

MEETING OF THE SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

Thursday 28 July 2022 – 14.00
Marconi Room, Civic Centre, 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	Minutes of the Joint Committee Meeting and TRO objections Committee Meeting 10 March 2022	Chairman
6	Public Question Time	Chairman
7	Continuation of Sub- Committee arrangements under the new 2022 Joint Committee Agreement to consider objections against an Advertised Traffic Regulation Order (TRO)	Nick Binder
8	Continuation of delegations under the new 2022 Joint Committee Agreement for approving funding for signs and lines maintenance and new TROs	Nick Binder
9	Operational report (verbal update)	Russell Panter
10	Financial outturn 2021/22	Michael Packham
11	Financial Report 2022/23	Michael Packham
12	Annual Report of the South Essex Parking Partnership 2021/22	Nick Binder
13	Allocation of operational reserve	Nick Binder
14	Proposed revised forward plan of meetings	Nick Binder
15	Date and time of next meeting: 22 September 2022 – 14.00 – Council Chamber	Chairman

MINUTES
of the
SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE
held on 10 March 2022 at 2pm

Members present:

Councillor Jon Cloke – Brentwood Borough Council
Councillor Mike Mackrory – Chelmsford City Council
Councillor Carole Morris – Basildon Borough Council

Officers present:

Nick Binder – Chelmsford City Council
Trudie Bragg – Castle Point Borough Council
Liz Burr – Essex County Council
William Butcher – 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 and Introductions

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

2. Apologies for Absence

Apologies for absence had been received from Councillor Daniel Efde, Rochford District Council, Councillor Simon Hart, Castle Point Borough Council and Councillor Lee Scott, Essex County Council.

3. Minutes of the Joint Committee Meeting on 28 October 2021

The minutes of the meeting on 28 October 2021 were confirmed as a correct record.

4. Public Question Time

The Joint Committee was asked whether it had considered seeking an increase in the penalty charges fixed by the government to meet additional operational costs since they were last set. The Chairman replied that the relevant Minister had been asked whether there were any plans to increase the charges to reflect inflationary costs. The meeting was also informed that whilst the recent increase in fuel costs was not reflected in the Partnership's budget, there were sufficient reserves to enable the budget to be adjusted to accommodate those costs.

5. Operational and Performance Report

The Joint Committee was given an update on the following matters:

- Covid-19 precautions

The Partnership's staff continued to work to some Covid protocols.

- Equipment and Technology

The Partnership had re-engaged with a company for the supply of body-worn cameras and these were currently being trialled. Asked by Councillor Morris whether bodycams improved the safety of CEOs and therefore helped with recruitment, Russell Panter said that bodycams helped to deter aggressive behaviour towards CEOs and provided evidence for any prosecutions.

Dashcams in vehicles had proved to be valuable, particularly in helping to show liability for accidents and incidents. For technical reasons it had not been possible to use the CCTV car for ANPR in residents parking zones. SEPP and NEPP were seeking from the supplier a solution to the problem. An ANPR reader was being trialled for CEOs' hand held devices. Some SEPP staff would undertake training on a software package for the creation of dashboards using data. This would enable SEPP to manage the reporting of data in a more efficient way and would provide a comprehensive central reporting system to capture data from all the systems being used.

Staff had now moved into the new enforcement hub in Brentwood.

- Partnership Working

Obtaining police accreditation for staff was now being progressed, with the Chelmsford staff the first to undergo the vetting process. It would be rolled out to other districts in due course. The Working Group with NEPP continued to meet. The Brentwood SLA continued to work well and night-time economy patrols had resumed. The Maldon SLA for the delivery of on-street parking enforcement outside of office hours was being reviewed.

- Recruitment

Recruitment was taking place for three vacancies in Chelmsford, one in Brentwood and one in Basildon. It was hoped to be up to full staffing strength within six months. The vacancy for the Schools Liaison Officer would be advertised soon and would include responsibility for general administration and project management.

AGREED that the Operational and Performance report be noted.

(2.03pm to 2.17pm)

6. Financial Report

Michael Packham reported on the financial position of the South Essex Parking Partnership up to 28 February 2022. It showed a surplus of £412,254 for SEPP and a deficit of £367,926 for the TRO account, on a cash basis for the financial year to 28 February 2022 before taking into account items funded from the Reserve. This resulted in an overall surplus position for the Partnership of £44,328. The use of reserves totalling £319,000 meant that there was an overall deficit of £274,672 at 28 February.

PCN income had been £1,232,872 to 28 February 2022, compared with £817,747 for 2020/21 and £1,460,481 for 2019/20.

Income of £450,637 had been received from the 2020/21 Sales, Fees and Charges Compensation Scheme and was being audited. A claim had been made for the first quarter of 2021/22 and about £130,000 was expected to be received. Although it was not known when the 2021/22 sum would be finally confirmed, it would be recognised in the current year's budget.

AGREED that the financial position of the Partnership for 2021/2022 to 28 February 2022 be noted.

(2.17pm to 2.20pm)

7. Update on Business Plan for 2021/22

The Joint Committee received an update on its Business Plan for the current year and progress with the achievement of financial projections. It showed that:

- The number of PCNs issued across the Partnership was currently 8% down against the 2019/20 performance and 79% up on the 2020/21 performance. The number of PCNs issued was 4% up against the estimated figure in the Business Plan. Operating costs and expenditure were currently as expected. The total overall income had reduced by 21% against the 2019/20 outturn and had increased by 45% compared to the 2020/21 account. Currently the income was 17% down against the

2019/20 outturn but had increased by 44% compared to the 2020/21 account, now being 7% below the estimated figure in the Business Plan for 2021/22.

- Overall, the operation had performed well in 2021/22 and the recovery of the operation following Covid-19 was progressing as estimated. The overall recovery rate for PCNs paid was currently 76% of the PCNs issued. The expected outturn for the Partnership was in the region of 75% to 77%, which was considered to be good. The rate of PCN cancellation (11%) remained within the expected level.

It was concluded that the current financial position and the level of the performance to date indicated that the estimated outturn position of the Partnership would be down against the estimate in the 2020/21 Business Plan.

AGREED that progress against the Business Plan for 2021/2022 be noted.

(2.20pm to 2.28pm)

8. Annual Business Plan 2022/23

The Joint Committee considered the Business Plan of the Partnership for 2022/23 which set out its proposed annual budget and the business aims and objectives for that year.

The following were identified as the main features of the Business Plan:

- The total direct and indirect expenditure was estimated at £1,890,500 and the total income estimated to be £2,403,300, with expected costs of £172,000 for the operational staffing resource of the TRO function.
- The loss of income during the Covid-19 pandemic created uncertainty as to how the account would perform in the short term. It had therefore been agreed when entering into the new Joint Committee Agreement that a reserve of £400,000 would be maintained. This would consist of £300,000 from the SEPP operational reserve and a further £100,000 contribution from ECC, which comprised the £100,000 cash flow assistance given to SEPP at the start of the current Joint Committee Agreement which was payable to ECC at the termination of the contract.
- The Business Plan estimated that there would be a surplus in the region of £513,000 from the parking enforcement account. Of that, £428,000 would cover the TRO operational costs, the maintenance of sign and lines and the funding for new innovation. The remaining £85,000 would contribute to the new Strategic Partnership Panel.
- The business objectives in the 2022/23 Plan linked into the longer term aims and objectives of the Partnership. The main area of focus would be on monitoring the effects of the business recovery and adjusting the business case to ensure service provision met demand.

- Taking into account the outstanding items of spend and agreed reserve level, the Partnership was expected to have an operational fund in the region of £1,600,000 to invest back into the operation and allocate funding towards schemes which were in accordance with section 55 of the Road Traffic Regulation Act 1984. The final amount would be reported to the Joint Committee's next meeting on 30 June 2022 with a proposal for its allocation between the partners.
- The risks pertaining to the Partnership had been updated to reflect the new joint committee agreement working arrangements.

The Joint Committee was informed that the business objectives for 2022/23 had been set to ensure that the Partnership maintained the current level of performance and continued to provide a high level of service delivery.

AGREED that

1. The Annual Business Plan for 2022/23, with its proposed budgets, actions and objectives, be approved.
2. All specific Parking Authority deficits, including those over £10,000, be written off should they arise.
3. A reserve of £400,000 be maintained for 2022/23.
4. The risks identified in Appendix B to the Business Plan and the action plan to address the top three risks be approved.

(2.28pm to 2.37pm)

9. Update on New Joint Committee Agreement

Nick Binder informed the meeting that all the partner authorities had now approved the terms of the proposed new Joint Committee Agreement. Essex County Council was finalising the legal work associated with the Agreement but Liz Burr reported that this was unlikely to be completed before the current Agreement expired. It would be necessary for each partner authority to sign a Letter of Intent to continue with the current Agreement until the new one was signed by each partner and came into effect.

In approving that arrangement, the Joint Committee expressed appreciation for the work of the Partnership's officers and staff for making the Partnership a success under the current Agreement

AGREED that the update on the new Joint Committee Agreement be noted.

(2.37pm to 2.44pm)

10. Date and Time of Meetings for 2022/23

AGREED that the Joint Committee meet at 2pm on the following dates in 2022/23:

30 June 2022
8 September 2022
8 December 2022
9 March 2023

The meeting closed at 2.45pm

Chairman

MINUTES
of the
SOUTH ESSEX PARKING PARTNERSHIP
TRAFFIC REGULATION ORDERS SUB-COMMITTEE
held on 10 March 2022 at 3.15pm

Members present:

Councillor J Cloke – Brentwood Borough Council (Chairman)
Councillor M Mackrory – Chelmsford City Council
Councillor C Morris – Basildon Borough Council

Officers present:

Nick Binder – Chelmsford City Council
William Butcher – Chelmsford City Council
James Hendry – Basildon Borough Council
Brian Mayfield – Chelmsford City Council

1. Welcome and Introductions

The Chairman welcomed those present to the meeting of the Sub-Committee.

2. Apologies for Absence

There were no apologies for absence.

3. Minutes and Matters Arising

The minutes of the meeting on 10 February 2022 were agreed as a correct record. There were no matters arising from the last meeting.

4. The Essex County Council (Basildon Borough) (Prohibition of Waiting, Loading and Stopping) an (On-Street Parking Places) (Civil Enforcement Area) (Amendment No. 17) Order 202* - Spains Hall Place, Kingswood Road and Colne Place, Basildon

The Sub-Committee considered representations on the above Order which proposed the introduction of double yellow lines at the junctions of Spains Hall Place, Kingswood Avenue and Colne Place, Basildon to improve safety and sightlines.

One expression of support and one objection had been received from the public following advertising of the proposed Order. A written representation supporting the Order was read out at the meeting.

The Sub-Committee felt that it had heard no strong arguments against making the Order.

AGREED that The Essex County Council (Basildon Borough) (Prohibition of Waiting, Loading and Stopping) an (On-Street Parking Places) (Civil Enforcement Area) (Amendment No. 17) Order 202* insofar as it relates to Spains Hall Place, Kingswood Road and Colne Place, Basildon be made as advertised and those who made representations be advised accordingly.

(4pm to 4.05pm)

5. The Essex County Council (Basildon Borough) (Prohibition of Waiting, Loading and Stopping) an (On-Street Parking Places) (Civil Enforcement Area) (Amendment No. 17) Order 202* - Keats Way and Farnes Avenue, Wickford

The Sub-Committee considered a proposal to introduce a resident parking scheme in Keats Way and Farnes Avenue, Wickford which would operate from 9am to 5pm Monday to Saturday, with double yellow lines at the junctions.

Two objections and two expressions of support had been received following the advertising of the Order. A written representation objecting to the Order was read out at the meeting.

The Sub-Committee felt that it had heard no strong arguments against making the Order.

AGREED that The Essex County Council (Basildon Borough) (Prohibition of Waiting, Loading and Stopping) an (On-Street Parking Places) (Civil Enforcement Area) (Amendment No. 17) Order 202* insofar as it relates to Keats Way and Farnes Avenue, Wickford be made as advertised and those who made representations be advised accordingly.

(4.05pm to 4.08pm)

6. The Essex County Council (Basildon Borough) (Prohibition of Waiting, Loading and Stopping) an (On-Street Parking Places) (Civil Enforcement Area) (Amendment No. 17) Order 202* - Earl Mountbatten Drive, Pavilion Place and Carpenter Close, Billericay

The Sub-Committee considered a proposal to introduce a resident parking scheme in Earl Mountbatten Drive, Pavilion Place and Carpenter Close, Billericay (Zone N) which would operate from 9am to 5pm Monday to Friday, with double yellow lines at the junctions.

Two objections and two expressions of support had been received following the advertising of the Order. A member of the public attended the meeting and referred to the problems with traffic and parking being experienced in the area.

As there was a clear majority of local residents in favour of the proposed Order, the Sub-Committee was of the view that it should be made as advertised.

AGREED that The Essex County Council (Basildon Borough) (Prohibition of Waiting, Loading and Stopping) an (On-Street Parking Places) (Civil Enforcement Area) (Amendment No. 17) Order 202* insofar as it relates to Earl Mountbatten Drive, Pavilion Place and Carpenter Close, Billericay be made as advertised and those who made representations be advised accordingly.

(3.16pm to 3.24pm)

7. The Essex County Council (Basildon Borough) (Prohibition of Waiting, Loading and Stopping) an (On-Street Parking Places) (Civil Enforcement Area) (Amendment No. 17) Order 202* - Cumberland Drive, Rutland Close, Norfolk Close and Railway Approach, Laindon

The above Order proposed the introduction of a resident parking scheme in Cumberland Drive, Rutland Close, Norfolk Close and Railway Approach, Laindon and the provision of double yellow lines at the junctions of those roads.

