issues for drivers when negotiating the entrance to the service road.

The resident also mentioned this in their application form that refuse lorries have to bump up the opposite kerb to gain access to the garage area to go around these vehicles due to the width of the service road being so narrow. This would also be difficult for emergency services to gain access to the garage area should they need to. This was also mentioned in the application.

The photos below show the service road adjacent to No.6 Wickhay and the service road opposite.



The technician's recommendation was to implement a 'No Waiting at Any Time' restriction (double yellow lines) on the junction to the service road adjacent to No.6 Wickhay as well as leading to the garage/parking area, and the junction and service road opposite No.6 Wickhay. This would ensure access for emergency services as well as the refuse lorries and ensure a clear line of sight for drivers at the junction.

However, the technician did not recommend a 'No Waiting' restriction, Monday to Sunday 7–11am & 2-6pm as per the applicants request as most residents do not have off-street parking and implementing any further restrictions in Wickhay would be detrimental to residents.

The SEPP Joint Committee Member and Lead Officer for Basildon agreed with the Technician's recommendations to fund a proposed scheme at this location. It has been estimated at £1,500. This cost could be reduced if incorporated with other roads in Basildon to publish one Traffic Regulation Order.

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 3

Passingham Avenue & Kennel Lane, Billericay

The SEPP received a request from resident of Passingham Avenue requesting a 'No Waiting at Any Time' (double yellow lines) restriction be implemented in Passingham Avenue at its junction with Kennel Lane, as residents had reported they were having issues with vehicles parking too close to the junction.

Site visits showed that vehicles do regularly park on Passingham Avenue close to the Kennel Lane junction causing an obstruction to drivers entering and exiting the road. Rule 243 of the Highway Code states that vehicles should not be parking opposite or within 10 metres of a junction or on a bend.

The technician recommended a 'No Waiting at Any Time' restriction (double yellow lines) in Passingham Avenue at its junction with Kennel Lane as per Rule 243 of the Highway Code to ensure that drivers can exit and enter the junction easily and have a clear sightline. However, due to the wide bell mouth of the junction the technician recommended 15 metres to ensure a clear sight lines.

The SEPP Joint Committee Member and Lead Officer for Basildon agreed with the Technician's recommendation to fund a proposed scheme at this location. It has been estimated at £1,500. This cost could 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.

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 4

Ilmington Drive / Burnt Mills Road / Sherbourne Drive, Basildon

The SEPP received a request from Cllr Patricia Reid on 24 September 2020 requesting a 'No Waiting at Any Time' restriction (double yellow lines) in Ilmington Drive from the junction adjacent to No. 7 on the bend to the junction with Sherbourne Road.

Site visits showed that vehicles consistently park on the bend in Ilmington Drive between the junction with No.7 and the junction with Sherbourne Road. These vehicles cause an obstruction and hinder sightlines.

Rule 243 of the Highway Code states that vehicles should not be parking opposite or within 10 metres of a junction or on a bend.

The technician recommended a 'No Waiting at Any Time' restriction (double yellow lines) in Ilmington Drive at its junction adjacent to No. 7 including the bend and to the junction with Sherbourne Road, as per Rule 243 of the Highway Code, to ensure the junctions and bends are kept free from obstructions and ensure that drivers have a sufficient line of sight when navigating the bend and entering and exiting the junctions.

Below is a plan showing the extent of the recommended length of the restriction. This may need to be extended in the future if displaced vehicles cause issues on other junctions.



The SEPP Joint Committee Member and Lead Officer for Basildon agreed with the Technician's recommendations to fund a proposed scheme at this location. It has been estimated at £2,000. This cost could 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.

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 5

Eleanor Chase, Victoria Avenue & Charlotte Avenue, Wickford

The SEPP received a request from a resident of Eleanor Chase on the 12 October 2020 requesting a 'No Waiting at Any Time' restriction (double yellow lines) on the junctions of Eleanor Chase as the resident has reported issues of obstruction. The application form also mentions an additional restriction to include a single hour restriction for Eleanor Chase along with the double yellow lines on the junction.

Site visits that that vehicles did sometimes park too close to the junction with Victoria Avenue causing a potential obstruction. The junction with Charlotte Avenue was always kept clear during these visits. Rule 243 of the Highway Code states that vehicles should not be parking opposite or within 10 metres of a junction or on a bend.

