

## MEETING OF THE SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

Thursday 31 August 2023 – 14.00  
Council Chamber, 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 16 March 2023	Chairman
6	Public Question Time	Chairman
7	Consider objections against an advertised TRO - Ashingdon Road, Rochford	Nick Binder
8	Enforcement Operations update	Russell Panter (verbal update)
9	Financial outturn 2022/23	Michael Packham
10	Financial Report 2023/24	Michael Packham
11	Annual Report of the South Essex Parking Partnership 2022/23	Nick Binder
12	Chelmsford proposal for the allocation of the agreed share of operational fund	Nick Binder
13	Basildon proposal for the allocation of the agreed share of operational fund	Nick Binder
14	Date and time of next meeting: Thursday 14 December 2023 – 14.00 – Council Chamber	Chairman

**MINUTES**  
**of the**  
**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**  
**held on 16 March 2023 at 2pm**

Members present:

Councillor Mike Mackrory – Chelmsford City Council (Chairman)  
Councillor Carole Morris – Basildon Borough Council  
Councillor Keith Parker – Brentwood Borough Council  
Councillor Andrew Sosin – Chelmsford City Council

Officers present:

Alan Underdown – Basildon Borough Council  
Trudie Bragg – Castle Point Borough Council  
Sue Green – Maldon District Council  
Nick Binder – Chelmsford City Council  
William Butcher – Chelmsford City Council  
Russell Panter – Chelmsford City Council  
Michael Packham – Chelmsford City Council  
Jan Decena – Chelmsford City Council  
Jack Sharp – Chelmsford City Council

## 1. Welcome and Introductions

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

## 2. Apologies for Absence

Apologies for absence were received from Councillor Carlie Mayes – Maldon District Council, Councillor Laureen Shaw – Essex County Council, Councillor David Sperring – Rochford District Council, and Councillor Warren Gibson – Castle Point Borough Council. Apologies had also been received from Jo Heynes – Essex County Council and James Hendry – Basildon Borough Council.

### 3. Minutes of the Joint Committee Meeting 12 December 2022

The minutes of the meeting 12 December were confirmed as a correct record.

### 4. Public Question Time

No public questions were asked at the meeting, however there was a question from the joint committee regarding a bill on obstructions on pavement. It was noted that only local authorities were part of the consultation, and this covered obstructive and pavement parking. The Joint Committee was informed that currently the police can only deal with obstruction of a pavement in unrestricted areas but there is a new bill in the House of Lords which has still yet to be read and considered. This bill can potentially lead to the decriminalisation of obstruction of a pavement and therefore enable the local authorities to enforce this using the Traffic Management Act 2004. It was also noted that during the consultation period there was a desire from the local authorities to include obstruction within 10 metres of a junction, but this option was considered unlikely to be included in any proposed changes and will therefore remain the responsibility of the Police.

### 5. Operational and Performance Report

The joint committee received an update on operational and performance matters for the period of December 2022 to February 2023.

#### PPE, Equipment, and Technology

The joint committee was updated that SEPP were working with a new uniform supplier for civil enforcement officers. It was noted that having two competitors in the industry provided an opportunity to compare the quality of the goods with competitive prices. The new supplier also already had a working relationship with SEPP and there was an opportunity to work with NEPP for savings if uniforms were to be procured in both areas.

The joint committee was also informed that the partnership had to remove the biodegradable PCN envelopes as they were difficult to manufacture. The partnership had to revert back to the recyclable envelopes but assured the joint committee that these would still comply with the green option.

The introduction of the new body cameras was successful especially with the improvements in footage management. It was also noted that the sharing of the footage to outside organisations especially police had been efficient.

The joint committee was also informed of the successful talks with third party suppliers to provide CCTV enforcement at Sawyers Hall Lane. The partnership was reported to be in the final stages of negotiation of the contract and it was aimed to implement the pilot in the first quarter of the new financial year.

### Recruitment Update

The joint committee was then updated regarding the recruitment of civil enforcement officers. They were informed that the partnership was finding it hard to recruit despite the offer of flexible hours and the job being advertised on various platforms.

The partnership was also finding it difficult to recruit agency staff. The partnership had started working with Adecco and Unity to source agency staff.

### Partner Update

The joint committee was informed that SEPP continued to work closely with Maldon District Council and Brentwood Borough Council under Service Level Agreements. It was noted that Chelmsford would have joint patrols with their officers and that Chelmsford's civil enforcement officers had passed their police accreditation and were fully qualified. It was noted that this accreditation would allow for more actions and efficient sharing of data with the police regarding access to vehicles involved with dangerous or criminal activity.

The joint committee was also notified of the community event in May 2023 which the SEPP officers would attend with Brentwood Council, ECC, Police, and social services. This event would promote and highlight services that would be available to residents.

### Health & Safety Update

The joint committee noted the recent Health & Safety audit that SEPP had undertaken and was informed of the four recommendations made in relation to corporate training, amendments to manuals and asset security. These were graded low level and would be completed soon. This had also resulted in improvements to protocols and amendments to the CEO manual and risk assessments.

### Fleet Update

The joint committee was then updated regarding the fleet. It was noted that the last two Go Plant lease vans are now off hired and awaiting collection and that all vehicles were now leased from Riverside Truck Rental via Basildon Council's lease framework.

### 3PR Update

The joint committee were introduced to the new School Parking Liaison Officer who would be presenting further information on the scheme at agenda item 8.

In response to queries raised by members of the joint committee, it was advised that;

- The cost of manufacturing the biodegradable PCN envelopes was also a factor on why they were discontinued. It was noted that it would have been twice the price of the recyclable envelopes.
- Regarding recruitment, it was noted that the jobs were advertised as attractively as possible and were tied by certain conditions, but officers could certainly look at the terms and conditions regarding pay. It was noted that the markets had changed, with people generally looking at the hourly wage, and that attracting people to local government remained to be difficult.

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

(14:04-14:18)

## 6. Financial Report 2022/23

The joint committee received a report to the meeting setting out a summary of the financial position for the South Essex Parking Partnership for the period 1<sup>st</sup> April 2022 to 2<sup>nd</sup> March 2023. They also received the financial summary detailing the actual costs incurred and income received.

It was reported that there was a surplus of £516,076 for SEPP and a deficit of £310,542 for the TRO account. This had resulted in an overall surplus position for the Partnership including the TRO account of £205,533 which was an improvement of £44,250.

In the period from April 2022 to February 2023, it was reported that the Partnership received £1,462,490 in income. In April 2021 to February 2022, the Partnership received £1,244,065 in income. Therefore, joint committee was informed that the 22/23 figure represented just over 117% of income received in 21/22 over the same period. It was also reported that the budget of £1,565,300 was likely to be achieved and the projections highlighted that the Partnership had recovered post-COVID.