The Order had attracted seven objections and five expressions of support. In light of the comments made by the objectors, the lack of representations supporting the proposal and the level of on-street parking observed during and since the formal consultation, it was recommended that the resident permit scheme be withdrawn but the double yellow lines on the junctions implemented. It was felt that the level of on-street parking had not returned to pre-pandemic levels and that the expense of a resident permit scheme should not be forced on residents to prevent a very small number of non-resident vehicles, especially as some could be financially burdened after the pandemic.

The Sub-Committee agreed that the Order should only be made in respect of the double yellow lines element but that parking in the area should continue to be monitored, especially in the light of the effect on the area of any parking restrictions that may be introduced in other roads in the vicinity.

AGREED, with Councillor Morris abstaining, that The Essex County Council (Basildon Borough) (Prohibition of Waiting, Loading and Stopping) an (On-Street Parking Places) (Civil Enforcement Area) (Amendment No. 17) Order 202* insofar as it relates to Cumberland Drive, Rutland Close, Norfolk Close and Railway Approach, Laindon be made in part by withdrawing the proposed resident parking but implementing the provision of double yellow lines at the junctions of those roads.

(4.08pm to 4.16pm)

8. The Essex County Council (Basildon Borough) (Prohibition of Waiting, Loading and Stopping) an (On-Street Parking Places) (Civil Enforcement Area) (Amendment No. 17) Order 202* - Somerset Road, Ferndale Close, Suffolk Drive, Kent Close, Sussex Close, Surrey Way and Essex Close, Laindon

The Sub-Committee considered a proposal to introduce a resident parking scheme in Somerset Road, Ferndale Close, Suffolk Drive, Kent Close, Sussex Close, Surrey Way and Essex Close, Laindon which would operate from 10am to 2pm Monday to Friday, with double yellow lines at the junctions.

Nine expressions of support and three objections had been received to the proposal.

On balance, and notwithstanding the objections received, the Sub-Committee felt that the Order should be made as advertised.

AGREED that The Essex County Council (Basildon Borough) (Prohibition of Waiting, Loading and Stopping) an (On-Street Parking Places) (Civil Enforcement Area) (Amendment No. 17) Order 202* insofar as it relates to Somerset Road, Ferndale Close, Suffolk Drive, Kent Close, Sussex Close, Surrey Way and Essex Close, Laindon be made as advertised and those who made representations be advised accordingly.

(4.16pm to 4.20pm)

9. The Essex County Council (Brentwood Borough) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment No. 9) Order 202*- St John's Avenue, Warley

The Sub-Committee considered a proposal to introduce a resident parking scheme in St John's Avenue, Warley which would operate from 10am to 11am Monday to Friday.

Thirty-four expressions of support, two objections and one neutral comment had been received following advertising of the Order. A written representation objecting to the Order was read out at the meeting.

In view of the strong levels of support for the proposal, the Sub-Committee agreed that the Order should be made.

AGREED that The Essex County Council (Brentwood Borough) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment No. 9) Order 202* insofar as it relates to St John's Avenue, Warley be made as advertised.

(4.20pm to 4.25pm)

10. The Essex County Council (Brentwood Borough) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment No. 9) Order 202*- The Furlongs, Pemberton Avenue, Mellor Close, Exley Close, Meads Close, The Meads, Fryerning Lane, Steen Close and Trimble Close, Ingatestone

The Sub-Committee considered a proposal to introduce double yellow lines at the junctions of The Furlongs, Pemberton Avenue, Mellor Close, Exley Close, Meads Close, The Meads, Fryerning Lane, Steen Close and Trimble Close, Ingatestone.

Seven objections and two expressions of support had been received to the proposal. A representation calling for limited time parking restrictions was read out at the meeting. A member of the public attended the meeting to argue that a better solution to the parking problems outside the school would be to impose parking restrictions there only during school drop off and pick up times. The Sub-Committee agreed with that view and approved the making of the Order subject to the modification that the proposed double yellow lines outside the school extending in a north-east direction from the school keep clear and the proposed double yellow lines extending in a south east direction from the school keep clear to a point 10 meters from the junction with the Furlongs were replaced with single yellow lines, with parking prohibited during the drop off and pick up times, the exact hours to be decided after discussions with the school.

AGREED that The Essex County Council (Brentwood Borough) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment No. 9) Order 202* insofar as it relates to The Furlongs, Pemberton Avenue, Mellor Close, Exley Close, Meads Close, The Meads, Fryerning Lane, Steen Close and Trimble Close, Ingatestone be made as advertised, subject to the modification that the double yellow lines outside the school extending in a north-east direction from the school keep clear and the proposed double yellow lines extending in a south east direction from the school keep clear to a point 10 meters from the junction with the Furlongs are replaced with single yellow lines, with parking prohibited during the drop off and pick up times, the hours to be decided after discussions with the school.

(3.24pm to 3.33pm)

11. The Essex County Council (Brentwood Borough) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment No. 9) Order 202*- Brook Road, Selwood Road and Wansford Close, Brentwood

The Sub-Committee considered representations to a proposal for a single yellow line on one side of Brook Road, Brentwood operating Monday to Friday 8am to 5pm, to deter parking on both sides of the road, and double yellow lines on the junctions of Brook Road, Selwood Road and Wansford Close.

Eighteen objections or objections in part had been received to the Order. The Sub-Committee accepted the argument that the level of on-street parking had not returned to pre-pandemic levels and that the single yellow line was no longer justified. However, it felt that the junctions would still benefit from having double yellow lines to maintain sight lines.

AGREED that The Essex County Council (Brentwood Borough) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment No. 9) Order 202* insofar as it relates to Brook Road, Selwood Road and Wansford Close, Brentwood be made in part by introducing double yellow lines at the junctions of those roads.

(4.25pm to 4.28pm)

12. The Essex County Council (Brentwood Borough) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment No. 9) Order 202*- Wingrave Crescent, Brentwood

The Sub-Committee considered representations to a proposal to provide double yellow lines on the junction of Wingrave Crescent, Brentwood and at the bend and leading up to the garage area in that road.

Twelve objections and one expression of support had been received to the proposed Order. A written representation supporting restrictions in and around Wingrave Crescent was read out at the meeting. In light of the strength of objections, it was proposed that double yellow lines should be implemented on the junction and the northwest side of Wingrave Crescent leading to the garage area to maintain sight lines but not opposite the junction, outside Wingrave Court.

The Sub-Committee agreed with the proposed amendments to the Order.

AGREED that The Essex County Council (Brentwood Borough) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment No. 9) Order 202* insofar as it relates to Wingrave Crescent, Brentwood be

made in part by introducing double yellow lines on the junction and the northwest side of that road leading to the garage area, but not opposite the junction, outside Wingrave Court.

(4.28pm to 4.38pm)

13. The Essex County Council (Brentwood Borough) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment No. 9) Order 202*- Poplar Drive, Bannister Drive, Clavering Way, Birdbrook Close, Halstead Way, Thaxted Green, Ashdon Close, Langford Green, Roxwell Gardens, Barnston Way, Beaumont Gardens, Felstead Close, Horksley Gardens, Broxted Mews, Bradwell Green and Wenham Gardens, Hutton

The Sub-Committee considered a proposal to amend the parking restrictions in certain areas in the above roads which were currently a single yellow line with an operational time of 'No Waiting Monday to Friday 10am-11am' to 'No Waiting at Any Time' as well as to introduce 'No Waiting Monday to Friday 10am-11am' in Halstead Close.

Twenty-three objections and four expressions of support had been received following advertising of the Order. Five written representations were read out at the meeting, three expressing support for restrictions in the whole of Halstead Way, one expressing support for the Order as a whole and one opposing any restrictions that would prevent children being dropped off and picked up from the St Joseph the Worker school. A resident of Halstead Way attended the meeting to argue that restrictions in that road were only necessary at its entrance. A ward councillor for the area was present to argue for the provision of single yellow lines in Halstead Way except for that part of the road outside of the house of the resident who had just spoken.

As a result of the comments received, it was proposed that the extent of the Order should be reduced by implementing double yellow lines initially on the junctions shown in the plan in paragraph 3.1 of the report to the meeting, with the proviso of re-consulting on further restrictions if complaints were received. It was also recommended to implement a single yellow line, operating Monday to Friday 10am-11am, in Halstead Close which would be consistent with the majority of the Hutton Poplars estate.

The Sub-Committee agreed with the proposed changes to the Order and in addition modified it so that a single yellow line would be provided on both sides of Halstead Way, but excluding the proposed single yellow line covering the top of the hammerhead, in addition to the double yellow lines at the junction.

AGREED that The Essex County Council (Brentwood Borough) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) (Amendment No. 9) Order 202* insofar as it relates to Poplar Drive, Bannister Drive, Clavering Way, Birdbrook Close, Halstead Way, Thaxted Green, Ashdon Close, Langford Green, Roxwell Gardens, Barnston Way, Beaumont Gardens, Felstead Close, Horksley Gardens, Broxted Mews, Bradwell Green and Wenham Gardens, Hutton be made in part by implementing double yellow lines initially on the junctions shown in the plan in paragraph 3.1 of the report to the meeting; a single yellow line,

operating Monday to Friday 10am-11am, in Halstead Close; and a single yellow line would be provided on both sides of Halstead Way, excluding the top of the hammerhead.

(3.33pm to 4pm)

The meeting closed at 4.38pm

Chair

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

Thursday 28 July 2022

AGENDA ITEM 7

Subject	Continuation of Sub- Committee arrangements under the new 2022 Joint Committee Agreement to consider objections against an Advertised Traffic Regulation Order (TRO)
Report by	South Essex Parking Partnership Manager

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

Purpose

To continue the Sub- Committee arrangements for considering objections against an advertised TRO under the terms of the new 2022 Joint Committee Agreement.

Options

The Joint Committee can approve, amend or reject the recommendation

Recommendation(s)

That the Joint Committee approves to continue with the Sub-Committee arrangements for considering objections against an advertised TRO as per the Term of Reference set out in Appendix 1- under the new terms of the 2022 Joint Committee Agreement.

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

- 1.1 Essex County Council has delegated to the Joint Committee the responsibility for on-street civil parking enforcement and responsibility for relevant sign and lines maintenance and the power to make relevant traffic regulations in accordance with the provisions contained within the Traffic Management Act 2004 (TMA 2004) and the Road Traffic Regulation Act 1984 (RTA 1984)
- 1.2 After an operational term of 11 years, the 2011 Joint Committee Agreement expired on 31 March 2022. The newly agreed 2022 Joint Committee Agreement was signed and

completed by all partners on 30 June 2022. The term of the 2022 Joint Committee Agreement is for a further 5 years with the option thereafter to extend annually up to a maximum of 8 years.

- 1.3 The Joint Committee is now operating under the terms of the new 2022 Joint Committee Agreement.

2 Continuation of Sub-Committee

- 2.1 Under the terms of the original 2011 Joint Committee Agreement, The Joint Committee approved the Terms of reference are shown in Appendix 1 for a Sub-Committee to consider objections against an advertised TRO.

- 2.1 Section 21 of the new 2022 Joint Committee Agreement also makes the same provisions for Sub Committees:

21. Sub Committees

21.1 *The Joint Committee may appoint such sub committees as it considers appropriate to exercise such functions as may be delegated to it by the Joint Committee and to advise the Joint Committee in the discharge of its functions, save and except that the Joint Committee may not delegate to any sub-committee that approval of the Joint Committee's budget or Annual Business Plan or the fixing of the annual contributions by the Partner Authorities.*

21.2 *The Joint Committee will determine the membership and terms of reference of the sub-committee, and the quorum for its meetings, when it is appointed.*

3 Recommendation

- 3.1 It is recommended that Terms of reference (Appendix 1) for the Sub-Committee to consider objections against an advertised TRO continue under the terms of new 2022 Joint Committee Agreement.

4 Conclusion

Under the terms of the 2011 Joint Committee Agreement a Sub-Committee and Terms of Reference were approved to consider objections against an advertised TRO.

The 2011 Joint Committee Agreement has since expired and since 30 June 2022 the Joint Committee is operating under the new 2022 Joint Committee Agreement.

It is recommended that the Joint Committee approves the continuation of the Sub-Committee Arrangements and the Terms of Reference (Appendix 1) under the terms of the new 2022 Joint Committee Agreement.

List of Appendices

Appendix 1 Terms of Reference for Sub- Committee to consider objections against an advertised TRO

Background Papers

South Essex Parking Partnership Joint Committee Agreement March 2011
South Essex Parking Partnership Joint Committee Agreement June 2022

APPENDIX 1

South Essex Parking Partnership

Sub – Committee to consider objections against an advertised Traffic Regulation Orders (TRO)

1. Membership

The Chairman or Vice Chairman and two other members of the Joint Committee chosen on the basis of the local authority area affected by the Orders.

This Committee requires a Quorum of two members present to consider objections

2. Terms of Reference for the Sub Committee

To consider representations from members of the public against an advertised with the option to:

- Make the order as advertised
- Make the Order as advertised with modifications which are less restrictive
- Withdraw the Order in its entirety

3. Meeting frequency

To ideally coincide with the Joint Committee Meetings held in June, September, December and March. This will be dependent on volumes of work to be considered and may require alternative meetings to be arranged.

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE MEETING

Thursday 28 July 2022

Subject	Continuation of delegation under the new 2022 Joint Committee Agreement for approving funding for signs and lines maintenance and new TROs
Report by	South Essex Parking Partnership Manager

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

Purpose

To continue with the delegation for approving funding for signs and lines maintenance and new TROs under the terms of the new 2022 Joint Committee Agreement.

Options

The Joint Committee can approve, amend or reject the recommendation

Recommendation(s)

That the Joint Committee approves to continue with delegation for approving funding for signs and lines maintenance and new TROs as per the Term of Reference set out in Appendix 1- under the new terms of the 2022 Joint Committee Agreement.