Below are photos taken during our site visits to show the level of parking in Eleanor Chase.



Although vehicles were not parking close to the junction during every visit the Technician recommended that a 'No Waiting at Any Time' restriction (double yellow lines) on the junctions of Eleanor Chase and Victoria Road and Eleanor Chase and Charlotte Avenue to ensure the junctions are kept clear of obstructions and drivers have a clear sight line.

During the visits conducted there were a maximum of 6 vehicles parking at any time in Eleanor Chase with space available for additional vehicles. Therefore, the Technician did not recommend that a one-hour restriction is implemented in addition to the recommended double yellow lines as this would be detrimental to residents and their visitors.

The SEPP Joint Committee Member and Lead Officer for Basildon agreed with the Technician's recommendations to fund a proposed scheme at this location. It has been estimated at £1,500. This cost could 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.

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 6**Wingrave Crescent, Brentwood**

An application form was submitted by a resident and signed by 8 properties as they feel there are numerous incidents of obstructive and dangerous parking on the junction of Wingrave Crescent and Wingrave Court. The Highway Code states that you should not park within 10 metres of a junction. A total of 10 site visits were carried out at various times to the location in question and the Technician has observed cases of obstruction on all visits.

The Technician recommended that 10 metres of double yellow lines protecting the junction would be beneficial as there are clear cases of obstruction on a regular basis, which affects sight lines and access, especially for larger vehicles. Implementing double yellow lines would be consistent with other nearby junctions that already have these restrictions in place and therefore the recommendation was to put a scheme forward for funding for a 'No Waiting at Any Time' restriction at this location.

The SEPP Joint Committee Member and Lead Officer for Brentwood agreed with the Technician's recommendations to fund a proposed scheme at this location. It has been estimated £1,000. This cost could 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.

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 7**Queens Road, Brentwood**

The SEPP received a request to change the existing 'No Waiting Monday to Saturday 9am–6pm' restriction to a 'No Waiting at Any Time' restriction in Queens Road from Cllr David Kendall and is supported by Cllr Julie Morrissey and Cllr Gareth Barret. The request was to implement this restriction from the crossing adjacent to the Cathedral towards the Spread-Eagle Pub. This was because on Sunday's when the existing restrictions do not apply vehicles are parking both sides of the road causing an obstruction to the Highway and causing safety and congestion issues. It should be noted that vehicles are parking on the approach to a controlled crossing.

During the SEPP's official site visits, it was noticed vehicles parking either on one side or both sides of the road on a Sunday morning. The SEPP's technicians have also noticed parking like this on a Sunday morning outside of official visits when passing through the area. Queens Road is a PR1 route and due to the level of congestion parking can cause on this part of Queens Road the Technician recommended that a 'No Waiting at Any Time' & 'No Loading' restriction between 8am–6pm (7 days a week) is implemented for road safety and prevent congestion.

It was also recommended that a 'No Waiting at Any Time' (double yellow lines) restriction is implemented after the crossing adjacent to St Thomas Road to cover Queens Road past the Spread-Eagle Public House to and including the Alfred Road junction as recommended by the Highway Code. This restriction would also lead round into Coptfold Road on the other side of the Spread-Eagle Public House to deter vehicles from parking and potentially obstructing the Highway

adjacent to where resident permit vehicles are parked. Implementing a 'No Waiting at Any Time' also allows the public house to have their deliveries as normal and allows the lorries to load and unload without being in contravention.

Additionally, we recommend amending the existing 'No Waiting Monday to Saturday 9am–6pm' restriction after Alfred Road to the mini roundabout to a 'No Waiting Monday to Saturday 8am–6pm' restriction. The reason for this recommendation is that we have witnessed vehicles parking on the pavement forcing pedestrians into the road between 8am and 9am. As the Ursuline School is on the same road this is forcing students to walk in the road to avoid these vehicles and therefore amending the restriction to commence at 8am would prevent vehicles from parking on the footway and keep it clear for pedestrians to walk down Queens Road safely.

The SEPP Joint Committee Member and Lead Officer for Brentwood agreed with the Technician's recommendations to fund a proposed scheme at this location. It has been estimated £2,500. 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.

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

Avenue Road, Warley

A completed application form was received on 22 October 2018 requesting that the two Doctor Permit bays are removed and that the on-street parking provisions at this location be re-designed.