The joint committee was then informed of the one additional item of reserve which totalled £21,110 in relation to the purchase of 3PR licence. This resulted in a net income for the Partnership and TRO account after the reserve use of £156,833.

The joint committee was pleased to see this trajectory compared to pre-COVID.

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

(14:18-14:20)

## 7. Progress on Annual Business Plan 2023/24

The joint Committee received a report on the progress against the Business Plan approved for 2022/23. The progress echoed the financial data that the joint committee received and was on course with the business plan. Officers reported that they were pleased by how well the Partnership had performed and numbers were beginning to match those of pre-COVID times.

It was estimated that the enforcement account could expect a surplus of £83,000 and this would be allocated to cover wider strategic highway priorities. This would take into account an estimated surplus of £513,000 from the enforcement operation account and the deduction of £428,000 to cover the costs of TRO. The £400,000 in the reserve account would be maintained.

The joint committee was informed that the numbers of PCNs issued was down by 0.2% compared to the pre-COVID 2019/20 performance and 7.5% against the 2020/21 performance. The number of PCNs issued against the estimated figure in the 2022/23 Business Plan is 6.5%.

The total overall income had reduced by 6.4% compared to 2019/20 and increased by 8.6% compared to the 2021/22. The income was down by 2.7% against the estimated figure in the Business Plan. It was also reported that there had been a dip in income from residence permits as they were extended for three months. This had been implemented to compensate for additional non-resident parking required during lockdown.

The joint committee then heard individual area performances from boroughs within the Partnership. It was reported that Basildon had struggled to perform as the pre-COVID period had resulted in a lack of activity in the high street and that it had been a lot more spread out. There had also been the impact of people working from home. The Partnership would monitor the situation. Brentwood had performed well however there had been a struggle filling vacancies. Maldon's numbers were down compared from last year however this was starting to increase. Chelmsford was reported to be consistent and 2% down in the Business Plan. Castle Point and Rochford were reported to be doing well and going up against the pre-COVID period. Overall, the Partnership was maintaining a good reserve position.

In response to the queries and comments from the joint committee, it was advised that;

- Staffing through different local borough councils would be revisited.
- Community safety officers from different borough councils would give SEPP much more flexibility especially in times where enforcement officers would not normally patrol such as at night.
- There is a general reluctance in terms of changing legislation to enable local authorities to expand the types of contraventions where it is possible to enforce with the use of CCTV cameras. A move to a more digital enforcement environment would result in greater efficiency and patrol coverage for the Partnership.. It was advised that digital enforcement would not replace officers, but it would be useful in terms of resources.
- Sending just one officer for patrols would not be viable.

The joint committee **AGREED** to note the update on the Business Plan 2022/23.

(14:20-14:35)

## 8. Update on the 3PR School Parking Initiative (Verbal Update)

The joint committee received a verbal update and presentation on the 3PR Parking Initiative with the School Parking and Project Officer.

Currently, it was reported that there were 51 schools already on the 3PR scheme however two had dropped out due to staffing issues. There were 11 new schools that joined the initiative and another two schools had also recently joined. There had been two refresher launches and two new schools launched. There had been revamped ideas such as the

Park and Stride scheme and the Drop Kerb scheme which consisted of parking near the school in a safer position.

There had been successful 3PR Refresher completions in Writtle Infant and Junior School and Newland Spring Primary School, Chelmsford. A Drop Kerb scheme was also being launched near Nickleby Road.

With regards to the 3PR new additions, the joint committee was informed that a Drop Kerb scheme was being launched in Millhouse Primary School and Nursery. They had also attended Woodham Walter Primary School and it was noted that the rural location of the school would be difficult for the 3PR Initiative, however it was hoped that the schemes that would be put in place would work well. The 3PR process for Kent Hill Infant Academy was scheduled for after the local elections and the junior school had been spoken to regarding joining the scheme.

The joint committee was informed that officers were currently in negotiations with multiple schools who had contacted or applied on the website and were receiving responses slowly. It was noted that most of the advertising for the 3PR Initiative was through word of mouth due to, officers attending refresher assemblies and other schools being made aware. The more that 3PR Initiatives were launched in new schools, more schools would be made aware of the initiative.

In response to comments and questions from the joint committee, it was advised that;

- Regarding car parking outside schools, a request would be received and there would then be a meeting with the school to deduce the problem. There would be a need to do more local research and, if possible, get in contact to grant permission.
- Parents would need to apply for a permit in a first come, first serve basis regarding the park and stride scheme. The general aim is to create a 3PR zone outside the school and to encourage students to walk or cycle into the zone. Those children who achieved this would gain a token which would contribute to a class total with a prize given on a monthly and yearly basis to the class winners with the most tokens.
- It would be down to the individual school to look after day-to-day activities.

The joint committee **AGREED** to note the update on the 3PR School Parking Initiative.

(14:35-14:45)

## 9. Approval of schemes from Brentwood Borough Council allocation of funds

The joint committee received a report with the proposal from Brentwood Borough Council on how they intended to use the £186,000 allocation from SEPP. The report also detailed how the funding would be fully used as per the requirements of Section 55 of the Road Traffic Regulation Act 1984 (RTRA) 1984.

The allocation was divided over three projects which all related to off street car parking and were listed as below:

- ANPR based Parking System installed in the multi-storey car park at Coptfold Road, Brentwood with £65,520 to be allocated
- Re-lining car park bays in Bell Mead car park, Ingatestone with £5,500 to be allocated
- Car park improvements at William Hunter Way with £114,980 to be allocated.

The joint committee **AGREED** to approve the proposals and for the funds to be released.

(14:45-14:49)

## 10. Approval of schemes from Maldon District Council allocation of funds

The joint committee received a report with the proposal from Maldon District Council on how they intended to use the £186,000 allocation from SEPP. The report also detailed how the funding would be fully used as per the requirements of Section 55 of the RTRA 1984.

The allocation was divided over three projects which all related to the improvement of off street car parking and were listed as below:

- Repair and resurfacing work to White Horse land and Butt Lane Car Parks with £151,250 to be allocated
- Feasibility Study for additional Car Parking Provision with £28,00 to be allocated
- Development of a Car Park Charging Strategy for all Council Owned car parks with £7,200 to be allocated.

The joint committee **AGREED** to approve the proposals and for the funds to be released.

(14:45-14:51)

## 11. Date and time of next meeting

The joint committee **AGREED** that the next meeting would be on 13<sup>th</sup> July 2023 at 2pm in the Council Chamber.

The meeting closed at 14.53pm.