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

- 1.1 Essex County Council has delegated to the Joint Committee the responsibility for on-street civil parking enforcement and responsibility for relevant sign and lines maintenance and the power to make relevant traffic regulations in accordance with the provisions contained within the Traffic Management Act 2004 (TMA 2004) and the Road Traffic Regulation Act 1984 (RTA 1984)
- 1.2 After an operational term of 11 years, the 2011 Joint Committee Agreement expired on 31 March 2022. The newly agreed 2022 Joint Committee Agreement was signed and completed by all partners on 30 June 2022. The term of the 2022 Joint Committee

Agreement is for a further 5 years with the option thereafter to extend annually up to a maximum of 8 years.

- 1.3 The Joint Committee is now operating under the terms of the new 2022 Joint Committee Agreement.

2 Continuation of delegation for signs and lines maintenance and TRO funding

- 2.1 Under the terms of the original 2011 Joint Committee Agreement, The Joint Committee approved the Terms of reference are shown in Appendix 1 for the delegated authority to approve funding for signs and lines maintenance and TRO funding.
- 2.1 Section 10.4 of the new 2022 Joint Committee Agreement also makes the same provisions for delegation of functions:

10. Functions to be exercised by the Joint Committee

10.4 The Joint Committee is authorised to delegate any of its functions (including for the avoidance of doubt the enforcement and/or cancellations of PCN's) to the South Essex Parking Partnership Manager or nominated deputy of the Lead Authority.

3 Recommendation

- 3.1 It is recommended that Terms of reference (Appendix 1) for the delegated authority to approve funding for signs and lines maintenance and new TROs continue under the terms of new 2022 Joint Committee Agreement

-

4 Conclusion

Under the terms of the 2011 Joint Committee Agreement, approval was given for the delegated authority for the funding of signs and lines maintenance and new TROs as set out in the Terms of Reference (Appendix 1)

The 2011 Joint Committee Agreement has since expired and since 30 June 2022 the Joint Committee is operating under the terms of the new 2022 Joint Committee Agreement.

It is recommended that the Joint Committee approves to continue with the delegated authority for approving funding for signs and lines maintenance and new TROs as per the Term of Reference set out in Appendix 1- under the new terms of the 2022 Joint Committee Agreement.

List of Appendices

Appendix 1 Terms of Reference for approval of funding for signs and lines maintenance and new Traffic Regulation Orders (TROs)

Background Papers

South Essex Parking Partnership Joint Committee Agreement March 2011
South Essex Parking Partnership Joint Committee Agreement June 2022

. Appendix 1

South Essex Parking Partnership **Approval of funding for signs and lines maintenance and new Traffic Regulation Orders** **(TROs)**

1. Terms of Reference

- In accordance with Clause 10.4 of the 2022 Joint Committee Agreement, the Joint Committee has delegated its function to approve funding for schemes requiring signs and lines maintenance and new Traffic Regulation Orders to the South Essex Parking Partnership Manager in consultation with the Chairman and Vice Chairman of the Joint Committee
- Decisions taken under this 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.

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

Thursday 28th July 2022

AGENDA ITEM 10

Subject	Financial Outturn Report 2021-22
Report by	Revenue Management Team Leader, Chelmsford City Council

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

Purpose

To report on the financial position of the South Essex Parking Partnership for the year ending 31st March 2022

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 31st March 2022.

2. Financial summary

- 2.1 Appendix 1 provides details of the actual costs incurred and income received, and is showing a surplus of £359,210 for SEPP and a deficit of £408,112 for the TRO account, on a cash basis for the financial year ending 31st March 2022 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 £48,902.

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 submitted on behalf of the Partnership for 20/21 and a further claim was submitted for 21/22 resulting in a provisional additional grant income of £145,576 in 21/22. This figure is provisional and therefore has the potential to be changed following government or auditor challenge. After taking into account the provisional compensation income of £145,576, the overall position moves into a surplus for 21/22 of £96,674 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 in 21/22 is made up of the following. Two amounts of £116,000 for two of the Partners, Essex County Council and Maldon District Council as part of their agreed allocations from the SEPP Reserves, plus a further £67,500 as part of Brentwood's allocation and £19,500 as part of Chelmsford's allocation. A further £33,000 use of Reserves for Brentwood Community Safety Officer costs has also been used. All of these result in a total use of reserves in 21/22 of £352,000.

Once the £352,000 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 £255,326 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 £2,134,770. This amount does not include £355,750 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 2021 to 31st March 2022 period.

List of Appendices

Appendix 1 – SEPP & TRO Financial Summary – 2021/22 Outturn

Appendix 2 – SEPP Reserve Summary 2021/22

Background Papers

Nil

Appendix 1 South Essex Parking Partnership - Outturn 2021/22									
Actuals 21/22	Chelmsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	Total	TROs	Total
	£	£	£	£	£	£	£	£	£
Direct Expenditure									
- Employees	362,192	245,565	82,771	265,759	123,546	69,959	1,149,793	144,730	1,294,523
- Premises	0	9,800	0	0	0	0	9,800	0	9,800
- Supplies and Services	107,695	57,936	12,585	69,430	26,316	15,339	289,302	236,678	525,980
- Third Party Payments	10,903	8,131	1,822	5,803	2,772	2,452	31,883	0	31,883
- Transport costs	25,999	36,551	17,448	60,675	28,201	17,186	186,059	904	186,964
Total Direct Expenditure	506,789	357,983	114,627	401,668	180,835	104,936	1,666,837	382,312	2,049,149
Indirect Expenditure									
Central Support	58,831	38,013	8,820	32,178	11,395	9,664	158,900	25,800	184,700
Total Indirect Expenditure	58,831	38,013	8,820	32,178	11,395	9,664	158,900	25,800	184,700
Total Expenditure	565,620	395,996	123,446	433,846	192,230	114,599	1,825,737	408,112	2,233,849
Income Received									
PCN's	473,046	422,641	76,394	177,871	128,315	113,631	1,391,898	0	1,391,898
Residents' Parking Permits	299,094	150,033	28,665	155,555	22,812	6,226	662,385	0	662,385
Pay & Display	90,147	39,722	0	0	0	0	129,870	0	129,870
Other	262	176	38	159	54	106	795	0	795
Total Income	862,551	612,571	105,096	333,585	151,181	119,963	2,184,947	0	2,184,947
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below	(296,930)	(216,575)	18,350	100,261	41,049	(5,363)	(359,210)	408,112	48,902

Sales, Fees & Charges Compensation Income (Provisional)

145,576

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

-504,786 408,112 -96,674

(a)

Memorandum: Items funded from Reserves

	Actuals £
Cost of New Car Parking Machines installation within Maldon District (£116,000 agreed allocation)	116,000
ParkMap Licences - ECC - (part of £116,000 agreed allocation)	16,000
Bus Lane/Gate Improvement Work - ECC (part of £116,000 agreed allocation)	100,000
Mountnissing Pedestrian Crossing in Brentwood District (part of £116,000 agreed allocation)	67,500
Broomfield Parade/Pentland Avenue Works in Chelmsford City (part of £116,000 agreed allocation)	19,500
Brentwood Community Safety Officer Costs	33,000
	352,000
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves	(96,674)
Net After Use of Reserves	255,326

(a)

Appendix 2

South Essex Parking Partnership - Cumulative Surplus / Deficit - Cash basis @31/03/2022

	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
2021/22	(296,930)	(216,580)	18,350	100,260	41,050	(5,360)	408,110	352,000	(145,580)	255,320
(Surplus) / Deficit	(2,687,010)	(1,942,980)	50,080	(181,990)	199,760	(16,690)	2,032,100	1,008,180	(596,220)	(2,134,770)
										(355,751.45) o/s Fines
										6.63 rounding adj
										<u>(2,490,514.82)</u> SEPP Reserve Balance C/fwd

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

Thursday 28th July 2022

AGENDA ITEM 11

Subject	Financial Report 2022-23
Report by	Revenue Management Team Leader, Chelmsford City Council

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

Purpose

To report on the financial position of the South Essex Parking Partnership up to 18th July 2022

Options

Recommendation(s)

That the report be noted.

Consultees	Specialist 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 2022 to 18th July 2022.

2. Financial summary

- 2.1 Appendix 1 provides details of the actual costs incurred and income received, and is currently showing a surplus of £145,560 for SEPP and a deficit of £113,291 for the TRO account, on a cash basis for the financial year to the 18th July 2022 before taking into account items funded from the Reserve. This results in an overall surplus position for the Partnership including the TRO account of £32,269.

Looking at a comparison between this year and last year (April to June), and PCN income in particular, the Partnership received a total of £380,444 in 22/23, whereas in 21/22 the Partnership over the same period (April to June) received £288,230. The 22/23 figure therefore represents just under 132% of the income received in 21/22 over the same period.

When comparing over the same time in 19/20 (the last financial year not significantly impacted by the Covid pandemic), PCN income was at £386,179 for April to June, so the £380,444 received in 22/23 for this period is very similar to a normal year of operation.

- 2.2 There has been no reserve spend to date in 22/23.

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 2022 to 18th July 2022 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 @ 18/07/2022

Appendix 1 South Essex Parking Partnership - Summary position @ 18/07/2022									
Actual 22/23	Chelmsford £	Brentwood £	Maldon £	Basildon £	Rochford £	Castle Point £	Total £	TROs £	Total £
Direct Expenditure									
- Employees	95,586	63,695	17,728	69,125	32,322	20,100	298,554	31,918	330,473
- Premises	0	10,000	0	0	0	0	10,000	0	10,000
- Supplies and Services	28,130	23,340	4,675	16,514	14,431	5,318	92,408	75,521	167,929
- Third Party Payments	7,446	5,534	1,258	4,025	1,912	1,660	21,834	0	21,834
- Transport costs	1,569	2,115	1,046	4,563	2,839	1,971	14,103	0	14,103
Total Direct Expenditure	132,730	104,685	24,706	94,227	51,504	29,048	436,899	107,439	544,338
Indirect Expenditure									
Central Support	17,694	11,865	2,545	9,764	3,610	3,077	48,556	7,782	56,338
Total Indirect Expenditure	17,694	11,865	2,545	9,764	3,610	3,077	48,556	7,782	56,338
Total Expenditure	150,424	116,550	27,251	103,991	55,114	32,126	485,455	115,221	600,676
Income received to 18/07/2022									
PCN's	144,511	145,148	19,061	62,925	40,204	38,257	450,106	0	450,106
Residents' Parking Permits	57,479	43,461	3,373	34,204	3,715	1,461	143,693	0	143,693
Pay & Display	24,456	12,828	0	0	0	0	37,285	0	37,285
Other	-25	-17	-4	-14	-5	-4	-68	1,930	1,862
Total Income	226,422	201,421	22,430	97,115	43,914	39,713	631,015	1,930	632,945
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below	(75,998)	(84,871)	4,821	6,876	11,199	(7,588)	(145,560)	113,291	(32,269)

Memorandum: Items funded from Reserves

	Actuals £	
	0	
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves	(32,269)	(a)
Net After Use of Reserves	(32,269)	

(a)

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

Thursday 28 July 2022

AGENDA ITEM 12

Subject	Annual Report 2021/22
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 2021/22 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 2021/22

Consultees	Lead Officers from each of the Partner Authorities as set out in Appendix C of the Joint Committee Agreement 2011.
-------------------	--

1. Introduction

- 1.1 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 2021/22 Annual Report is attached as Appendix 1.

2 The Annual Report 2021/22

- 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 2021/22 Partnership account. The report provides comparisons against the original approved Business Plan for 2021/22 and the outturn for the previous financial year. Table 1 on page 8 of the report provides the financial information for the overall enforcement operation account and the position for each individual Partnership area. Table 4 (page 10) shows the financial outturn for the TRO function and Table 5 (page 11) provides the overall partnership outturn after the TRO costs have been deducted.
- 3.2 Following a difficult year during the pandemic in 2020/21 the Partnership has started to recover very well with the performance in the second half of the year returning to near normal levels. The key points for the year are:
- An overall provisional surplus achieved of £94,734 (subject to successful claim of £145,576 for sales, fees & charges compensation income).
 - £303,212 increase in expenditure and £694,561 increase in income, compared to 2020/21.
 - Overall income up by 47% compared to previous year.

The tables (2 & 3) on page 9 and tables (4 & 5) on page 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 Parking Partnership continues to allocate funds and Table 7 on page 12 of the report provides information on the items funded from the partnership reserve totalling £352,000. Table 8 on page 13 provides an account of the partnership reserve fund to date against the revised cost to complete approved schemes.

Considering the outstanding items of approved spend and maintaining a reserve, the Joint Committee at the end of the 2011 Joint Committee Agreement has an operational fund of **£1,460,270** to invest back into the operation and allocate between the Partners to spend on schemes which are in accordance with section 55 of the RTRA 1984.

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 2021/22 are:

- 44,881 on-street Penalty Charge Notices (PCNs) issued resulting in a 92% increase compared to 2020/21.
- 74% of PCNs paid.
- 225 sign and line maintenance schemes completed, and new TROs created containing 41 roads with new parking schemes.
- £103,000 allocated during the year for new schemes requiring a new TRO.
- £169,300 allocated during the year for essential maintenance of signs and lines.

- 4.3 The financial position of the parking partnership has enable the continued investment into 3PR and the School Parking Initiative and supports 40 schools within various SEPP areas.

The initiative is achieved through

- engagement with the pupils providing education, learning activities and reward schemes for good parking practices (children are the next generation of drivers)
- distribution of educational material to parents and residents on considerate parking and the impact of inconsiderate parking on the local area
- a commitment from the parents via the school charter to embrace the School Parking Initiative

- an understanding from local residents that cars will need to be accommodated on the highway at peak school times and that provided the cars park sensibly, this should be encouraged
- an understanding from the parents that inconsiderate parking is discouraged and not supported by the school
- alternative travel to school schemes

Full information on 3PR and the School Parking Initiative can be found on the website at (www.schoolparking.org.uk).

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

Overall the enforcement officers have visited 182,254 streets, carried out 161,427 observations and issued 44,881 PCNs which equates to an average of 8.7 PCNs issued per day per CEO.