The application form has been submitted by Councillor Jon Cloke. Two other requests to revise the parking have also been received regarding this location, one from a local resident requesting additional resident permit spaces, and the other from the Spinal Care Clinic, requesting additional parking for their clients.

The existing restrictions in the road cause congestion at weekends and in the evenings as the Single Yellow Line on the south side of the road which operates Monday to Friday 9am–5pm therefore vehicles park in the evenings or weekends after the restriction has finished. In addition, the existing Doctor Permit bays should have been removed when the Doctors Surgery moved locations. These bays should only be in place for doctors who could be called out for emergencies. Currently, they are being used by the Chiropractors at the Spinal Care Clinic and this is a misuse of these bays.

The technician recommended that the existing parking provisions are redesigned to remove the Doctor Permit bays and amend the restrictions accordingly to accommodate more resident permit bays and limited waiting bays to help provide more parking for residents, as well as visitors to the Spinal Care Clinic.

The existing 'No Waiting at Any Time' (double yellow lines) restriction should be extended over the dropped kerb access to the residential properties to prevent vehicles from obstructing access and amending the single yellow line on the south side of Avenue Road to a double yellow line to prevent

vehicles parking at any time which could cause access issues especially for larger vehicles, as well as leading to vehicle conflict in the road and creating congestion. It should be noted that Avenue Road is a bus route and there have been incidents where the bus could not gain access.

The existing disabled bay should also be relocated to the end of the bay to make parking easier for blue badge holders. The redesign would also create two further residential permit bays with no loss of limited waiting bays so it will have no detrimental effect on the Spinal Care Clinic's business or its customers.

The technician recommended that a scheme was put forward for funding as there are several issues within Avenue Road which have been highlighted in the assessment. Redesigning the existing parking provisions will address the current issues.

It was agreed with the SEPP Joint Committee Member and Lead Officer for Brentwood to cost a scheme to amend the current parking restrictions as outlined above. It has been estimated at £4,500. 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.

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 9

Lionel Road, Canvey Island

This request was supported by a 7-property petition and was for an extension of the existing 'No Waiting 8am–8pm' restrictions on Lionel Road further west than their current termination at the junction with Convent Road. Additionally, it is requested that 'No Waiting at Any Time' restriction is implemented on the junction of Lionel Road and Convent Road.

Despite several site visits at various times there was no evidence of a major parking issue on the unrestricted section of Lionel Road during the daytime and there was always adequate parking provision along the road. However, there was almost always parking near to the junction with Convent Road, both in Lionel Road and Convent Road, on one occasion a refuse vehicle was witnessed to have difficulty negotiating the junction.

The request calls for the extension of the existing single yellow line restriction in Lionel Road but this would be impractical, given the length of the road, a suitable termination point could not be determined and the result would probably be that any parking that may occur was just displaced further along. All properties have off-street parking provision.

From the site visits that have been made there were no major parking issues recorded on Lionel Road and the request did not meet SEPP Policy criteria (section 7.4.3) for implementing parking restrictions. However, there was sufficient evidence of parking near to the junction with Convent Road to suggest that 10 metres of 'No Waiting At Any Time' (double yellow line) restrictions would be beneficial at this junction, and opposite, to ensure that access was maintained for larger vehicles.

It was agreed with the SEPP Joint Committee Member and Lead Officer for Castle Point to cost a scheme to amend the current parking restrictions as outlined above. It has been estimated at £2,500. 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 10

Haarlem Road, Limburg Road and Dyke Crescent, Canvey Island

This request was supported by a 19-property petition (18 from Harlem Road, 1 from Dyke Crescent) and 3 Councillors and was for 'No Waiting At Any Time' (double yellow lines) parking restrictions at the junction of Dyke Crescent and Haarlem Road (which is a private road). This is on the basis that vehicles are being parked close to the junction causing sight-line issues.

Site visits have been undertaken at various times and there have always been vehicles parked closer to the junction than the 10 metres stated in the Highway Code.

While undertaking these site visits, the next junction with Limburg Road was also monitored and the parking was found to be similar to that at Haarlem Road.

Although access and egress at both junctions wasn't affected by the presence of the parked vehicles, sightlines for motorists either approaching the junctions or exiting them were definitely compromised. It should be noted however that the roads do not have a high traffic flow. It would appear that all the parked vehicles belong to residents.

Although this request does not strictly meet SEPP policy criteria it is felt that some parking restrictions would be beneficial however they may be difficult to enforce, particularly at evenings and weekends when the pressure on parking is greater.