Chair



**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**

**THURSDAY 31<sup>st</sup> AUGUST 2023**

**AGENDA ITEM 7**

<b>Subject</b>	<b>The Essex County Council (Rochford District) (Prohibition of Waiting, Loading and Stopping) And (On-Street Parking Places) (Civil Enforcement Area) (Amendment No.7) (Part 2) Order 202*</b>  Relating to <b>Ashingdon Road, Rochford</b>
<b>Report by</b>	South Essex Parking Partnership Manager

**Enquiries contact:**

Nick Binder, South Essex Parking Partnership Manager,  
01245 606303, [nick.binder@chelmsford.gov.uk](mailto:nick.binder@chelmsford.gov.uk)

**Purpose:**

To report the receipt of representations made on part of The Essex County Council (Rochford District) (Prohibition of Waiting, Loading and Stopping) And (On-Street Parking Places) (Civil Enforcement Area) (Amendment No.7) Order 202\*

**Options**

The Joint Committee has the following options available:

1. to agree that the proposed Order be made as advertised.
2. to agree that the proposed Order be made subject to modifications which result in less restrictive provisions or reduced scope.
3. to agree that the proposed Order be withdrawn in its entirety.

**Recommendation(s)**

1. The proposed Order should be made as advertised (Permit Parking Area Zone Q Mon - Fri 8am-10am and 2pm-4pm, excluding Bank Holidays).
2. The people making representations be advised accordingly.

**Consulters**

South Essex Parking Partnership

**Policies and Strategies**

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

<b>1.</b>	<b>Background</b>
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1.1	The purpose of this Order is to amend The Essex County Council (Rochford District) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) Consolidation Order 2019 as set out below:												
1.2	An application form was received in January 2021 requesting a Permit Parking Area Monday-Friday 8am-10am and 2pm-4pm on the parking area/access road outside property Nos. 116 – 144 Ashingdon Road. It was stated by the applicant that parents picking up children from the near-by Holt Farm School, park inconsiderately, blocking access to residents’ properties, damage the verges and endanger other children. This request was supported by a 16-property petition and a Ward Councillor. It should be noted that the request is in line with the times of the adjacent Permit Parking Area on the parking area/access road outside property Nos. 104 – 114 Ashingdon Road.												
1.3	It had been observed by the SEPP that parking at the location in question was congested during school pick up time. Additionally, it is likely that parking issues were exacerbated by displaced vehicles when the Permit Parking Area was introduced in the access road outside property Nos. 104 – 114 in 2020.												
1.4	Therefore, a parking review was carried out from 21 January to 12 February 2021 regarding the introduction of a Permit Parking Area operating Monday-Friday 8am 10am & 2pm-4pm (excluding Bank Holidays). The results of the parking review were as follows: <table><tr><th>Road</th><th>Properties Consulted</th><th>Responses Received</th><th>In favour</th><th>Not in favour</th><th>Percentage of Respondents in favour</th></tr><tr><td>Ashingdon Road Nos. 116 – 144</td><td>13</td><td>7</td><td>6</td><td>1</td><td>86%</td></tr></table>	Road	Properties Consulted	Responses Received	In favour	Not in favour	Percentage of Respondents in favour	Ashingdon Road Nos. 116 – 144	13	7	6	1	86%
Road	Properties Consulted	Responses Received	In favour	Not in favour	Percentage of Respondents in favour								
Ashingdon Road Nos. 116 – 144	13	7	6	1	86%								
1.5	Upon considering the results of the parking review, it was agreed with the SEPP Joint Committee Member and Lead Officer for Rochford to cost a scheme to implement a Permit Parking Area Monday-Friday 8am-10am and 2pm-4pm, excluding bank holidays (‘the Proposal’). Furthermore, the request for funding was agreed in December 2021 to proceed with the necessary Traffic Regulation Orders. The cost of the scheme was estimated at £3,000.												
2.	Relevant excerpts from SEPP Policy (Version 6 December 2020)												

<b>2.1</b>	SEPP Policy – 1.6 'It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding. Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.'
<b>2.2</b>	SEPP Policy – 7.4 Commuter parking in a residential street (preferred parking) <ul style="list-style-type: none"> <li>• 'The parking by non-residents must be sufficiently severe to cause serious inconvenience to residents' – met.</li> <li>• 'The preferred traffic management solution for parking issues in residential areas is the introduction of a residents parking scheme' – met.</li> <li>• 'The majority of residents have no off-street parking facilities available to them' – met in part.</li> <li>• 'The majority of residents are in favour of such a scheme' – met.</li> <li>• 'The introduction of a scheme would not cause unacceptable problems in adjacent roads' – met parking would be spread throughout nearby roads.</li> <li>• 'The Partnership is satisfied that a reasonable level of enforcement can be maintained' – met, there are existing parking restrictions in the area.</li> </ul>
<b>3</b>	<b>Traffic Regulation Order</b>
<b>3.1</b>	The proposed Order was published in the Basildon and Southend Echo on Thursday 4 August 2022 and public notices erected on the parking area/access road outside property Nos. 116 – 144 Ashingdon Road. Copies of the proposed Order were sent to a number of organisations including Essex Police, Essex County Council (Essex Highways, the highway authority), Essex Fire & Rescue Service, Essex Ambulance Service, the Road Haulage Association, the Freight Transport Association, and the Chamber of Commerce and Industry.
<b>3.2</b>	When proposed Order was published on 4 August 2022, a 21-day period of formal public consultation commenced.
<b>4</b>	<b>Comments</b>
<b>4.1</b>	The details of the representations are summarised in Appendix 2 to this report together with the comments of the Technicians.
<b>5</b>	<b>Conclusion</b>
<b>5.1</b>	Although some correspondents have made several points which lead them to believe 'the Proposal' should not be pursued in part, the SEPP Joint Committee Member and Lead Officer for Rochford, and SEPP Technicians consider that none of them are of sufficient weight to warrant the proposed Order not being made.
<b>List of Appendices</b>  Appendix 1 – List of people making representations  Appendix 2 – Summary of objections or support and Technicians comments  Appendix 3 – Photos	

## **APPENDIX 1**

<b>Ref</b>	<b>List of people making representations</b>	<b>Type</b>
<b>1</b>	Email from resident of Ashingdon Road dated 04/08/22	Support
<b>2</b>	Email from residents of Ashingdon Road dated 08/08/22	Support
<b>3</b>	Email from resident of Ashingdon Road dated 08/08/22 and 09/08/22	Support
<b>4</b>	Letter from resident of Ashingdon Road dated 08/08/22	Objection
<b>5</b>	Letter from resident of Ashingdon Road dated 08/08/22	Support
<b>6</b>	Email from resident of Ashingdon Road dated 18/08/22	Support
<b>7</b>	Email and Letter from residents of Ashingdon Road dated 23/08/22	Comment
<b>8</b>	Email from resident of Ashingdon Road dated 23/08/22	Objection
<b>9</b>	Letter from resident of Ashingdon Road dated 25/08/22	Comment
<b>10</b>	Email from resident of Ashingdon Road dated 25/08/22	Objection
<b>11</b>	Email from resident of Ashingdon Road dated 26/08/22	Objection
<b>12</b>	Email from local resident in Ashingdon dated 26/08/22	Objection
<b>13</b>	Email from parent of Holt Farm School dated 26/08/22	Objection