5 PCN issue and recovery rates

- 5.1 Section 5, page 42 of the report provides statistical information relating to the amount of PCNs issued and recovered in financial year 2021-22.

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 1% of PCNs written off due to CEO error, 10% written off due to untraceable drivers, only 6% of the total PCNs issued being cancelled as a result of a challenge or representation, and 0.1% of motorists who appeal to the independent adjudicator because they do not agree with the Partnerships decision.

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

6 Conclusion

- 7.1 Following a difficult period in 2020/21 due to the impact of the Covid-19 pandemic which continued into the first quarter of the financial year, the performance in 2021/22 has made a good recovery with the latter part of the year exceeding expectations. The provisional £145,576 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 2022/23 under a new Joint Committee Agreement.

It is recommended that the Joint Committee;

- Approves the Annual Report for 2021/22

List of Appendices

Appendix 1 Annual Report 2021/22

Background Papers

The South Essex Parking Partnership Joint Committee Agreement 2011

Annual Report 2021/22

	Index	Page
	Executive Summary	3
1	Introduction	4
2	Operational overview	5
3	Financial performance 2021/22	7
3.1	Financial outturn for 2021/22 enforcement account	7
3.2	Comparison of actual 2021/22 outturn against agreed 2021/22 budget	9
3.3	TRO function 2021/22 financial outturn	10
3.4	Items funded from the reserve	11
3.5	Local Parking and Highway Schemes	12
3.6	Operational Fund	13
4	The four key areas of performance	14
4.1	The Joint Committee	15
4.2	The TRO function	17
4.3	The Enforcement Operation	18
4.3.1	3PR and The School Parking Initiative	19
4.3.2	Enforcement Patrol and PCN contravention data	21
4.4	The Back office	23
5	PCN issue and recovery rates	24
5.1	PCN issue rate comparison	26
	Links to policies, reports, and procedures	27
	Glossary	27
	Appendix A 2021/22 annual performance figures for each Partnership area	28

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. The impact of the pandemic resulted in an element of uncertainty as to how the operation would recover during 2021/22.

Summary of key performance factors during the period of recovery in 2021/22 are:

- An overall provisional surplus achieved of £94,734 (subject to successful claim of £145,576 for sales, fees & charges compensation income).
- £303,212 increase in expenditure and £694,561 increase in income, compared to 2020/21.
- Overall income up by 47% compared to previous year.
- 44,881 on-street Penalty Charge Notices (PCNs) issued resulting in a 92% increase compared to 2020/21.
- 74% of PCNs paid.
- 225 sign and line maintenance schemes completed, and new TROs created containing 41 roads with new parking schemes.
- £103,000 allocated during the year for new schemes requiring a new TRO.
- £169,300 allocated during the year for essential maintenance of signs and lines.

Following a difficult period in 2020/21 due to the impact of the Covid-19 pandemic the performance in 2021/22 has made a good recovery with the latter part of the year exceeding expectations. The provisional £145,576 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 2022/23 under a new Joint Committee Agreement.

1 Introduction

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

This agreement ended on 31 March 2022 and all the partner authorities have signed up to a new Joint Committee Agreement for a further five years with the option to extend year-on for a further three years.

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 2021-22 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 of 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 makes 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 2021/22

The following section will give an overview of the financial outcome for financial year 2021/22. It shows the impact of Covid-19 restrictions on the financial position compared against the original 2021/22 business case and against the performance of 2020/21. The financial information is broken down into three areas:

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

3.1 Financial outturn for 2021/22 enforcement operation

The following table (**Table 1 page 8**) gives the overall enforcement operation financial outturn for 2021/22. It also identifies the financial outturn position for each individual partnership City / District / Borough.

The overall 2021/22 total expenditure is £1,825,737 and the income achieved is £2,184,947 resulting in a surplus position of £359,210. The addition of the provisional Sales, Fees & Charges compensation claim of £145,576 will improve the account resulting in a £504,786 surplus position to contribute against the full TRO operational costs.

Table 1 2021/22 Outturn – Enforcement operation

Appendix 1 South Essex Parking Partnership - Outturn 2021/22							
Actuals 21/22	Chelmsford £	Brentwood £	Maldon £	Basildon £	Rochford £	Castle Point £	Total £
Direct Expenditure							
- Employees	362,192	245,565	82,771	265,759	123,546	69,959	1,149,793
- Premises	0	9,800	0	0	0	0	9,800
- Supplies and Services	107,695	57,936	12,585	69,430	26,316	15,339	289,302
- Third Party Payments	10,903	8,131	1,822	5,803	2,772	2,452	31,883
- Transport costs	25,999	36,551	17,448	60,675	28,201	17,188	186,059
Total Direct Expenditure	506,789	357,983	114,627	401,668	180,835	104,936	1,666,837
Indirect Expenditure							
Central Support	58,831	38,013	8,820	32,178	11,395	9,664	158,900
Total Indirect Expenditure	58,831	38,013	8,820	32,178	11,395	9,664	158,900
Total Expenditure	565,620	395,996	123,446	433,846	192,230	114,599	1,825,737
Income Received							
PCN's	473,046	422,641	76,394	177,871	128,315	113,631	1,391,898
Residents' Parking Permits	299,094	150,033	28,665	155,555	22,812	6,226	662,385
Pay & Display	90,147	39,722	0	0	0	0	129,870
Other	262	176	38	159	54	106	795
Total Income	862,551	612,571	105,096	333,585	151,181	119,963	2,184,947
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below	(296,930)	(216,575)	18,350	100,261	41,049	(5,363)	(359,210)
Sales, Fees & Charges Compensation Income (Provisional)							145,576
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves							<u>-504,786</u>

3.2 Comparison of actual 2021/22 outturn against agreed 2021/22 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 2020, the Annual Business Plan for 2021/22 was approved. This Business Plan estimated an overall Partnership surplus of £599,520 which would be used to contribute to the TRO operational costs and would result in an estimated surplus in the region of £227,320 to contribute to the operational reserve fund.

Table 2: 2021/22 Enforcement outturn comparison against 2021/22 Business Plan estimate

	2021/22 Business case original estimate (cash basis)	2021/22 actual outturn (cash basis)	Position against original estimate. Deficit / (surplus)
Expenditure	£1,624,980	£1,825,737	£200,757
Income	£2,224,500	£2,184,947	£39,553
Total Deficit / (surplus)	(£599,520)	(£359,210)	£240,310
Sales, Fees & Charges Compensation (provisional)		(£145,576)	(£145,576)
Outturn (provisional)	(£599,520)	(£504,786)	£94,734

Table 3: Actual 2021/22 outturn compared to 2020/21 actual outturn

	2020/21 actual outturn (cash basis)	2021/22 actual outturn (cash basis)	Position against previous year.
Expenditure	£1,522,525	£1,825,737	£303,212
Income	£1,490,386	£2,184,947	(£694,561)
Deficit / (surplus)	£32,139	(£359,210)	(£391,349)

Sales, Fees & Charges Compensation (provisional)	(£450,637)	(£145,576)	
Total (provisional)	(£418,498)	(£504,786)	(£86,288)

3.3 TRO function 2021/22 financial outturn

Table 4 provides details of the TRO operational costs. These costs are deducted from the 2021/22 enforcement operation account and the outturn is shown in **Table 5**.

Table 4: 2021/22 financial outturn for the TRO function.

2020/21 TRO account	
Direct Expenditure	
- Employees	144,730
- Supplies and Services	236,678
- Transport costs	£904
Total Direct Expenditure	382,312
Indirect Expenditure	
Central Support	25,800
Total Indirect Expenditure	25,800
Total Expenditure	408,112

Table 5: 2021/22 overall Parking Partnership account outturn

Overall outturn position	2021/22 actual outturn
Enforcement operation	
Expenditure	£1,825,737
Income	£2,184,947
Total- deficit/ (surplus)	(£359,210)

TRO operation	
Expenditure	£408,112
Total- deficit/ (surplus)	£408,112
Outturn position - deficit/ (surplus)	£48,902
Sales, Fees & Charges Compensation (provisional)	£145,576
Outturn position (provisional)	(£96,674)

3.4 Items funded from reserves 2021/22

In addition to the provisional outturn in **table 5**, the final account includes approved items of funding from the Partnership account reserve as shown in **Table 6**

Table 6

Items funded from Reserves	Actuals
	£
Cost of new car park machines within Maldon District (£116,000 agreed allocation)	116,000
ParkMap Licences – ECC (part of £116,000 agreed allocation)	16,000
Bus Lane / Gate improvement works (part of £116,000 agreed allocation)	100,000
Mountnessing signalised pedestrian crossing within Brentwood Borough (part of £116,000 agreed allocation)	67,500
Broomfield Parade improvement works (part of £116,000 agreed allocation)	19,500
Brentwood Community Safety Officer costs	£33,000
	352,000
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves (including SFC Comp)	(96,647)
Net After Use of Reserves	255,326

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 presented a report to the Joint Committee setting out how they intend to allocate their share of the funding. **Table 7** sets out how the funding has been allocated and the amount of spend remaining to complete the project.

Table 7

Basildon	Amount allocated	Amount spent	Remaining amount
Reducing nuisance parking – trial Radford Crescent Car Park security improvements Relining of car park markings Installation of dropped kerb, Wickford High Street Purchase cashless car parking machines.	£116,000	£116,000	£0.00
Chelmsford City Council			
Road Safety and parking control measures for Broomfield Parade Security bike lockers on the highway in Chelmsford City Centre Rettendon Common clear way scheme	£116,000	£69,500	£46,500
Castle Point Borough Council	Amount allocated	Amount spent	Remaining amount
Resurfacing of car park at J H Burrows Recreational Ground Car Park improvements to Canvey Island seafront car park.	£116,000	£116,000	£0.00
Essex County Council			
Bus lane / Bus Gate enhancements ParkMap Licenses	£116,000	£116,000	£0.00
Maldon District Council			
New Pay and Display machines	£116,000	£116,000	£0.00

Brentwood Borough Council			
Mountnessing signalised pedestrian crossing Child safety project at Sawyers Hall Lane	£116,000	£116,000	£0.00
Rochford District Council			
Public right of way improvements at local school. Rochford Garden Way Grasscrete. Twyford Avenue Grasscrete. Eastwood Road - Signalised Crossing.	£116,000	£116,000	£0.00

3.6 Operational Fund

Table 8 shows the current financial position of the SEPP operational fund / reserve and the revised cost to complete the outstanding areas of spend.

Table 8: Operational fund / reserve 31 March 2022	Sub total
Parking reserve (cash basis)	£2,134,770
£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	£2,106,770
£46,500 of Chelmsford allocation 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)	£2,060,270
£150,000 to be allocated in financial year 2022/23 for the sign and line maintenance	£1,910,270
£50,000 to be allocated in financial year 2021/22 for implementing new schemes which require a TRO	£1,860,270
Maintain £400,000 reserve. Reserve consists of £300,000 from the Partnership reserve and £100,000 from ECC taken from the cashflow assistance payable at the end of the current agreement.	£1,460,270
Total Partnership operational fund	£1,460,270

Considering the outstanding items of approved spend and maintaining a reserve, the Joint Committee has an operational fund of **£1,460,270** 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 main items approved by the Joint Committee in the financial year 2021/22 are as follows:

Joint Committee Meeting	Items approved
24 June 2021	<ul style="list-style-type: none"> ➤ Financial outturn 2020/21 ➤ Annual Report 2020/21 ➤ £58,000 approved under delegated authority for new parking schemes requiring a TRO. ➤ £74,500 for Batch 18 signs and lines identified in need of maintenance – approved under delegated authority.
28 September 2021	<ul style="list-style-type: none"> ➤ SEPP enforcement operation policies reviewed ➤ Proposed new working arrangements for a new term of the Joint Committee Agreement
8 December 2021	Meeting cancelled – while partner authorities seek approval via their governance process to remain partners of SEPP under the new working arrangements.
10 March 2022	<ul style="list-style-type: none"> ➤ 2022/23 Business Plan ➤ Update on 2021/22 Business Plan ➤ £45,000 approved under delegated authority for new parking schemes requiring a TRO. ➤ £94,800 for Batch 19 signs and lines identified in need of maintenance – approved under delegated authority.

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 2021/22 are as follows:

TRO Sub Committee	Items considered.
10 February 2022	<p>Amendment No.15 (Brentwood Borough Council)</p> <ul style="list-style-type: none"> ➤ Shorter Avenue, Margaret Avenue, Crossways, Hunter Avenue, Sebastian Avenue, Kilworth Avenue and Alwyne Avenue, Shenfield - Order made as advertised <p>Amendment No 8 (Castle Point Borough Council)</p> <ul style="list-style-type: none"> ➤ Dykes Crescent, Canvey Island - Order made as advertised ➤ <p>Amendment No.5 (Maldon District Council)</p> <ul style="list-style-type: none"> ➤ Devonshire Road, Burnham-on-Crouch - Order made as advertised ➤ New Street and White Horse Lane - Order made with modifications that are less restrictive ➤ B1021 South Street. Tillingham, Southminster - Order made as advertised <p>Amendment No.1 (Maldon District Council)</p> <ul style="list-style-type: none"> ➤ Granger Avenue, St Peter's Avenue and Wentworth Meadows - Order made with modifications that are less restrictive ➤
10 March 2022	<p>Amendment No.17 (Basildon Borough Council)</p> <ul style="list-style-type: none"> ➤ Spains Hall Place, Kingswood Road and Colne Place – Order made as advertised ➤ Keats Way and Farnes Avenue, Wickford - Order made as advertised ➤ Earl Mountbatten Drive, Pavilion Place and Carpenter Close, Billericay - Order made as advertised ➤ Cumberland Drive, Rutland Close, Norfolk Close and Railway Approach, Laindon - made in part

	<p>Amendment No.9 (Brentwood Borough Council)</p> <ul style="list-style-type: none"> ➤ St John's Avenue, Warley - Order made as advertised ➤ Brook Road, Selwood Road and Wansford Close - made in part ➤ Wingrave Crescent - made in part ➤ Poplar Drive, Bannister Drive, Clavering Way, Birdbrook Close, Halstead Way, Thaxted Green, Ashdon Close, Langford Green, Roxwell Gardens, Barnston Way, Beaumont Gardens, Felstead Close, Horksley Gardens, Broxted Mews, Bradwell Green and Wenham Gardens, Hutton - made with modifications that are less restrictive
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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 2021/22.