It was agreed with the SEPP Joint Committee Member and Lead Officer for Castle Point to cost a scheme to proceed with junction protection for Haarlem Road junction with Dyke Crescent AND Limburg Road junction with Dyke Crescent. It has been estimated at £3,000. This cost could 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 11

Brook Road, Canvey Island

This request was supported by a 22-property petition and was for an amendment to the existing single yellow line parking restrictions, operating Monday to Friday 11am–Noon, to a resident permit parking scheme with the same operational hour.

The reason for the request being that the single yellow line restriction does not help all residents and is too onerous.

In accordance with SEPP policy an informal consultation was carried out (between 7th and 25th September) with the residents that live adjacent to the existing parking restriction to gain their views on amending to a permit parking scheme.

It should be noted that a permit parking scheme works the same as a single yellow line in that if a resident didn't want to purchase a permit the restriction would apply to them, however by being able to purchase a permit it allows those who wish, to park during the operational hours as well as enabling tradespeople and visitors to park (with a valid permit).

Some sections of the adjacent Hall Farm Road also have permit parking areas.

The results of the informal consultation were as follows (see also the full response/comments list supplied):

26 of 49 properties (53%) responded, 23 of 49 properties (47%) did not respond

14 of 26 responses (54%) were in favour of a change to permit parking

12 of 26 responses (46%) were not in favour of a change to permit parking

However, as can be seen from the responses there was a difference between those living in the section between Fleet Road and Hall Farm Road and the section from Fleet Road southwards, the breakdown of these two sections is as follows:

Section from between Fleet Road & Hall Farm Road:

6 of 11 properties (55%) responded, 5 of 11 properties (45%) did not respond

1 of 6 responses (17%) was in favour of a change to permit parking

5 of 6 responses (83%) were not in favour of a change to permit parking

Section south of Fleet Road:

20 of 38 properties (53%) responded, 18 of 38 properties (47%) did not respond

13 of 20 responses (65%) were in favour of a change to permit parking

7 of 7 responses (35%) were not in favour of a change to permit parking

It was agreed with the SEPP Joint Committee Member and Lead Officer for Castle Point to cost a scheme to amend the existing restrictions to a permit parking scheme (Mon - Fri, 11am – Noon) that covers the southern section from Fleet Road southwards only, leaving the section between Fleet Road and Hall Farm Road as it is. It has been estimated at £4,500. This cost could 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 – 7.4 Commuter parking in a residential street (preferred parking)

- * The parking by non-residents must be sufficiently severe to cause serious inconvenience to residents – N/A.
- * 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 in part.
- * 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 Partnership is satisfied that a reasonable level of enforcement can be maintained – met, there are existing parking restrictions in the area.

Item 12**Grove Road, Benfleet**

A 'No Loading at Any Time' restriction was implemented on Grove Road for a distance of 60 metres from its junction with High Road (both sides) when the adjacent timber yard was in operation. The site of the timber yard has now been redeveloped as housing and the need for the 'No Loading' restriction has been removed. This is the only loading restriction in the vicinity.

Removal of this restriction would negate the need for both enforcement (these types of restriction being difficult to monitor) and future maintenance. The existing 'No Waiting at Any Time' (double yellow line) restriction would remain.

It was agreed with the SEPP Joint Committee Member and Lead Officer for Castle Point to cost a scheme to remove the 'No Loading' restrictions. It has been estimated at £1,000. This cost could be reduced if incorporated with other roads in Castle Point to publish one Traffic Regulation Order.

SEPP Policy – 2.3

The aim of the SEPP and ECC is to avoid introducing unnecessary parking restrictions and to concentrate the limited funds available to the SEPP on essential schemes where major parking issues exist.

SEPP Policy – 2.4

The SEPP and ECC will only commence the process of introducing a parking restriction if the request is considered to be absolutely necessary and meets the criteria set out in this document.

Item 13**Mildmay Road, Chelmsford**

A completed application form with the support of 15 residents was received on 4 July 2019. The applicant stated that non-residents are parking outside of the restricted times between 68 and 74 Mildmay Road. This has resulted in residents finding it difficult to park near their homes. It has been requested that the restriction be changed to Permit Holders Only Monday to Saturday 8am–11pm.