## APPENDIX 2

### REPRESENTATIONS & RESPONSES FOLLOWING FORMAL ADVERTISEMENT – 31 March 2022 – 22 April 2022

Representations & responses relating to Ashingdon Road, Rochford		
Ref	Representation -	Technician response -
1	<p>I'm emailing in response to the letter about the parking restrictions on the Ashingdon road from houses 116 to houses 144. My husband and I are 100% behind this supporting it we've lived here At [REDACTED] Ashingdon Road for [REDACTED] and have had trouble exiting and entering our own property, we look forward to this being put in place.</p>	<p>Support noted.</p>
2	<p>We are writing in response to the proposal for Ashingdon Road Permit Parking Area.</p> <p>We are fully behind the proposed scheme, and feel it will greatly help the residents with access and parking problems, in particular at the outlined times when we have some school parents parking irresponsibly.</p> <p>We have lived at our property (No. [REDACTED]) for just under [REDACTED] and have had constant trouble with people parking their cars in our access lane, blocking the entrance to our property. The access lane is for the purpose of 4 bungalows, but is constantly used by parents of the school and also residents from the opposite side of the road. We have previously been prevented from going to work, attending appointments and also collecting our own grandchildren at specific times, due to people parking in the access lane and causing an obstruction which we cannot get through. We have been informed that this problem has been on-going for many years and our immediate neighbours, numbers 116 - 122, would like to know if our section of the lane could be made "For bungalow residents only" as has happened on the opposite side of our lane, previously done several years</p>	<p>Support noted.</p> <p>Installing an 'Access to bungalows only beyond this point' sign falls outside the remit of the South Essex Parking Partnership. The SEPP implement, maintain and enforce on-street parking restrictions. Most other Highway matters are the responsibility of Essex County Council, who are the highway authority. Residents should contact their local councillors who may be able to take this forward to the Rochford District Local Highways Panel. For more information see: <a href="https://www.essexhighways.org/highway-schemes-and-developments/local-highway-panels/rochford-lhp">https://www.essexhighways.org/highway-schemes-and-developments/local-highway-panels/rochford-lhp</a></p>

	ago.	
<b>3</b>	<p><b>Email 1</b> to whom it may concern this is just my authorisation to confirm that I agree with the parking planning permission kind regards</p> <p><b>Email 2</b> Sorry yer I approve of parking permits outside along ashingdon road rochford</p>	Support noted.
<b>4</b>	<p>We wish to object to the proposal to introduce a Residents Permit Parking Scheme in the service road on Ashingdon Road, opposite Holt Farm School, on the grounds of child safety, that it is excessive in its suggested implementation, and that it is unnecessary. Furthermore, it ignores future plans for the building of a new estate which will impact on the traffic at this precise point.</p> <p><b>History</b> We have been residents at this address for over forty years and have experiences the changing parking situation since then. We believe we are only one of two families who have lived on this stretch all this time.</p> <p>Before we moved in, the service road was created to provide a safe place for parents at the school to park in order to drop-off and pick-up their children. Young children require supervision to cross a very busy road like Ashingdon Road, so it is reasonable for parents to have to leave their vehicles to see their child(ren) safely into the school premises. A crossing warden used to be employed here but several years ago the powers that be decided they should be withdrawn; it is now ever more important that parents supervise their children when crossing the road.</p> <p>Additional parking for residents was a bonus but was not the original intention.</p>	<p>Objection noted.</p> <p>The purpose of 'the Proposal' seeks to prevent non-resident parking which will improve the amenity of the area and the desirability of securing and maintaining reasonable access to premises.</p> <p>In 2021 the SEPP received a request to implement a Permit Parking Area in the parking area/access road outside property Nos. 116 – 144 Ashingdon Road due to reports of vehicles parking inconsiderately, blocking access to residents' properties, damage to the verges and endangering other children. This request was supported by a 16-property petition and a Ward Councillor.</p> <p>The request was also in line with the adjacent the Permit Parking Area on the parking area/access road outside property Nos. 116 – 144 Ashingdon Road which was implemented in 2020. Consistent restriction times in an area will aid enforcement of any parking restriction.</p> <p>An informal consultation was carried out in 2021. The results of which are shown in 1.4 of this report. The results met the SEPP criteria to proceed with a Traffic Regulation Order (at least 50% response rate and at least 50% of respondents in favour).</p> <p>It is acknowledged that the level of parking issues experienced by residents may vary depending on their location, for example properties 116-120. However, it was decided by the SEPP Joint Committee Member and Lead Officer for Rochford to cost a scheme to implement</p>