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 9: work processed by the TRO during 2021/22

	Basildon	Brentwood	Castle Point	Chelmsford	Maldon	Rochford	Total
Number of lines and signs maintenance schemes processed	34	38	53	46	18	36	225
Requests for parking restrictions	11	13	9	38	11	4	86
No of residents informally consulted	0	0	8	798	126	0	932
No of TRO schemes completed	4	6	7	15	1	8	41
Suspensions implemented	9	28	2	35	2	2	78

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 and continue to work from home.

4.3 The Enforcement Operation

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

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

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

Another long-term challenge faced by the operation is short term invasive parking. This type of parking exists, for example, where there is a school, local shops or a train station. These locations will attract a motorist who is only stopping for a few minutes

to collect someone or pick something up. This type of parking, and in particular 'school-run' parking, is challenging because it will exist at the same time every weekday at numerous schools for a short period of time.

The presence of a CEO situated at every school on each of these occasions would be the ultimate solution, but this would be uneconomical. Therefore, the Partnership's solution has been to look at new ways of engaging with the schools and the parents to encourage parking in a safe and considerate manner and this has been achieved with the launch of the School Parking Initiative with full details of the scheme at 4.3.1 below

The same approach to enforcement is also applied to the vicinities of local shops and train stations. However, in these locations the parking issue results from motorists who stay for longer and as such, these particular areas benefit from periods of sustained enforcement to eradicate the problem.

The normal enforcement operation will operate between 08.00 to 20.00 hrs. The operational guidance recognises that most issues surrounding safety, congestion and free flow of traffic will ease outside these hours. There will be areas within the Partnership where parking issues will need addressing outside these core hours; these will tend to be in areas where the night-time economy is buoyant. The Parking Partnership utilises ad-hoc 'out of hours' patrols, either on foot or mobile, dependant on the location and area.

The enforcement operation in Maldon and Brentwood has the benefit of working in partnership with the Community Safety Officers (CSOs). The CSOs have provided additional enforcement coverage during out of hours periods and during the peak summer season. This enforcement coverage has been particularly beneficial to residents living in the Maldon Resident Parking Zones, thus ensuring suitable space provision is available for residents with a permit and maintaining the free flow of traffic through Brentwood High Street.

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.



The initiative is achieved through

- engagement with the pupils providing education, learning activities and reward schemes for good parking practices (children are the next generation of drivers)

- distribution of educational material to parents and residents on considerate parking and the impact of inconsiderate parking on the local area
- a commitment from the parents via the school charter to embrace the School Parking Initiative
- an understanding from local residents that cars will need to be accommodated on the highway at peak school times and that provided the cars park sensibly, this should be encouraged
- an understanding from the parents that inconsiderate parking is discouraged and not supported by the school
- alternative travel to school schemes

A character called 3PR has been designed to help deliver a positive message about school parking and 3PR provides advice and guidance to children, parents and the residents on safe and considerate parking practices and alternative methods of travel to school.

To help deliver the 3PR message remotely, the Partnership commissioned a company 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

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 number 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 10 Annual Patrol Performance 2021/22

Patrol visits to streets	182,254
Observations (PCN not issued)	161,427
PCNs issued	44,881
Average PCNs issued per day	202.7
Average PCNs issued per day per CEO	8.7

It should be noted, that the Partnership, through its core principles, has a commitment to managing the traffic network to ensure expeditious movement of traffic and improve road safety. Providing sufficient levels of parking enforcement on no waiting yellow line restrictions is fundamental to this aim and has been demonstrated by the number (20,264) of 01 and 02 contravention PCNs issued.

The Partnership has contributed to improving the quality and accessibility of public transport by issuing 448 PCNs to unauthorised vehicles parked in a bus stop and met the needs of people with disabilities by patrolling blue badge only parking areas resulting in 2,892 PCNs issued. Residents who encounter commuter parking problems have had the benefit of regular daily patrols of the Resident Parking Zones resulting in 10,502 PCNs issued to unauthorised vehicles in contravention of code 12 and 19.

Table 11: Contraventions for PCNs issued across the South Essex Parking Partnership

Code	Description	PCNs Issued
01	Parked in a restricted street	17,379
02	Loading in restricted street	2,885
04	Parked in a meter bay	1
05	Parked after payment expired	392
06	Parked without clear display	819
07	Feeding the meter	42
11	Parked without payment	416
12	Parked in a residents' place	10,388
16	Parked in a permit space	498
19	Parked in a residents' place	114
20	Parked in a loading gap	9
21	Parked in a suspended bay	32
22	Re-parked in the same place	234
23	Wrong class of vehicle	737

24	Not parked correctly	598
25	Parked in a loading place	1,701
26	Double parking in a SEA	47
27	Dropped footway in a SEA	310
30	Parked longer than permitted	2,998
35	Disc without clearly display	3
40	Disabled person's parking	2,892
45	Taxi rank	1,354
46	Clearway	138
47	Restricted bus stop or stand	448
48	Restricted school area	67
49	Cycle track or lane	87
99	Pedestrian crossing	292
	Total PCNs issued	44,881

4.4 The Back Office

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

It is essential for the enforcement back-office function to apply consistency and transparency when considering challenges and representations against a PCN. The Parking Partnership has an agreed discretion policy, which specifies occasions where mitigating circumstances may be considered. 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 staff deliver all aspects of the Back-Office function, to enable resilience 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 12 Back Office work volumes processed in 2021/22 and compared to 2020/21

Process	2020/21	2021/22
Informal and formal challenges received	4462	8194
Other correspondence received	1491	3125
Correspondence sent out including automatic system generated documents	16,110	35,911
Resident permits processed	13,509	13,928
Other permits (visitor tickets etc.)	24,760	33,928
Telephone calls received	17,647	30,576

5 PCN issue and recovery rates

The following section provides statistical information relating to the amount of PCNs issued and recovered in financial year 2021-22.

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 2021/22 recovery figures for the Partnership currently stand at 74%, 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 1% of PCNs written off due to CEO error, only 6% of the total PCNs issued being cancelled as a result of a challenge or representation, and 0.01% of motorists who appeal to the independent adjudicator because they do not agree with the Partnerships decision. The amount of PCNs written off is 10% where vehicles are untraceable and bailiff recovery is unsuccessful.

Another positive indicator of the fair decisions of the CEOs is that 61% 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.

Table13, provides this information

Table 13

South Essex Parking Partnership	Total PCNs
Number of Higher level PCNs issued	39266
Number of lower level PCNs issued	5615
Number of total PCNs issued	44881
Number of PCNs paid	33041
Number of PCNs paid at discount amount	27584
Number of PCNs against which an informal or formal representation was made	8194
Number of PCNs cancelled because of an informal or a formal representation	2826
Number of PCNs written off due to CEO error	535
Number of PCNs written off for other reasons (e.g., DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	4701
Number of appeals to adjudicator	52
*Number of appeals rejected	16
*Number of appeals allowed	21
*Number of appeals non-contested	15
% 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	74%
Percentage of PCNs paid at discount amount	61%
Percentage of PCNs against which an informal or formal representation was made	18%
Percentage of PCNs cancelled because of an informal or a formal representation	6%
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%
Percentage of appeals to adjudicator	0.1%
*Percentage of appeals rejected	31%
*Percentage of appeals allowed	40%
*Percentage of appeals non-contested	29%

5.1 PCN issue rate comparison

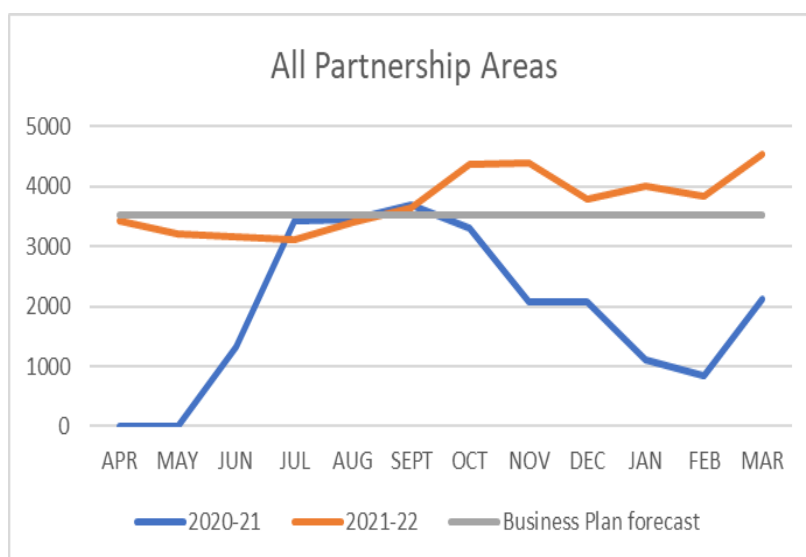
The following table compares the PCN issue rates of 2021/22 against the previous three year's performance

South Essex Parking Partnership	2018-19	2019-20	2020-21	2021-22
PCNs issued	49,430	45,672	23,383	44,881
Comparison with 2018-19		-7.6%	-52.69%	-9.2%
Comparison with 2019-20			-48.80%	-1.73%
Comparison with 2020-21				91.94%

As expected the amount of PCNs issued has significantly increased as lockdown measures ended and is 92% up compared to the previous year. The amount of PCNs issued remains below the previous year's performance prior to the Covid pandemic but the recovery remains as expected.

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

SEPP	2020-21	2021-22	Business Plan forecast
APR	0	3432	3524
MAY	0	3200	3524
JUN	1325	3157	3524
JUL	3423	3123	3524
AUG	3441	3401	3524
SEPT	3696	3648	3524
OCT	3310	4370	3524
NOV	2063	4399	3524
DEC	2073	3788	3524
JAN	1106	3997	3524
FEB	839	3832	3524
MAR	2116	4534	3524
Total	23392	44881	42288



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

2021/22 annual performance figures for each Partnership area

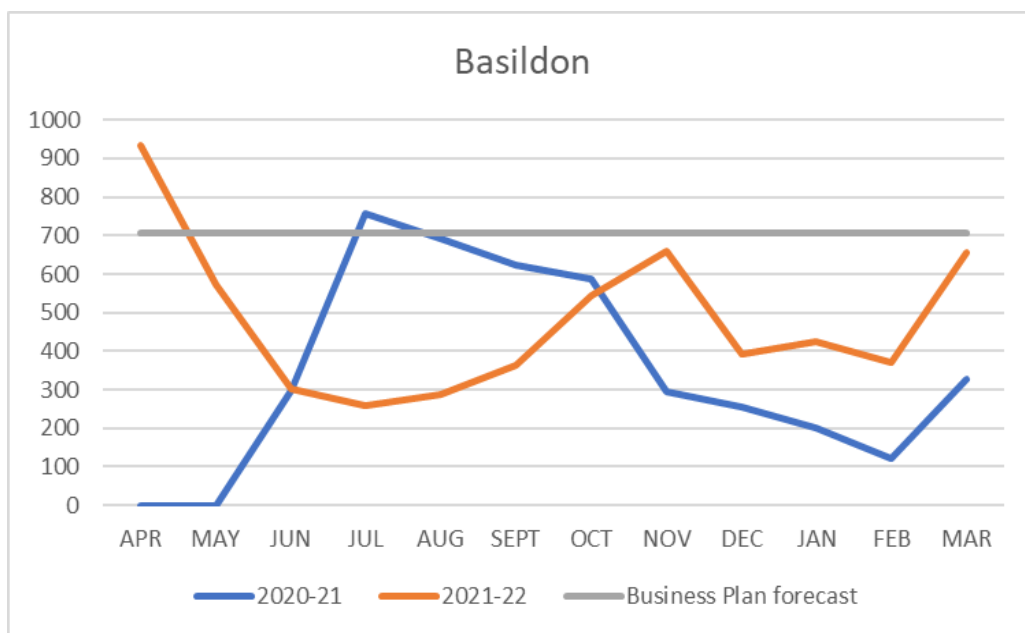
Basildon

CEO patrol data

Code	Description	PCNs Issued
01	Parked in a restricted street	1,764
02	Loading in restricted street	387
04	Parked in a meter bay	1
12	Parked in a residents' place	1,947
19	Parked in a residents' place	4
20	Parked in a loading gap	8
22	Re-parked in the same place	86
23	Wrong class of vehicle	103
24	Not parked correctly	46
25	Parked in a loading place	91
26	Double parking in a SEA	3
27	Dropped footway in a SEA	58
30	Parked longer than permitted	722
35	Disc without clearly display	1
40	Disabled person's parking	123
45	Taxi rank	295
46	Clearway	25
47	Restricted bus stop or stand	35
48	Restricted school area	9
99	Pedestrian crossing	61
	Total PCNs issued	5,769
	Patrol visits to streets	17,722
	observations	29,422
	Average PCNs issued per day	26
	Average PCNs issued per CEO	5.2

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

Basildon	2020-21	2021-22	Business Plan forecast
APR	0	933	708
MAY	0	574	708
JUN	297	301	708
JUL	757	259	708
AUG	691	287	708
SEPT	622	365	708
OCT	589	545	708
NOV	295	661	708
DEC	256	393	708
JAN	199	426	708
FEB	121	369	708
MAR	328	656	708
Total	4155	5769	8496