The road falls within Zone 4, with residents being able to park anywhere within the zone. The majority of the road is Permit Holders Only Monday to Saturday 8am–11pm, with a few sections that are Permit Holders Only Monday to Saturday 9–10am and Permit Holders Only Monday to Saturday 2–3pm. Permit bays are situated on both sides of the road for the entire length.

The Technician suggested that restrictions could be left as they are or be amended in line with the nearby bays.

It was agreed with the SEPP Joint Committee Member and Lead Officer for Chelmsford to cost a scheme to amend the current restriction to conform with the other restrictions in the area for consistency. It has been estimated at £2,000. This cost could 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 – 7.4 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.
- * The Partnership is satisfied that a reasonable level of enforcement can be maintained – met, there are existing parking restrictions in the area.

Item 14

Foxholes Road, Snelling Grove & The Dell, Great Baddow

An application was received on 13 January 2020 requesting double yellow lines on one side of Foxholes Road, Chelmsford. The applicant stated that vehicles park in a manner that causes obstruction to larger vehicles. The applicant works for First Essex Buses and brought the parking issue up as their role as Health and Safety Union Official. It is stated that other bus drivers on this route are in agreement that something is required to stop vehicles from parking in an obstructive manner.

Foxholes Road is a residential road within Great Baddow and is part of a bus route (No. 57 & 57C) that goes between Beaulieu Park and Galleywood 7 days a week. Buses pass through Foxholes Road approximately between 6am-10pm Monday to Friday, 6.30am-11pm on Saturdays and 8.45am-7.30pm on Sundays and Public Holidays. It appears that most properties have some form of off-street parking.

Following the site visits conducted it was decided to undertake an informal consultation with all residents of Foxholes Road in order to seek their views on introducing double yellow lines on Foxholes Road.

The informal consultation was open for comment from 20/06/2020 until 17/07/2020.
All residents of Foxholes Road (62 properties) were consulted.

Totals	No. of Properties	No. of responses	No. in favour of DYL scheme
Foxholes Road	62	47 (75%)	18 (38%)

** Percentages rounded to the nearest whole number

The results of the informal consultation showed that the majority of residents were not in favour of the proposed scheme. Several comments were received from residents alongside their vote, for example:

- Several residents requested a single yellow (Mon-Fri etc) instead
- Several residents requested a Permit Scheme instead
- Many of the resident's state that some of the issues result from local workers
- Many of the residents stated that although access is an issue on occasions, implementing the proposed scheme would result in a loss of needed parking for residents.
- Building work has recently been carried out on one of the properties which has now ended.

Therefore, following the results of the informal and the evidence obtained, it was felt that the following two options be decided upon by the SEPP Joint Committee Member and Lead Officer for Chelmsford.

- 1) Road to remain unrestricted (apart from existing double yellows)
- 2) Introduce DYL on bends and junctions only in order to maintain sightlines for road users.

In both cases it was recommended that SEPP continues to monitor the area for any changes in the level of on-street parking. In August 2020 it was decided by SEPP to proceed with option 2 only.

During this period of monitoring, the SEPP continued to receive reports of obstruction from residents of Foxholes Road due to the manner of parked vehicles. The image below was provided to SEPP:



Following these reports, the area was revisited. If SEPP were to introduce double yellow lines on the bends and junctions only, it would still not prevent instances of obstruction as shown in the images above. The highway is intended for the passing and repassing of traffic, and therefore the Highway Authority and SEPP have the responsibility to ensure that traffic flow is not impeded.

According to SEPP policy (Version 5 – 5 March 2019) section 3.10 states:
 'The SEPP, regardless of the outcome of informal consultation, reserved the right to implement a scheme when it is deemed essential.'

Further to discussions with the SEPP Joint Committee Member and Lead Officer for Chelmsford, in October 2020 approval was given to proceed with the original proposal of double yellow lines in order to maintain access at all times, especially for emergency services.

From the information gained in the previous consultation and from site visits conducted, it is likely that there is some commuter parking on Foxholes Road. Therefore, it was also decided to conduct another informal consultation with residents regarding a permit parking scheme. This would help ensure that remaining spaces would be available for residents and their visitors. Residents were consulted as to whether they would prefer the remaining road space to be left unrestricted or subject to a permit scheme.