<p><b>Now</b></p> <p>We will accept that traffic has increased and for various reasons more parents have been bringing their children to school by car. This has led to an extremely small number of parents parking without thought for the residents, but the vast majority recognise the situation and take steps to ensure they are not too much of an inconvenience.</p> <p>We can understand that the instigator of the original application (who may not even live in this stretch) wanting to do something – his daughter was often unable to get back into her drive when she returned from picking her children up from elsewhere, but this situation only applies for about a half-hour both in the morning and in the afternoon. Implementing a system that imposes a restriction two hours at a time, twice a day, is excessive especially as it is, effectively, of benefit to just one person and inconveniences the rest of the residents. Not to mention that the proposed imposed inconvenience to residents of the permit system will apply all year round, even where there is no school traffic – and no problem at all.</p> <p>The situation does not seriously affect the whole of the service road, but only to the cul-de-sac part created when Hawkwell Parish Council improved the landscaping some 15-20 years ago. This means that the only houses with a serious problems are 116-120, but this proposal penalises not just these five houses but the additional 10 houses that are largely unaffected, not to mention the bureaucracy and administration that they now become part of.</p> <p>There are also others that legitimately require parking (other than the parents), and who appear to be excluded while not being part of a problem. Some residents in the odd-numbered houses on the other side of the road also use the area for parking, as well as staff at the school who cannot park in the school grounds, for whatever reason. Supervisors at</p>	<p>a Permit Parking Area on the whole parking area/access.</p> <p>If the Proposal is introduced, it is acknowledged that displacement is likely occur, especially during school pick up time. It is difficult to determine where vehicles will displace to, however as with any new parking scheme its effect would be monitored.</p> <p>Holt Farm Infant and Junior School is part of the SEPP 3PR Parking Initiative which has been designed to help tackle some of the issues around school parking. The SEPP will continue to work with the schools in order to encourage considerate parking.</p> <p>Essex County Council (Essex Highways, the highway authority) are responsible for all Highway matters relating to new developments. Therefore, any parking related issues in relation to the new development will be dealt with by Essex Highways. It should also be noted that Essex Highways have been consulted regarding 'the Proposal', but no comments have been received.</p> <p>The cost of a resident's permit is £50 for one year and can be used by one vehicle when restrictions apply. Residents over 65 are entitled to one free resident permit. A range of visitor tickets are also available. Further details on permits and costs can be found at: <a href="http://www.chelmsford.gov.uk/parking">www.chelmsford.gov.uk/parking</a></p>
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	<p>dinnertimes and part-time caretaking staff also use the area and will arrive/leave during the excluded periods. Also, there is a 'half-way house' a short distance away that requires car staff to attend at any time of the day.</p> <p>If parents are not allowed to park there, albeit temporarily, where <i>will</i> they park? The Holt Farm estate, etc, already suffers from lack of space to drop children off on those narrow estate rads. Already, parents stop (illegally) in the bus bay outside the school to drop their children off, which disrupts the traffic flows, and interferes with the bus service operation. We anticipate that, if the proposal is implemented as currently published, a large proportion of the parents will park in Rochford Garden Way and walk through the alley that links to Ashingdon Road, but the roads there are 1950s estate roads and are very narrow. In any event this route has been identified as an exit for the new estate due to the build in the next year or two.</p> <p>We find that a polite note on the windscreen has been the most effective way of stopping people from parking across our driveway, without draconian measures such as those proposals.</p> <p><b>Summary</b></p> <p>Our objections are:</p> <ol style="list-style-type: none"> <li>1) The proposal takes no account of the knock-on effects for child safety while getting to school, and is likely to increase the dangers.</li> <li>2) The proposal negates the original reasons for the parking area being created.</li> <li>3) The proposal is excessive for the size of the problem in terms of the number of hours it applies, and for the periods in the year (i.e. in the school holidays) in which there are <i>no</i> problems.)</li> </ol>	
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	<p>4) The proposal takes no account of the current traffic flows in the area and the changes that will take place as and when the new estate is built behind numbers 122 to 144 Ashingdon Road, and further along the road.</p> <p>5) The proposal takes no notice of the effect on parking in the wider area and can only move the problem, rather than solve it.</p> <p>6) The proposal Imposes an unnecessary and bureaucratic administrative cost on both the City Council/Parking Partnership and the residents and their visitors.</p> <p>7) The system proposed is not necessary and that other avenues should be explored taking into account factors other than a petition from (some) residents.</p>	
<b>5</b>	With reference to your letter on 2 <sup>nd</sup> Aug. I am replying regarding the parking within our houses 116-144. I support this parking as I hold a disable badge and sometimes it can be difficult to manoeuvre between the cars parked.	Support noted.
<b>6</b>	<p>I am replying to your notice from August 2nd.</p> <p>I have attached all of my previous emails as they have the pictures that I need put in evidence of the parking situation. This has been one of our biggest nightmares and awful living conditions, especially when my partner and her sons have to go to work/school and can't even get off of the drive to do so. Having the parking restrictions would hopefully help make things bearable and allows us not to be blocked in our house or having to drive around the block 3 times before being actually allowed into our property.</p> <p>Please let us know of the outcome?</p>	Support noted.
<b>7</b>	<p>I am writing neither in support of nor objection to the above-mentioned parking restrictions proposal, since I do not understand what this proposal is aiming to positively achieve. However, I would ask you to consider the following in relation to the proposal on behalf of those of us residing in the odd numbered properties along the proposed stretch of Ashingdon</p>	<p>Comment noted.</p> <p>Concerns have been raised by residents that non-resident parking in the parking area/access road for property Nos. 116 – 144 evens is causing access issues and vehicles taking up parking spaces so that visitors and tradespeople cannot always park. The proposal seeks to</p>

<p>Road.</p> <p>You state permits for parking are to be allocated to even numbers only. We feel that this decision has been based on an incorrect assessment of the use of the area in question and feel it would be fairer to also offer permits to the odd numbered properties along the proposed stretch for the following reasons:</p> <ul style="list-style-type: none"> <li>• The narrow footpath and limited frontage for parking for the odd numbered properties means that there is often no reasonable alternative but to use the proposed area to park a vehicle when needed.</li> <li>• The even numbered properties, on the whole, have larger capacity driveways and garaging facilities, whereas the odd numbered properties are mostly older Edwardian housing without this additional space.</li> <li>• Permits for both odd and even numbers along this stretch would allow extra parking capacity for those properties that are three car families; or for those times when family or friends visit, or when trades or skips are needed at these properties.</li> <li>• The granting of permits to both the odd and even numbers along this stretch would represent the current use of the said area and would only increase the revenue obtained from permit sales.</li> </ul> <p>I would ask that you consider the above and agree to either of the following:</p> <ol style="list-style-type: none"> <li>1. Permits are offered fairly to residents of both even and odd numbers along the proposed stretch in order to mitigate any of the above parking needs during the restricted times; or</li> <li>2. Agree that during the restricted times, but outside of the existing urban clearway times, when required residents will be free to take up the right to park vehicles outside of their properties, directly on Ashingdon Road.</li> </ol> <p>I'm sure you will agree that option 2 is the least desirable option, but without a fair opportunity to apply for a permit, those odd numbered properties along the proposed stretch will be left at times with little alternative.</p>	<p>prevent non-resident parking by introducing a Permit Parking Area Monday to Friday (excluding Bank Holidays) between the hours of 8am - 10am &amp; 2pm - 4pm, which will improve the amenity of the area and the desirability of securing and maintaining reasonable access to premises.</p> <p>Holt Farm Infant and Junior School is part of the SEPP 3PR Parking Initiative which has been designed to help tackle some of the issues around school parking. The SEPP will continue to work with the schools in order to encourage considerate parking.</p> <p>The aim of a permit parking scheme is not to penalise residents. Therefore, although only property Nos. 116 – 144 have been included as eligible addresses, other nearby properties on Ashingdon Road without adequate off-street parking would be considered on a case by case basis. It should be noted that a valid permit is only required during the operational hours of a Permit parking scheme.</p>
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	<p>As an aside to the above comments relating to the residents use of the parking area, we would also like to raise the issues that these permits will cause with regard to Holt Farm Infant and Junior School. As I am sure you will appreciate, Ashingdon Road is an increasingly busy road in the area, and with 3 schools in close proximity set directly upon it, the school drop off and pick up times are some of the busiest.</p> <p>During these busy times all properties are affected by the extra traffic that this brings, but we see no reasonable alternative for parents who do not have the luxury of being able to walk their children to school. How else will they be able to safely drop-off and pick-up their children along the road at these times? The new restrictions if they proceed may in fact create a safety issue for the children of the school, as well as the residents along this stretch, with parents also being forced to resort to stopping on the main road. We therefore feel that you may want to reconsider the proposal in its entirety.</p>	
8	<p>I recently heard of a plan to introduce resident parking permits for the service road opposite Holt Farm School in the Ashingdon Road. While I know about the attitude of some parents to park anywhere they like, I do feel this will just move the problem to other places (roads on the Holt Farm Estate) and other driveways, grass verges (very common). The majority of parents are considerate and I thought this road was created for them many years ago. It will shift the problem especially as the Bloor Homes development will start work at some point.</p> <p>Furthermore, staff at the Holt Farm Schools also park in the service road (considerately) when their tiny school car park is full. They may be the TA's, kitchen staff, teachers, visitors etc. that need to use the service road. It will hit them very hard as the school car parks are way too small for the amount of staff employed at both schools. Stop Bloor Homes= less cars=less parking problems. Please consider this objection.</p>	<p>Objection noted.</p> <p>If the Proposal is introduced, it is acknowledged that displacement is likely occur, especially during school pick up time. It is difficult to determine where vehicles will displace to, however as with any new parking scheme its effect would be monitored.</p> <p>Holt Farm Infant and Junior School is part of the SEPP 3PR Parking Initiative which has been designed to help tackle some of the issues around school parking. The SEPP will continue to work with the schools in order to encourage considerate parking.</p>
9	<p>I would like to express my objection to your proposal of making the access road outside 116-144 Ashingdon Road permit parking.</p>	<p>Objection noted.</p> <p>If the Proposal is introduced, it is acknowledged that displacement is</p>