PCN issue and recovery rates

Basildon	Total PCNs
Number of Higher level PCNs issued	4909
Number of lower level PCNs issued	860
Number of total PCNs issued	5769
Number of PCNs paid	4058
Number of PCNs paid at discount amount	3342
Number of PCNs against which an informal or formal representation was made	1112
Number of PCNs cancelled because of an informal or a formal representation	386
Number of PCNs written off due to CEO error	59
Number of PCNs written off for other reasons (e.g., DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	846
% 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	70%
Percentage of PCNs paid at discount amount	58%
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	1.00%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	15%

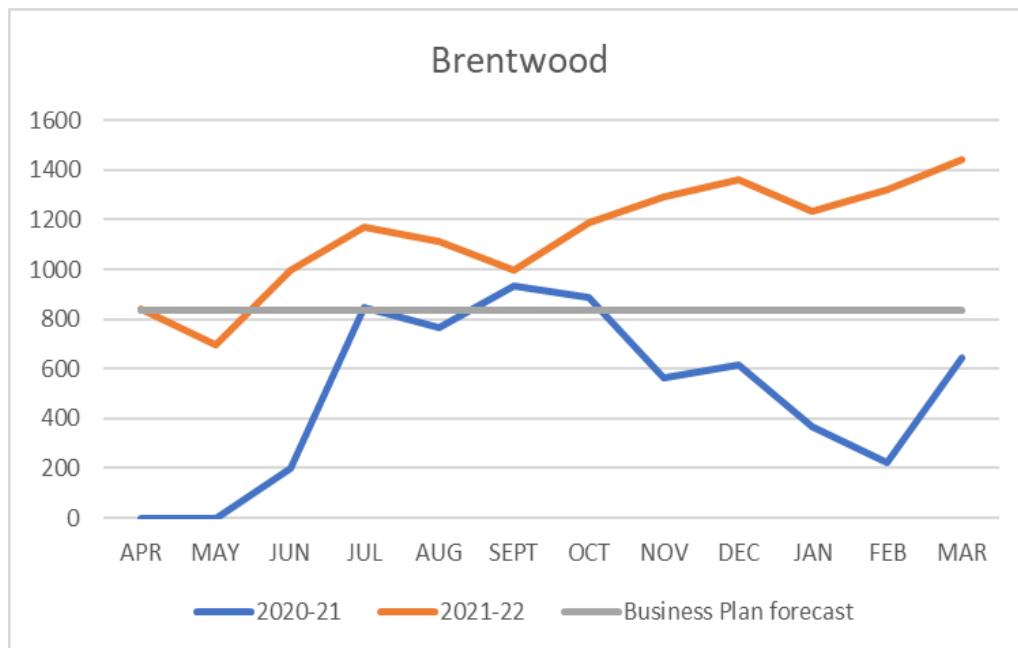
Brentwood

CEO patrol data

Code	Description	PCNs Issued
01	Parked in a restricted street	5,946
02	Loading in restricted street	1,567
05	Parked after payment expired	51
06	Parked without clear display	300
11	Parked without payment	79
12	Parked in a residents' place	1,792
16	Parked in a permit space	40
19	Parked in a residents' place	62
21	Parked in a suspended bay	17
22	Re-parked in the same place	53
23	Wrong class of vehicle	143
24	Not parked correctly	389
25	Parked in a loading place	431
26	Double parking in a SEA	14
27	Dropped footway in a SEA	67
30	Parked longer than permitted	833
40	Disabled person's parking	1,203
45	Taxi rank	179
46	Clearway	2
47	Restricted bus stop or stand	323
48	Restricted school area	18
49	Cycle track or lane	58
99	Pedestrian crossing	96
	Total PCNs issued	13,663
	Patrol visits to streets	37,538
	observations	41,262
	Average PCNs issued per day	62
	Average PCNs issued per CEO	13.7

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

Brentwood	2020-21	2021-22	Business Plan forecast
APR	0	841	833
MAY	0	694	833
JUN	202	999	833
JUL	846	1171	833
AUG	764	1113	833
SEPT	935	999	833
OCT	885	1188	833
NOV	564	1292	833
DEC	617	1364	833
JAN	367	1235	833
FEB	225	1322	833
MAR	646	1445	833
Total	6051	13663	9996



PCN issue and recovery rates

Brentwood	Total PCNs
Number of Higher level PCNs issued	11896
Number of lower level PCNs issued	1767
Number of total PCNs issued	13663
Number of PCNs paid	10022
Number of PCNs paid at discount amount	8181
Number of PCNs against which an informal or formal representation was made	2443
Number of PCNs cancelled because of an informal or a formal representation	798
Number of PCNs written off due to CEO error	111
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	1411
% 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	73%
Percentage of PCNs paid at discount amount	60%
Percentage of PCNs against which an informal or formal representation was made	18%
Percentage of PCNs cancelled because of an informal or a formal representation	6%
Percentage of PCNs written off due to CEO error	0.80%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	10%

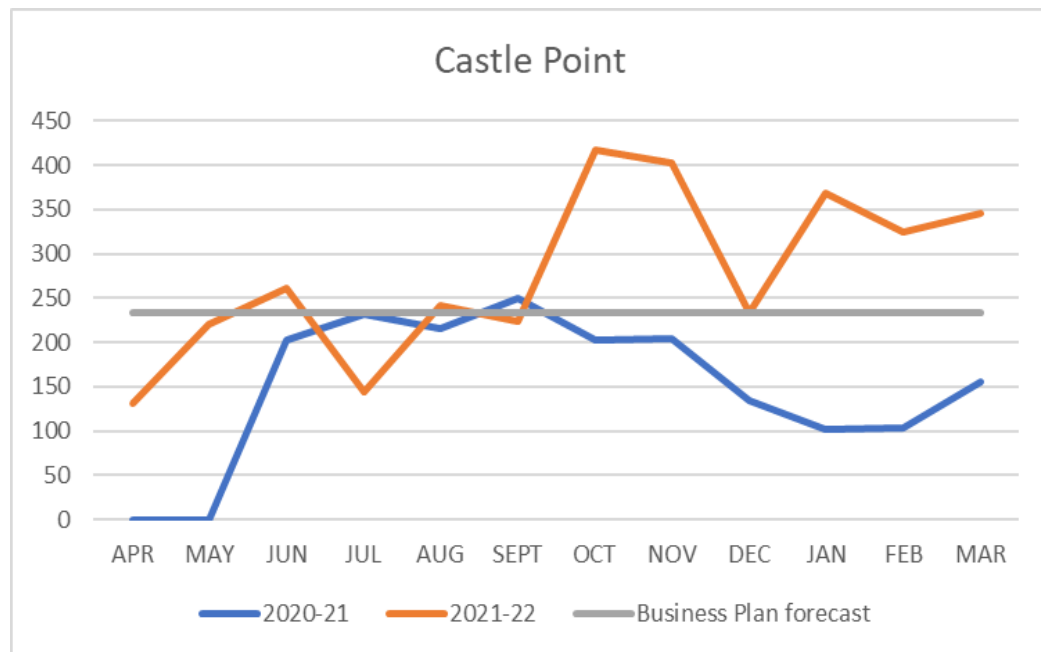
Castle Point

CEO patrol data

Code	Description	PCNs Issued
01	Parked in a restricted street	2,382
02	Loading in restricted street	3
06	Parked without clear display	2
12	Parked in a residents' place	140
21	Parked in a suspended bay	1
22	Re-parked in the same place	25
23	Wrong class of vehicle	25
24	Not parked correctly	21
26	Double parking in a SEA	10
27	Dropped footway in a SEA	59
30	Parked longer than permitted	206
40	Disabled person's parking	113
45	Taxi rank	201
46	Clearway	27
47	Restricted bus stop or stand	33
48	Restricted school area	7
99	Pedestrian crossing	57
	Total PCNs issued	3,312
	Patrol visits to streets	23,611
	observations	13,885
	Average PCNs issued per day	15
	Average PCNs issued per CEO	8.8

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

Castle Point	2020-21	2021-22	Business Plan forecast
APR	0	131	233
MAY	0	220	233
JUN	202	261	233
JUL	231	144	233
AUG	216	241	233
SEPT	250	223	233
OCT	203	417	233
NOV	204	403	233
DEC	134	234	233
JAN	102	369	233
FEB	103	324	233
MAR	155	345	233
Total	1800	3312	2796



PCN issue and recovery rates

Castle Point	Total PCNs
Number of Higher level PCNs issued	3058
Number of lower level PCNs issued	254
Number of total PCNs issued	3312
Number of PCNs paid	2653
Number of PCNs paid at discount amount	2265
Number of PCNs against which an informal or formal representation was made	477
Number of PCNs cancelled because of an informal or a formal representation	131
Number of PCNs written off due to CEO error	49
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	235
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	92%
Percentage of lower level PCNs issued	8%
Percentage of PCNs paid	80%
Percentage of PCNs paid at discount amount	68%
Percentage of PCNs against which an informal or formal representation was made	68%
Percentage of PCNs cancelled because of an informal or a formal representation	14%
Percentage of PCNs written off due to CEO error	1.50%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	7%

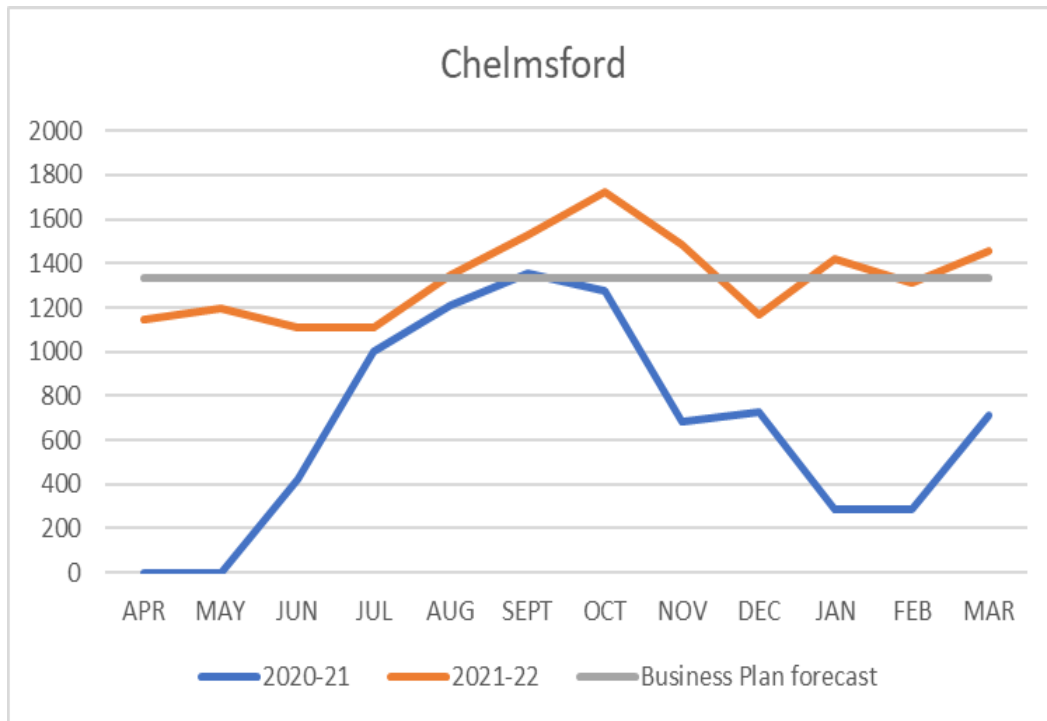
Chelmsford

CEO patrol data

Code	Description	PCNs Issued
01	Parked in a restricted street	4,337
02	Loading in restricted street	705
05	Parked after payment expired	341
06	Parked without clear display	517
07	Feeding the meter	42
11	Parked without payment	337
12	Parked in a residents' place	5,065
16	Parked in a permit space	458
19	Parked in a residents' place	29
20	Parked in a loading gap	1
21	Parked in a suspended bay	13
22	Re-parked in the same place	55
23	Wrong class of vehicle	280
24	Not parked correctly	25
25	Parked in a loading place	1,101
26	Double parking in a SEA	4
27	Dropped footway in a SEA	98
30	Parked longer than permitted	884
40	Disabled person's parking	1,147
45	Taxi rank	369
46	Clearway	75
47	Restricted bus stop or stand	23
48	Restricted school area	5
49	Cycle track or lane	28
99	Pedestrian crossing	51
	Total PCNs issued	15,990
	Patrol visits to streets	51,078
	observations	43,160
	Average PCNs issued per day	72
	Average PCNs issued per CEO	10.3

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

Chelmsford	2020-21	2021-22	Business Plan forecast
APR	0	1143	1333
MAY	0	1196	1333
JUN	423	1106	1333
JUL	999	1108	1333
AUG	1209	1348	1333
SEPT	1354	1525	1333
OCT	1274	1724	1333
NOV	683	1482	1333
DEC	723	1170	1333
JAN	285	1420	1333
FEB	285	1309	1333
MAR	714	1459	1333
Total	7949	15990	15996



PCN issue and recovery rates

Chelmsford	Total PCNs
Number of Higher level PCNs issued	13762
Number of lower level PCNs issued	2228
Number of total PCNs issued	15990
Number of PCNs paid	11338
Number of PCNs paid at discount amount	9516
Number of PCNs against which an informal or formal representation was made	3062
Number of PCNs cancelled because of an informal or a formal representation	1126
Number of PCNs written off due to CEO error	274
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	1581
% 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	71%
Percentage of PCNs paid at discount amount	60%
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	1.70%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	10%