The informal consultation was open for comment from 18/11/2020 until 18/12/2020. All residents of Foxholes Road, The Dell and Snelling Grove were invited to take part. The results were as follows:

Roads	Responses	In Favour	Mon-Sat 10-11am	Mon-Sat 8am-6pm
Foxholes Road (62)	34 (55%)	21 (62%)	11	8
The Dell (40)	13 (33%)	6 (46%)	1	5
Snelling Grove (17)	9 (53%)	7 (78%)	1	6

Due a lack of response and support from The Dell and that it is not on the bus route, it will not be included in the proposed scheme. However, there will be 10 metres of double yellow lines from the junction with Foxholes Road, as per Rule 243 of the Highway Code.

It was agreed with the SEPP Joint Committee Member and Lead Officer for Chelmsford to cost a scheme for 'No Waiting at Any Time' (double yellow lines) and Resident Permit Parking for Foxholes Road and Snelling Grove. It has been estimated at £6,000. This cost could 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.

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

Item 15

Park Drive, Maldon

An application was received on 22 May 2019 requesting a Clearway on Park Drive, Maldon in order to protect grass verges / footways and improve safety from the access to the recycling centre to the Mundon Roundabout. Park Drive is a PR2 Route within ECC Hierarchy, therefore is important to maintain free flowing traffic movement due to its function within the network.

Park Drive is the main road leading to several facilities such as the Promenade, Health Club, Blackwater Leisure Centre, Maldon & Tiptree Football Club and Recycling Centre. There are few residential properties within the section of Park Drive outlined, none of which likely park on Park Drive.

It is outlined by the applicant that the issues described occur on football match days or local events.

During most of the site visits conducted, there was no evidence of any obstruction or access issues on Park Drive. It is acknowledged however that these visits were not conducted on event or football match days. From the visits conducted, issues were only apparent on big match days.

The below images however were provided showing the extent of the parking problem on football match days or local events:



Although it is likely that parking as shown above is only an issue several days of the year, it was felt that due to Park Drive's function within the network, and the potential danger incurred by parking on grass verges, a parking scheme could be justified at this location.

As there are bus stops along this section however, double yellow lines are recommended instead of a Clearway. Additionally, double yellow lines are more visible to the driver. Vehicles parked on the highway (on footways or grass verges) next to double yellow lines can be issued a penalty charge notice. Therefore, it was recommended that the request proceeds to formal advertisement, subject to funding.

It was agreed with the SEPP Joint Committee Member and Lead Officer for Maldon to cost a scheme for 'No Waiting at Any Time'. It has been estimated at £7,000. This cost could 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

Princes Road, Maldon

An application was received on 22 July 2019 requesting a 'No Waiting at Any Time' (double yellow lines) restriction on Princes Road in order to retain sightlines and access to and from Wantz Haven. The application was accompanied by 37 signatures, 30 of which were residents of Wantz Haven.

Wantz Haven is a private road off Princes Road, in Maldon. Princes Road is currently restricted by single yellow line (No Waiting Mon-Fri 8am-6pm) and double yellow lines. Princes Road is adjacent to a Park, residential properties and eventually leads to Maldon Council Offices, a Medical Centre and Pharmacy.

During the site visits conducted, it was observed on occasions that vehicles were parked on Princes Road opposite the access to Wantz Haven. Although access was maintained, it was noted by the Technician that if a whole row of vehicles were parked opposite, manoeuvring could be difficult, especially by larger vehicles. It was observed that problems are more likely to occur at weekends rather than evenings which indicates that vehicles parking on Princes Road are those using amenities.

A parking scheme has recently been introduced in Princes Road where double yellow lines were implemented opposite driveways in order to maintain access, therefore on this basis, it is recommended that this restriction is introduced opposite Wantz Haven in order to maintain access.

It was agreed with the SEPP Joint Committee Member and Lead Officer for Maldon to cost a scheme for 'No Waiting at Any Time'. It has been estimated at £1,000. This cost could 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 17

Mill Road, Maldon

Mill Road and Park Road are PR2 Route within the ECC hierarchy, therefore it is important to maintain free flowing traffic movement due to its function within the network.

An application was received on 2 October 2019 requesting several changes in restrictions on Mill Road and Park Drive. Double yellow lines have been requested on the bend of Mill Road, opposite Park Drive. Currently there is a single yellow line restriction 8am-6pm all days. It is stated by the applicant that vehicles are parking outside of the restriction times, which then blocks access to residents' properties. It is also stated by the applicant that there is a lack of resident permit parking on Mill Road, therefore it was asked whether this could be investigated to see whether any extra permit parking spaces could be made available in the area.