	<p>From what I have been told this access road was intended for the school drop off and pick up. I completely understand that it gets busy and as a resident it is frustrating when driveways are blocked. However, with children coming from all around Rochford, I don't feel making this permit parking is going to help the already busy road and with the new development beginning on the SER8 field behind this area where the entrance will be at the beginning of the access road I feel this will be dangerous.</p> <p>The Holt Farm Estate is very narrow and already has a lot of cars parked up. The pavement outside the school is going to be narrowed which again will not help with the volume of pedestrians, particularly if they have to walk from further a field.</p> <p>As a resident with two cars, I don't particularly want to pay for a permit on the off chance I need to park on the access road and as we have a shared driveway, we do not have space for visitors. With the increase in all living costs currently, this is not something we want to budget for.</p> <p>I feel it would be much safer for our community to continue accessing this road as it is with potential to revisit once the development has been finished if necessary.</p>	<p>likely occur, especially during school pick up time. It is difficult to determine where vehicles will displace to, however as with any new parking scheme its effect would be monitored.</p> <p>Holt Farm Infant and Junior School is part of the SEPP 3PR Parking Initiative which has been designed to help tackle some of the issues around school parking. The SEPP will continue to work with the schools in order to encourage considerate parking.</p> <p>The cost of a resident's permit is £50 for one year and can be used by one vehicle when restrictions apply. Residents over 65 are entitled to one free resident permit. A range of visitor tickets are also available. Further details on permits and costs can be found at: <a href="http://www.chelmsford.gov.uk/parking">www.chelmsford.gov.uk/parking</a></p>
10	<p>I would like to object to the application made to change this to permit parking as it would cause havoc to an already extremely busy road if parents cant pull into the lay by to drop their children off and could put children in danger.</p>	<p>Objection noted.</p> <p>If the Proposal is introduced, it is acknowledged that displacement is likely occur, especially during school pick up time. It is difficult to determine where vehicles will displace to, however as with any new parking scheme its effect would be monitored.</p> <p>Holt Farm Infant and Junior School is part of the SEPP 3PR Parking Initiative which has been designed to help tackle some of the issues around school parking. The SEPP will continue to work with the schools in order to encourage considerate parking.</p>

<b>11</b>	<p>I object to the proposed parking permits being needed opposite Holt Farm School as our road is extremely busy outside the school and it would be dangerous if parents couldn't pull off of the road into this area</p>	<p>Objection noted.</p> <p>If the Proposal is introduced, it is acknowledged that displacement is likely occur, especially during school pick up time. It is difficult to determine where vehicles will displace to, however as with any new parking scheme its effect would be monitored.</p> <p>Holt Farm Infant and Junior School is part of the SEPP 3PR Parking Initiative which has been designed to help tackle some of the issues around school parking. The SEPP will continue to work with the schools in order to encourage considerate parking.</p>
<b>12</b>	<p>I would like to put my objection forward for this permit to be put in place. I work at a local school and my children go to holt farm. Parking is an issue at any school but with it being on a main road children need to be collected safely.</p> <p>I do not feel a permit is going to solve this problem in rochford. This layby was put in many many years ago and was access for cars to the school. There does need to be a one way in one way out system and possibly bays stated on the ground but to remove even more parking where Bloor are building more houses is ridiculousness. All parents especially working parents need ease of parking to safely take and collect there children to school.</p> <p>I feel If this bay is removed people will start to park illegally and cause much danger and Hazzards to the children and roads.</p>	<p>Objection noted.</p> <p>If the Proposal is introduced, it is acknowledged that displacement is likely occur, especially during school pick up time. It is difficult to determine where vehicles will displace to, however as with any new parking scheme its effect would be monitored.</p> <p>Holt Farm Infant and Junior School is part of the SEPP 3PR Parking Initiative which has been designed to help tackle some of the issues around school parking. The SEPP will continue to work with the schools in order to encourage considerate parking.</p>

### APPENDIX 3

#### Photos

Images taken from Google Maps (2020)



## SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

**THURSDAY 31<sup>st</sup> AUGUST 2023**

### AGENDA ITEM 9

<b>Subject</b>	Financial outturn 2022/23
<b>Report by</b>	Revenue Management Team Leader, Chelmsford City Council

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

#### **Purpose**

To report on the financial position of the South Essex Parking Partnership for the year ending 31<sup>st</sup> March 2023

#### **Options**

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

That the report be noted.

<b>Consultees</b>	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 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023.

## 2. Financial summary

- 2.1 Appendix 1 provides details of the actual costs incurred and income received, and is showing a surplus of £465,114 for SEPP and a deficit of £335,400 for the TRO account, for the financial year ending 31<sup>st</sup> March 2023 before taking into account items funded from reserves. This resulted in an overall surplus position for the Partnership including the TRO account of £129,714.