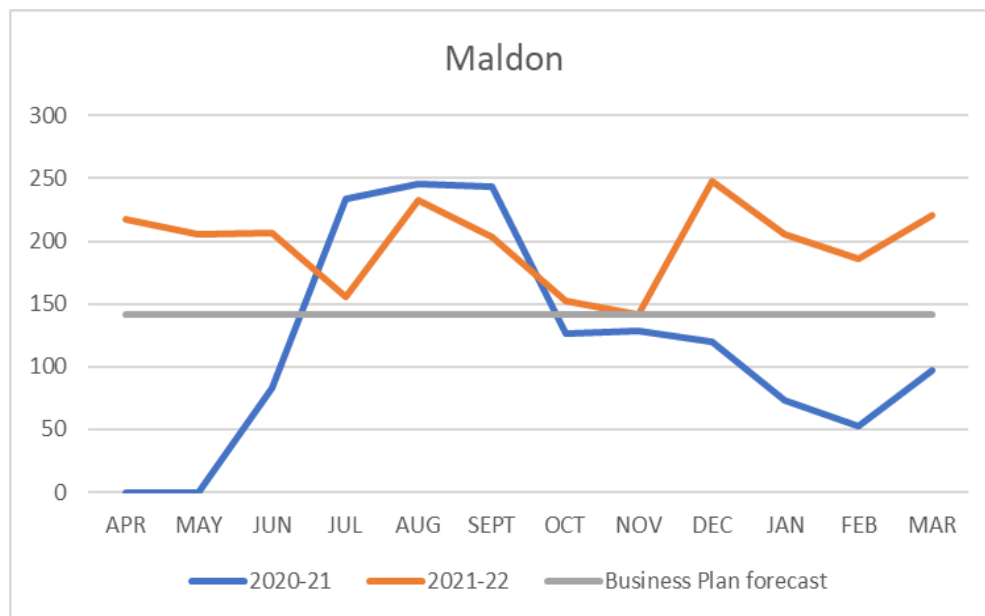
Maldon

CEO patrol data

Code	Description	PCNs Issued
01	Parked in a restricted street	1,006
02	Loading in restricted street	1
12	Parked in a residents' place	860
19	Parked in a residents' place	19
21	Parked in a suspended bay	1
22	Re-parked in the same place	5
24	Not parked correctly	44
26	Double parking in a SEA	1
27	Dropped footway in a SEA	1
30	Parked longer than permitted	176
35	Disc without clearly display	2
40	Disabled person's parking	62
45	Taxi rank	128
46	Clearway	2
47	Restricted bus stop or stand	20
48	Restricted school area	24
49	Cycle track or lane	1
99	Pedestrian crossing	22
	Total PCNs issued	2,375
	Patrol visits to streets	31566
	observations	15366
	Average PCNs issued per day	10.7
	Average PCNs issued per CEO	5.35

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

Maldon	2020-21	2021-22	Business Plan forecast
APR	0	217	142
MAY	0	205	142
JUN	83	207	142
JUL	234	156	142
AUG	246	233	142
SEPT	243	203	142
OCT	126	152	142
NOV	129	142	142
DEC	120	248	142
JAN	73	205	142
FEB	53	186	142
MAR	97	221	142
Total	1254	2375	1420



PCN issue and recovery rates

Maldon	Total PCNs
Number of Higher level PCNs issued	2128
Number of lower level PCNs issued	247
Number of total PCNs issued	2375
Number of PCNs paid	1836
Number of PCNs paid at discount amount	1576
Number of PCNs against which an informal or formal representation was made	511
Number of PCNs cancelled because of an informal or a formal representation	225
Number of PCNs written off due to CEO error	26
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	201
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	90%
Percentage of lower level PCNs issued	10%
Percentage of PCNs paid	77%
Percentage of PCNs paid at discount amount	66%
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	9%
Percentage of PCNs written off due to CEO error	1.00%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	8%

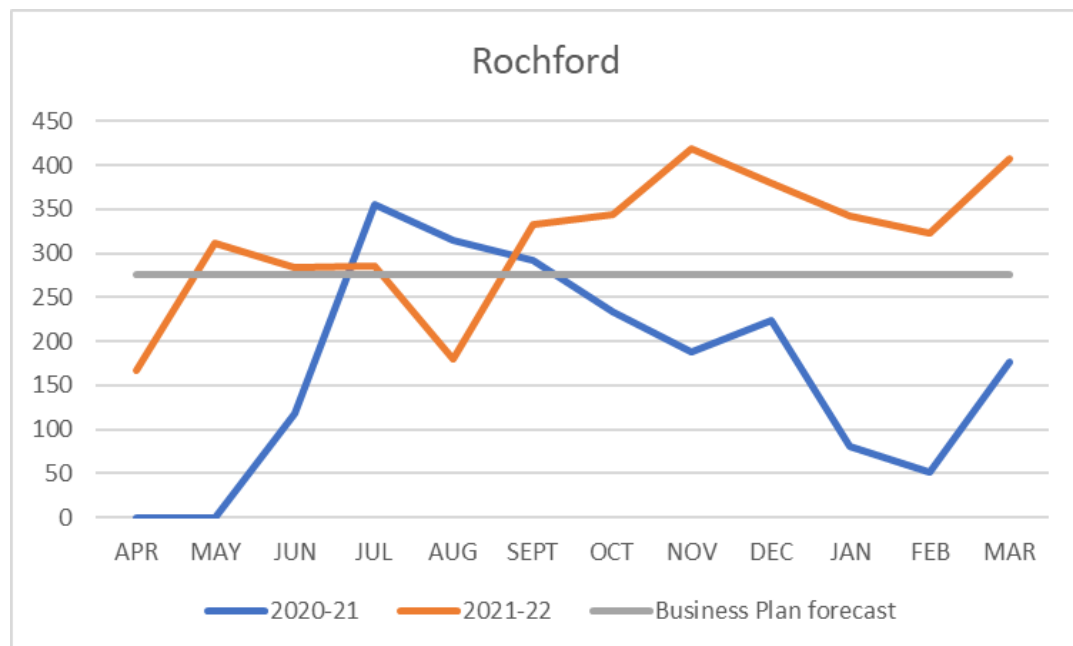
Rochford

CEO patrol data

Code	Description	PCNs Issued
01	Parked in a restricted street	1,944
02	Loading in restricted street	222
12	Parked in a residents' place	584
22	Re-parked in the same place	10
23	Wrong class of vehicle	186
24	Not parked correctly	73
25	Parked in a loading place	78
26	Double parking in a SEA	15
27	Dropped footway in a SEA	27
30	Parked longer than permitted	177
40	Disabled person's parking	244
45	Taxi rank	182
46	Clearway	7
47	Restricted bus stop or stand	14
48	Restricted school area	4
99	Pedestrian crossing	5
	Total PCNs issued	3,772
	Patrol visits to streets	27739
	observations	18332
	Average PCNs issued per day	17
	Average PCNs issued per CEO	5.7

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

Rochford	2020-21	2021-22	Business Plan forecast
APR	0	167	275
MAY	0	311	275
JUN	118	283	275
JUL	356	285	275
AUG	315	179	275
SEPT	292	333	275
OCT	233	344	275
NOV	188	419	275
DEC	223	379	275
JAN	80	342	275
FEB	52	322	275
MAR	176	408	275
Total	2033	3772	3300



PCN issue and recovery rates

Rochford	Total PCNs
Number of Higher level PCNs issued	3513
Number of lower level PCNs issued	259
Number of total PCNs issued	3772
Number of PCNs paid	3134
Number of PCNs paid at discount amount	2704
Number of PCNs against which an informal or formal representation was made	589
Number of PCNs cancelled because of an informal or a formal representation	160
Number of PCNs written off due to CEO error	16
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	427
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	93%
Percentage of lower level PCNs issued	7%
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	16%
Percentage of PCNs cancelled because of an informal or a formal representation	4%
Percentage of PCNs written off due to CEO error	0.40%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	11%

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CM1 1JE

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Telephone: 01245 606710



SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

Thursday 28 July 2022

AGENDA ITEM 13

Subject	Allocation of operational reserve
Report by	Parking Partnership Manager

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

Purpose

This report provides the Joint Committee with information regarding the current financial position of the operational reserve at the end of the 2011 Joint Committee Agreement and the recommendations for the allocation of the reserve

Options

The Joint Committee can approve, amend or reject the proposals

Recommendation(s)

It is recommended that the Joint Committee approves

- £155,000 to fund the three areas of investment shown in **table 2** which have been identified by the South Essex Parking Partnership Manager to improve and maintain service provision during the term of the new Joint Committee Agreement.
- £186,000 to be allocated to each of the seven partner authorities totalling £1,302,000 with a requirement that each partner authority on completion of the works / allocation, is required to present a report to the Joint Committee confirming that the funding has been used as per the requirements of Section 55 of the Road Traffic Act 1984.

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

1.1 Essex County Council has delegated to the Joint Committee the responsibility for on-street civil parking enforcement and responsibility for relevant sign and lines maintenance and the power to make relevant traffic regulations in accordance with the provisions contained within the Traffic Mangement Act 2004 (TMA 2004) and the Road Traffic Regulation Act 1984 (RTRA 1984)

1.2 After an operational term of 11 years, the 2011 Joint Committee Agreement expired on 31 March 2022. This agreement was extended by a letter of intention until 30 June 2022 when all SEPP partner authorities signed and completed the newly agreed 2022 Joint Committee Agreement. The term of the 2022 Joint Committee Agreement is for a further 5 years with the option thereafter to extend annually up to a maximum of 8 years.

1.3 Appendix D section 1 of the 2011 Joint Committee Agreement provides the financial liability on dissolution or termination of the Joint Committee Agreement of the Partnership:

1.1 At the termination of the Agreement the Lead Authority shall as soon as practical draw up accounts showing the outturn of the Joint Parking Accounts

1.2 The Joint Committee shall be managed so that as the final out-turn of the Joint Parking Accounts is as close to zero as possible

1.3 Any surplus or deficit on the Joint Parking Accounts shall be settled or distributed as determined by the Joint Committee

1.4 The new 2022 Joint Committee Agreement under section 22 Financial Arrangements sets out the following requirement:

22.1 *Any Surplus carried forward from the Joint Parking Account at the close of financial year 2021-22 and prior to this agreement shall be retained by the Joint Committee and the Joint Committee shall be responsible for the allocation of such Surplus between the Partner Authorities; with the Surplus to be re invested in accordance with the provisions set out in Section 55 of the Road Traffic Regulation Act 1984 subject to the Partnerships maintaining from these funds the agreed Deficit Reserve.*

Section 3.10 of the Department for Transport TMA 2004 Operational Guidance to Local Authorities sets out the following:

if an authority makes a surplus on its on-street parking charges and on-street and off-street parking enforcement activities, it must, use the surplus in accordance with the legislative restrictions in Section 55 of the RTRA 1984 (as amended)

Section 55 of RTRA 1984 is attached as **Appendix 1** to this report.

2 Outturn position of the operational fund at the end of the 2011 Joint Committee Agreement term.

- 2.1 **Table 1** provides the financial position of the operational fund at the close of financial year 2021/22 after the expected costs to complete outstanding schemes which have previously been approved by the Joint Committee have been deducted.

Table 1

Operational reserve 31 March 2022	Sub total
Parking reserve held 31 March 2022	£2,134,770
£28,000 remaining of £80,000 allocated to provide full cost of launching 3PR in schools and replenishing promotional materials to schools signed up to the initiative (zero cost to school).	£2,106,770
£46,500 Chelmsford allocation 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)	£2,060,270
£150,000 to be allocated in financial year 2022/23 for the sign and line maintenance	£1,910,270
£50,000 to be allocated in financial year 2022/23 for implementing new schemes which require a TRO	£1,860,270
Maintain £400,000 reserve. Reserve consists of £300,000 held in the Partnership reserve and £100,000 contribution from ECC taken from the £100,000 cashflow assistance payable back to ECC at the end of the 2011 Joint Committee Agreement.	£1,460,270
	£1,460,270

- 2.2 Considering the outstanding items of approved spend and maintaining the agreed £400,000 reserve as approved for the 2022 agreement, the Joint Committee has an operational fund of £1,460,270 remaining.

3 Allocation of operational fund

- 3.1 There are three areas of investment identified by the South Essex Parking Partnership Manager to improve and maintain service provision during the term of the new Joint Committee Agreement.

3.2 1: Replacement of CCTV body worn camera for enforcement officers

The CCTV body worn cameras are an essential item of equipment to enhance the health and safety and welfare of the enforcement officers while on patrol. The current CCTV body worn cameras are approaching the end-of-life cycle and will require an upgrade to a newer model. It is estimated that £30,000 will be required to supply all the enforcement officers with a CCTV body worn camera and the associated secure reviewing station and software.

2: Replacement handheld computer (HHC) equipment and printers for enforcement officers.

The HHC equipment and printers are an essential item of equipment used by the enforcement officers to issue and print the Penalty Charge Notices and download contravention data to and from the main enforcement server. The current equipment currently remains fit for purpose, but during the term of the new contract this equipment will need replacing as technology advances and equipment becomes faulty or obsolete. It is recommended that £60,000 is secured from the operational reserve to fund these items when replacement is required.

3: Pilot to trial the use of CCTV to monitor School Keep Clear markings in a known problem area.

The Traffic Management Act 2004 Regulations give limited powers to authorities throughout England to issue penalty charge notices for contraventions detected solely with a camera associated recording equipment (approved device). Any such device **must** be certified by the Secretary of State. Once certified they may be called an 'approved device' and can be used to on the following contraventions when a vehicle is parked in:

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

Sawyers Hall Lane in Brentwood is a particularly unique road which has four schools within close proximity. This area has four large sections of school keep clear (SKC) road markings and a high demand and expectation for regular enforcement patrols which is very resource intensive and not very cost effective. The SEPP officers consider this as a justifiable area to invest in the necessary static CCTV equipment to enable officers to monitor the road from a central base and issue Penalty Charge Notices via the post for parking contraventions on the SKC's. The estimated cost to install four cameras and the necessary reviewing station and hardware is £65,000. This pilot will enable the partnership to gauge the effectiveness of the camera enforcement and the longer-term compliance levels that this type of enforcement achieves.