Additionally, the applicant also highlighted a seasonal restriction on Park Drive, Sat, Sun & Bank Holidays 8am-10pm 1 April to 30 September. It is stated by the applicant that outside the restriction times, vehicles are parking at this section, causing congestion. Therefore, all year restriction times have been requested here.



During the site visits conducted, it was only observed once whereby a vehicle was parked on the bend on Mill Road, on the existing single yellow line outside its operational hours. It was also observed during evenings and weekends that most permit parking spaces were full along Mill Road. 1-3 vehicles were parked on Park Drive on the single yellow line outside the seasonal restriction hours, however no congestion issues were observed. It is acknowledged that this may be more of a problem during better weather and event days.

Following the points above, although only 1 vehicle was observed parking on the bend of Mill Road, it is recommended that double yellow lines are proposed in line with Rule 243 of the Highway Code.

Since the receipt of the application, the applicant made contact with the Taxi Licencing department and it would seem that at this point in time, we are unable to reduce the size of the taxi bay. It was however recommended that more permit parking bays are introduced on Mill Road where possible.

In regard to the seasonal restriction on Park Drive, 1-3 vehicles were observed as parking in this section during weekends. During the evenings, generally no vehicles were parked there. However, these site visits were not conducted during event days. If during events days and weekends all spaces are taken, it is likely that congestion may occur. Therefore, it is recommended that that restriction is changed to 'No Waiting Sat, Sun & Bank Hols 8am-10pm' all year round. Additionally, it is recommended that double yellow lines are proposed on junctions of the access roads to the Promenade and the Recycling Centre.

It was agreed with the SEPP Joint Committee Member and Lead Officer for Maldon to cost a scheme based on the above recommendations. It has been estimated at £3,500. This cost could 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 18

Crouch Road & Essex Road, Burnham-on-Crouch

An application form was received on 15 October 2019 requesting a 'No Waiting at Any Time' (double yellow lines) restriction on Crouch Road and Essex Road, Burnham-on-Crouch.

The applicant stated that vehicles park immediately up to their driveway entrance, impeding their visibility. It is stated that vehicles parking opposite also make it difficult to swing into and out of the driveway. Additionally, these vehicles park on the junction of Essex Road and Crouch Road. An 'H-Bar' has also been requested over the applicant's driveway and pedestrian gate.

During the site visits conducted, on occasion vehicles were observed parking on the junction within 10 metres. It was recommended by the Technician that double yellow lines be proposed on the junction as per Rule 243 of the Highway Code.

It was agreed with the SEPP Joint Committee Member and Lead Officer for Maldon to cost a scheme for 'No Waiting at Any Time'. It has been estimated at £1,500. This cost could 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 19

Fitch's Crescent, Maldon

An application has been received on 30 April 2019 requesting 'No Waiting 7am-8pm' every day on the entrance and exit to Fitch's Crescent. The entrance and exit to Fitch's Crescent is currently restricted by a seasonal restriction, 9am-7pm 1 May – 30 Sept. Therefore, the purpose of the request is to prevent parking at all times.

Fitch's Crescent is a residential road off Park Drive, Maldon. Park Drive is the main road leading to the Promenade. It is stated by the applicant that vehicles park in Fitch's Crescent during event days in order to avoid car park costs. Due to Fitch's Crescent narrow carriageway, especially at its entrance and exit, parked vehicles obstruct access.

During the site visits conducted the narrowness of Fitch's Crescent was noted by the Technician. See photo below:



Therefore, any parked vehicle, especially lengths of parked vehicles could make access to and from Fitch's Crescent very difficult. Additionally, refuse lorries and emergency vehicles may struggle. During the site visits conducted, on occasion one or two vehicles were parked on the single yellow line outside its operational hours, narrowing the carriage way and parked on the bends. It should be noted that most properties adjacent to the existing double yellow lines have off-street parking. Although no evidence was gathered during event days, it is likely that access is difficult during these times especially. It is recommended that rather than implementing a No Waiting 7am-8pm restriction, double yellow lines would be more appropriate at this location due to the width of the carriageway, which would always therefore maintain access.

It was agreed by the SEPP Joint Committee Member and Lead Officer for Maldon to cost a scheme for 'No Waiting at Any Time'. It has been estimated at £2,000. This cost could 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.