As a comparison to the last financial year, the Partnership and TRO account made a deficit of £48,902, therefore highlighting the recovery in 22/23 of the operation of the partnership post Covid. The 22/23 outturn was therefore an improvement of £178,616 compared to 21/22.

This was largely realised due to higher PCN income in 22/23, with a total income of £1,612,372 compared to £1,391,898 PCN income in 21/22, this represents just under 16% increase compared to 21/22.

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 22/23 is made up of the following. An amount of £160,000 to Rochford District Council as part of their agreed allocations from the SEPP Reserves. The remaining use of reserves were £27,590 on body worn camera equipment and £21,113 to allow the purchase of the 3PR licence. All of these result in a total use of reserves in 22/23 of £208,703.

Once the £208,703 use of reserves is taken into account, the net position for the Partnership including the TRO account is a deficit of £78,988 as can be seen in Appendix 1.

This deficit position has been taken from the cumulative cashable position for on street operations. This has been offset by the agreed release of the £100,000 initial cashflow assistance from ECC being transferred into the total reserve balance, resulting in slightly higher reserve balances than at the start of the financial year. The Partnership now has a cumulative cashable position of £2,155,790. This amount does not include £399,456 of outstanding fines yet to be collected after allowing for a bad debt provision. The reserve position has remained in a healthy position for 22/23 onwards, largely due to the partnership returning to a surplus position as stated above.

A report later in this agenda will highlight how this balance has been allocated for future spend.

Whilst most costs reflect actual spend, where this is not specifically identifiable against an individual authority, the figures have been allocated based on the previously agreed method of allocation within the Annual Business Plan, and show the position for each Partner over the 1<sup>st</sup> April 2022 to 31<sup>st</sup> March 2023 period.

### List of Appendices

Appendix 1 – SEPP & TRO Financial Summary – 2022/23 Outturn

Appendix 2 – SEPP Reserve Summary 2022/23

### Background Papers

Nil



Appendix 1 South Essex Parking Partnership - Outturn 2022/23									
Actuals 22/23	Chelmsford £	Brentwood £	Maldon £	Basildon £	Rochford £	Castle Point £	Total £	TROs £	Total £
<b>Direct Expenditure</b>									
- Employees	416,448	264,570	58,097	311,006	131,702	85,235	1,267,058	132,842	1,399,900
- Premises	0	10,000	0	0	0	0	10,000	0	10,000
- Supplies and Services	76,865	58,238	12,529	44,214	26,928	15,560	234,335	178,372	412,707
- Third Party Payments	25,766	19,142	4,358	13,955	6,624	5,739	75,584	0	75,584
- Transport costs	22,554	29,629	14,583	52,557	22,203	15,602	157,127	112	157,238
<b>Total Direct Expenditure</b>	<b>541,633</b>	<b>381,579</b>	<b>89,567</b>	<b>421,732</b>	<b>187,457</b>	<b>122,137</b>	<b>1,744,104</b>	<b>311,325</b>	<b>2,055,429</b>
<b>Indirect Expenditure</b>									
Central Support	59,800	40,100	8,600	33,000	12,200	10,400	164,100	26,300	190,400
<b>Total Indirect Expenditure</b>	<b>59,800</b>	<b>40,100</b>	<b>8,600</b>	<b>33,000</b>	<b>12,200</b>	<b>10,400</b>	<b>164,100</b>	<b>26,300</b>	<b>190,400</b>
<b>Total Expenditure</b>	<b>601,433</b>	<b>421,679</b>	<b>98,167</b>	<b>454,732</b>	<b>199,657</b>	<b>132,537</b>	<b>1,908,204</b>	<b>337,625</b>	<b>2,245,829</b>
<b>Income Received</b>									
PCN's	523,427	529,748	60,019	233,115	131,996	134,067	1,612,372	0	1,612,372
Residents' Parking Permits	277,556	141,061	22,656	147,395	15,907	5,899	610,473	0	610,473
Pay & Display	99,838	49,675	0	0	0	0	149,513	0	149,513
Other	350	234	51	193	72	61	960	2,225	3,185
<b>Total Income</b>	<b>901,170</b>	<b>720,718</b>	<b>82,726</b>	<b>380,703</b>	<b>147,974</b>	<b>140,027</b>	<b>2,373,318</b>	<b>2,225</b>	<b>2,375,543</b>
<b>Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below</b>	<b>(299,738)</b>	<b>(299,039)</b>	<b>15,442</b>	<b>74,029</b>	<b>51,683</b>	<b>(7,491)</b>	<b>(465,114)</b>	<b>335,400</b>	<b>(129,714)</b>

**Memorandum: Items funded from Reserves**

	Actuals £
Body warn camera equipment	27,590
3PR Licence purchase	21,113
Rochford District Council Proposals as part of the £186k agreed allocation for each partner	160,000
	<b>208,703</b>

**Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves** **(129,714)**

**Net After Use of Reserves** **78,988**

(a)

(a)

Appendix 2

South Essex Parking Partnership - Cumulative Surplus / Deficit - Cash basis @31/03/2023

	Chelmsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	TRO	Use of Reserve	SFC Compensation	ECC Initial Cashflow Assistance	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
2022/23	(299,740)	(299,040)	15,440	74,030	51,680	(7,490)	335,400	208,700	0	(100,000)	(21,020)
(Surplus) / Deficit	(2,986,750)	(2,242,020)	65,520	(107,960)	251,440	(24,180)	2,367,500	1,216,880	(596,220)	(100,000)	(2,155,790)
											(399,455.91) o/s Fines
											14.98 rounding adj
											<u>(2,555,230.93) SEPP Reserve Balance C/fwd</u>

## SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

**THURSDAY 31<sup>st</sup> AUGUST 2023**

### AGENDA ITEM 10

<b>Subject</b>	Financial Report 2023/24
<b>Report by</b>	Revenue Management Team Leader, Chelmsford City Council

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

#### **Purpose**

To report on the financial position of the South Essex Parking Partnership up to 21<sup>st</sup> August 2023

#### **Options**

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

That the report be noted.

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

- 1.1 This report sets out the summary of the financial position for the South Essex Parking Partnership for the period covering 1<sup>st</sup> April 2023 to 21<sup>st</sup> August 2023.

## 2. Financial summary

- 2.1 Appendix 1 provides details of the actual costs incurred and income received, and is currently showing a surplus of £94,063 for SEPP and a deficit of £150,523 for the TRO account, on a cash basis for the financial year to the 21<sup>st</sup> August 2023 before taking into account items funded from the Reserve. This results in an overall deficit position for the Partnership including the TRO account of £56,460.

Looking at a comparison between this year and last year (April to July), and PCN income in particular, the Partnership received a total of £532,059 in 23/24, whereas in 22/23 the Partnership over the same period (April to July) received £507,219. The 23/24 figure therefore represents just under 105% of the income received in 22/23 over the same period.