3.3 **Table 2** investment recommended for approval

Table 2	Sub total
Parking reserve fund (Amount remaining after the expected costs to complete outstanding schemes which have previously been approved by the Joint Committee have been deducted.	£1,460,270
Replacement CCTV body worn camera for enforcement officers £30,000	£1,430,270
Replacement handheld computer (HHC) Equipment and Printers for enforcement officers £60,000	£1,370,270
CCTV to monitor School Keep Clear markings £65,000	£1,305,270
Total Partnership operational fund	£1,305,270

- 3.4 It is recommended that the Joint Committee approves £155,000 from the reserve to fund the items of spend in Table 2.
- 3.5 If the Joint Committee approves the items of spend in Table 2 the amount remaining for further allocation will be £1,305,270.
- 3.6 The success of the Partnership has been built on a foundation of close Partnership working with all the partner areas. Over the eleven-year period the business model has been improved and developed to reflect a one partnership, one account approach. An equal share of the available surplus promotes a strong partnership working ethos and therefore it is recommended that the remaining £1,305,270 is equally shared between the seven Partner Authorities. This funding will be released to the partner authorities subject to the following criteria:

Each partner authority on completion of the works / allocation, is required to present a report to the Joint Committee confirming that the funding has been used as per the requirements of Section 55 of the Road Traffic Act 1984.

- 3.7 It is recommended that each of the seven Partner Authorities receives £186,000 totalling £1,303,000

4 Conclusion

After an operational term of 11 years, the 2011 Joint Committee Agreement came to an end on 31 March 2022. A new 2022 Joint Committee Agreement been signed and completed by all SEPP Partner Authorities.

The new 2022 Joint Committee Agreement under section 22 Financial Arrangements sets out the following requirement:

22.1 *Any Surplus carried forward from the Joint Parking Account at the close of financial year 2021-22 and prior to this agreement shall be retained by the Joint Committee and the Joint Committee shall be responsible for the allocation of such Surplus between the Partner Authorities; with the Surplus to be re invested in accordance with the provisions set out in Section 55 of the Road Traffic Regulation Act 1984 subject to the Partnerships maintaining from these funds the agreed Deficit Reserve.*

At the close of financial year 2021/22 the SEPP Parking Partnership has a reserve fund of £2,134,770. Following the deduction of previously approved items yet to be spent and maintaining a reserve of £400,000, the amount of reserve available for the Joint Committee to allocate is £1,460,270

It is recommended that the Joint Committee approves the allocation of the remaining £1,460,270 as follows:

- £155,000 for the three areas of investment shown in table 2 which have been identified by the South Essex Parking Partnership Manager to improve and maintain service provision during the term of the new Joint Committee Agreement.

- £186,000 to be allocated to each of the seven partner authorities totalling £1,302,000 with a requirement that each partner authority on completion of the works / allocation, is required to present a report to the Joint Committee confirming that the funding has been used as per the requirements of Section 55 of the Road Traffic Act 1984.

Appendices

Appendix 1: Section 55 of RTRA 1984

Background Papers

The South Essex Parking Partnership Joint Committee Agreement 2011.
The South Essex Parking Partnership Joint Committee Agreement 2022.
Traffic Management Act 2004 Operational Guidance to Local Authorities

Appendix 1: Section 55 RTRA 1984

ANNEX A

ROAD TRAFFIC REGULATION ACT 1984 - S.55

FINANCIAL PROVISIONS RELATING TO DESIGNATION ORDERS (AS AMENDED BY THE TRAFFIC MANAGEMENT ACT 2004)

- (1) An enforcement authority which is a London authority shall keep an account of -
 - (a) their income and expenditure under this Part of this Act in respect of designated parking places;
 - (b) their income and expenditure as an enforcement authority in relation to parking contraventions within paragraph 2 of Schedule 7 to the 2004 Act (parking places); and
 - (c) their income and expenditure as an enforcement authority in relation to parking contraventions within paragraph 3 of that Schedule (other parking matters).
- (1A) An enforcement authority which is not a London authority shall keep an account of -
 - (a) their income and expenditure under this Part of this Act in respect of designated parking places in their area which are not in a civil enforcement area for parking contraventions;
 - (b) their income and expenditure under this Part of this Act in respect of designated parking places in their area which are in a civil enforcement area for parking contraventions; and
 - (c) their income and expenditure as an enforcement authority in relation to parking contraventions within paragraph 4 of Schedule 7 to the 2004 Act (contraventions outside London).
- (2) At the end of each financial year any deficit in the account shall be made good out of the general fund or, in Wales, council fund, and (subject to subsection (3) below) any surplus shall be applied for all or any of the purposes specified in subsection (4) below and, in so far as it is not so applied, shall be appropriated to the carrying out of some specific project falling within those purposes and carried forward until applied to carrying it out.
- (3) If the local authority so determine, any amount not applied in any financial year, instead of being or remaining so appropriated, may be

carried forward in the account kept under subsection (1) above to the next financial year.

- (3A) Transport for London, the Council of each London Borough and the Common Council of the City of London shall, after each financial year, report to the Mayor of London on any action taken by them, pursuant to subsection (2) or (3) above, in respect of any deficit or surplus in their account for the year.

- (3ZA) An enforcement authority which is a London authority shall, after each financial year, send a copy of the account kept by them under subsection (1) to the Mayor of London.

- (3ZB) A copy of an account required to be sent under subsection (3ZA) shall be sent as soon as is reasonably practicable after the conclusion of the audit of the authority's accounts for the financial year in question.

- (3B) The report under subsection (3A) above shall be made as soon after the end of the financial year to which it relates as is reasonably possible.

- (4) The purposes referred to in subsection (2) above are the following, that is to say -

- (a) the making good to the general fund or, in Wales council fund, of any amount charged to that fund under subsection (2) above in the 4 years immediately preceding the financial year in question;
- (b) meeting all or any part of the cost of the provision and maintenance by the local authority of off-street parking accommodation, whether in the open or under cover;
- (c) the making to other local authorities, or to other persons of contributions towards the cost of the provision and maintenance by them, in the area of the local authority or elsewhere, of off-street parking accommodation, whether in the open or under cover;
- (d) if it appears to the local authority that the provision in their area of further off-street parking accommodation is unnecessary or undesirable, the following purposes -
 - (i) meeting costs incurred, whether by the local authority or by some other person, in the provision or operation of, or of facilities for, public passenger transport services,
 - (ii) the purposes of a highway or road improvement project in the local authority's area,

- (iii) in the case of a London authority, meeting costs incurred by the authority in respect of the maintenance of roads maintained at the public expense by them,
- (iv) the purposes of environmental improvement in the local authority's area,
- (v) in the case of such local authorities as may be prescribed, any other purposes for which the authority may lawfully incur expenditure.
- (e) in the case of a London authority, meeting all or any part of the cost of the doing by the authority in their area of anything -
 - (i) which facilitates the implementation of the London transport strategy, and
 - (ii) which is for the time being specified in that strategy as a purpose for which a surplus may be applied by virtue of this paragraph; [NB. Details are given in the Appendix below]
- (f) in the case of a London authority, the making to any other London authority of contributions towards the cost of the doing by that other authority of anything towards the doing of which in its own area the authority making the contribution has power -
 - (i) to apply any surplus on the account required to be kept under subsection (1) above; or
 - (ii) to incur expenditure required to be brought into that account.
- (4A) For the purposes of subsection (4)(d)(ii) -
 - (a) a highway improvement project means a project connected with the carrying out by the appropriate highway authority (whether the local authority or not) of any operation which constitutes the improvement (within the meaning of the Highways Act 1980) of a highway in the area of a local authority in England or Wales; and
 - (b) a road improvement project means a project connected with the carrying out by the appropriate roads authority (whether the local authority or not) of any operation which constitutes the improvement (within the meaning of the Roads (Scotland) Act 1984) of a road in the area of a local authority in Scotland.
- (4B) For the purposes of subsection (4)(d)(iv) "environmental improvement" includes -

- (a) the reduction of environmental pollution (as defined in the Pollution Prevention and Control Act 1999 (c. 24); see section 1(2) and (3) of that Act);
- (b) improving or maintaining the appearance or amenity of -
 - (i) a road or land in the vicinity of a road, or
 - (ii) open land or water to which the general public has access; and
- (c) the provision of outdoor recreational facilities available to the general public without charge.
- (4C) Regulations for the purposes of subsection (4)(d)(v) above -
 - (a) may prescribe all local authorities, particular authorities or particular descriptions of authority,
 - (b) may make provision by reference to whether the authority or authorities in question have been classified for the purposes of any other enactment as falling or not falling within a particular category, and
 - (c) may make provision for the continued application of that provision, in prescribed cases and to such extent as may be prescribed, where an authority that is prescribed or of a prescribed description ceases to be so.
- (5) [Deleted]
- (6) [Deleted]
- (7) [Deleted]
- (8) For the purpose of enabling Transport for London and any other London authorities to discharge jointly any functions conferred by virtue of subsection (4)(f) above by a joint committee established under section 101(5) of the Local Government Act 1972, sections 101(5) and 102 of that Act shall have effect as if Transport for London were a local authority.
- (9) In the application of this section in relation to Transport for London, any reference to its general fund shall be taken as a reference to the financial reserves for which provision is made under Section 85(4)(c) of the Greater London Authority Act 1999 in calculating Transport for London's component budget for the financial year in question.
- (10) In this section -
 - "the 2004 Act" means the Traffic Management Act 2004;

"enforcement authority" means an authority which is an enforcement authority for the purposes of paragraph 1(2), 2(5) or 8(5) of Schedule 8 to the 2004 Act (parking contraventions);

"London authority" means Transport for London, a London borough council or the Common Council of the City of London;

"the London transport strategy" means the transport strategy prepared and published under Section 142 of the Greater London Authority Act 1999.

- (11) A reference in this section to the income and expenditure of an authority as an enforcement authority is to their income and expenditure in connection with their functions under Part 6 of the 2004 Act (civil enforcement).
- (12) A reference in this section to a civil enforcement area for parking contraventions is to be construed in accordance with Schedule 8 to the 2004 Act.

- complementing congestion charging;
- development of school travel plans and workplace travel plans;
- vehicle emissions monitoring and enforcement.

APPENDIX TO ANNEX A

CLAUSE 4(e)(iii) - SPECIFIED PURPOSES IN THE LONDON TRANSPORT STRATEGY FOR WHICH PARKING SURPLUSES CAN BE USED.

- bus priority measures and improvements to bus stops;
- other measures to improve buses;
- on-street measures to promote walking;
- on-street measures to promote cycling;
- on-street measures to improve accessibility to the transport network;
- parking and enforcement measures;
- traffic reduction and traffic management measures;
- road safety measures;
- structural maintenance of bridges and principal roads;
- Streets-for-People areas identified in the LIP;
- environmental street improvement schemes in town centres;
- Interchange projects;
- measures to assist freight developed through Freight Quality Partnerships;

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

28 July 2022

AGENDA ITEM 14

Subject	Revised forward plan and meeting dates for 2022/23
Report by	The South Essex Parking Partnership Manager

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

Purpose

The report sets a proposed change to the forward plan of meeting dates approved at the Joint Committee Meeting held on 10 March 2022.

Options

The Joint Committee can agree or proposed alternative meeting dates.

Recommendation(s)

1. That the Joint Committee agrees the revised dates of 22 September 2022, 15 December 2022 and 16 March 2023

Consultees

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

1.	<u>Introduction</u>
1.1	At its meeting on 10 March 2022 the Joint Committee approved the forward plan of meetings dates for 30 June 2022, 8 September 2022, 8 December 2022 and 9 March 2023.
1.2	It has since been established that these meeting dates clash with the same dates that the local authority Chief Executives have their quarterly meetings held in the Chelmsford City Council Chamber.

2.	<u>Proposed change of meeting dates</u>
2.1	<p>The proposed change of dates for meetings of the Joint Committee are:</p> <ul style="list-style-type: none"> ▪ 22 September 2022 ▪ 15 December 2022 ▪ 16 March 2023 <p>commencing at 2pm</p>
2.1	An updated Forward Plan of the revised meeting dates and agenda Items is attached as Appendix A.
3.	<u>Conclusion</u>
3.1	<p>Due to an unforeseen clash of meetings scheduled for the Council Chamber it is necessary to change the previously agreed Joint Committee meeting dates.</p> <p>It is recommended that the Joint Committee approves the meeting dates included in the revised Forward Plan attached as Appendix 1</p>
<u>List of Appendices</u>	
Appendix 1 Forward Plan of Agenda Items	
<u>Background Papers</u>	
South Essex Parking Partnership Joint Committee Agreement 2022	

APPENDIX 1 FORWARD PLAN OF AGENDA ITEMS

Standing items

Apologies and substitutions

Minutes of previous meeting

Public Question Time

Operational and Performance Report (Russell Panter)

Financial Report (Michael Packham)

Forward Plan (Nick Binder)

Date of meeting	Items	Lead
Thursday 28 July 2022	<p>Financial Outturn 2021/22 Report</p> <p>Continuation of Sub-Committee arrangements for considering objections against and advertised TRO</p> <p>Continuation of delegated authority for approving funding for signs and lines maintenance and new TROs</p> <p>Annual Report of the South Essex Parking Partnership (for the period 1 April 2021 to 31 March 2022)</p> <p>Allocation of reserve</p>	<p>Michael Packham</p> <p>Nick Binder</p> <p>Nick Binder</p> <p>Nick Binder</p> <p>Nick Binder</p>
Thursday 22 September 2022	<p>Review of Policies</p> <ul style="list-style-type: none"> ▪ Discretion policy ▪ Operational protocols ▪ Parking Policy Framework including Enforcement policy <p>Progress on Business Plan 2022/23</p>	<p>Nick Binder</p> <p>Nick Binder</p>
Thursday 15 December 2022	<p>Business Plan 2023/24</p> <p>Dates of Joint Committee meetings for 2023/24</p>	<p>Nick Binder</p> <p>Nick Binder</p>
Thursday 16 March 2023	<p>Progress on Business Plan 2022/23</p> <p>Review of the TRO implementation policy</p>	<p>Nick Binder</p> <p>Nick Binder</p>