Latest projections and income received mean that the budget of £1,627,800 for PCN income for 23/24 is likely to be broadly on target. Total PCN income received in 22/23 was £1,612,372, so the 23/24 budget allows for a slight increase from the prior year.

- 2.2 There has been one item of reserve spend so far in 22/23, relating to the out of hours enforcement costs in Brentwood. This totals £33,820 as highlighted in Appendix 1 taking and results in a net expenditure for the partnership and TRO account after reserves use of £90,280.

Whilst most costs reflect actual spend, where this is not specifically identifiable against an individual authority, the figures have been allocated based on the previously agreed method of allocation within the Annual Business Plan, and show the position for each Partner over the 1<sup>st</sup> April 2023 to 21<sup>st</sup> August 2023 period. For example, central support is not allocated across the Partnership until the end of the financial year, and so a pro-rata up to the date mentioned above has been included.

### List of Appendices

Appendix 1 - Financial summary @ 21/08/2023

Appendix 1 South Essex Parking Partnership - Summary position @ 21/08/2023									
Actual 23/24	Chelmsford £	Brentwood £	Maldon £	Basildon £	Rochford £	Castle Point £	Total £	TROs £	Total £
<b>Direct Expenditure</b>									
- Employees	199,361	139,787	30,113	155,864	68,389	43,373	636,887	63,981	700,868
- Premises	0	0	0	0	0	0	0	0	0
- Supplies and Services	11,762	12,499	20,240	13,322	10,044	2,954	70,821	77,439	148,260
- Third Party Payments	11,601	8,622	1,960	6,271	2,979	2,587	34,020	0	34,020
- Transport costs	1,376	1,677	913	3,426	1,430	913	9,737	78	9,814
<b>Total Direct Expenditure</b>	<b>224,101</b>	<b>162,585</b>	<b>53,226</b>	<b>178,883</b>	<b>82,842</b>	<b>49,827</b>	<b>751,464</b>	<b>141,498</b>	<b>892,961</b>
<b>Indirect Expenditure</b>									
Central Support	24,354	16,340	3,501	13,422	5,019	4,241	66,876	9,026	75,902
<b>Total Indirect Expenditure</b>	<b>24,354</b>	<b>16,340</b>	<b>3,501</b>	<b>13,422</b>	<b>5,019</b>	<b>4,241</b>	<b>66,876</b>	<b>9,026</b>	<b>75,902</b>
<b>Total Expenditure</b>	<b>248,455</b>	<b>178,924</b>	<b>56,728</b>	<b>192,305</b>	<b>87,860</b>	<b>54,068</b>	<b>818,340</b>	<b>150,523</b>	<b>968,863</b>
<b>Income received to 21/08/2023</b>									
PCN's	197,942	210,860	22,539	83,450	57,716	47,859	620,365	0	620,365
Residents' Parking Permits	99,995	54,603	0	0	0	0	154,598	0	154,598
Pay & Display	40,141	19,144	8,450	61,036	6,241	1,948	136,960	0	136,960
Other	175	117	25	96	36	30	480	0	480
<b>Total Income</b>	<b>338,252</b>	<b>284,724</b>	<b>31,014</b>	<b>144,581</b>	<b>63,993</b>	<b>49,837</b>	<b>912,403</b>	<b>0</b>	<b>912,403</b>
<b>Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below</b>	<b>(89,797)</b>	<b>(105,800)</b>	<b>25,713</b>	<b>47,723</b>	<b>23,868</b>	<b>4,230</b>	<b>(94,063)</b>	<b>150,523</b>	<b>56,460</b>

**Memorandum: Items funded from Reserves**

	Actuals £	
Out of Hours Enforcement Services from Brentwood Borough Council	33,820	
	<b>33,820</b>	
<b>Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves</b>	<b>56,460</b>	(a)
<b>Net After Use of Reserves</b>	<b>90,280</b>	

(a)

## SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

**THURSDAY 31st AUGUST 2023**

### AGENDA ITEM 11

<b>Subject</b>	Annual Report 2022/23
<b>Report by</b>	Parking Partnership Manager

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

#### **Purpose**

This report seeks approval of the Joint Committee for the 2022/23 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 2022/23

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

- 1.1 Section 14.1.9 and 28.3 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 2022/23 Annual Report is attached as Appendix 1.

#### 2 The Annual Report 2022/23

- 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 year 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 in the report.

### 3 Financial position

- 3.1 Section 3 of the report provides the financial outturn for the 2022/23 Partnership account. The report provides comparisons against the original approved Business Plan for 2022/23 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 and the comparison to the previous financial year.

- 3.2 The performance in 2022/23 continues to make good progress following a few challenging years due to the impact of Covid-19 and the more recent inflationary pressures resulting in increased operational costs. Taking these factors into consideration the financial account remains in a positive position with the performance returning to near pre-pandemic levels. The key points for the year are:

- An overall surplus achieved of £129,714 with an improvement of £178,616 compared to the previous financial year
- £82,467 increase in enforcement operational expenditure and £188,371 increase in income, compared to 2021/22
- Overall income up by 8.62% 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 Section 3.4 of the report provides the information as to how the surplus from the 2022/23 account is distributed into three key parts under the terms of the 2022 Joint Committee Agreement.
- 3.3 Table 6 on page 12 of the reports sets out the financial reserve held by the Joint Committee and the remaining costs to complete the outstanding areas of approved spend. These funds include the reserves held that were carried forward into the new Joint Committee Agreement. These reserves remain the sole responsibility of the Joint Committee to manage and allocate.

Considering the outstanding items of spend and the reserve maintained, the Partnership has an operational fund of £159,176 to invest back into the operation and allocate funding which is 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 2022/23 are:

- 47,649 on-street Penalty Charge Notices (PCNs) issued resulting in a 6.2% increase compared to 2021/22.
- 76% of PCNs paid.
- 117 sign and line maintenance schemes completed, and new TROs created containing 50 roads with new parking schemes.
- £134,000 allocated during the year for new schemes requiring a new TRO.
- £89,200 allocated during the year for essential maintenance of signs and lines.

- 4.3 Section 4.3.1 (page 19) of the report provides an overview of the School Parking Initiative – 3PR. The financial position of the parking partnership has enabled the continued investment into 3PR and the School Parking Initiative and supports 51 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](http://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 199,322 streets, carried out 166,047 observations and issued 47,649 PCNs which equates to an average of 9.2 PCNs issued per day per CEO.

## 5 PCN issue and recovery rates

- 5.1 Section 5, page 24 of the report provides statistical information relating to the amount of PCNs issued and recovered in financial year 2022-23.

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 0.1% of motorists who appeal to the independent adjudicator because they do not agree with the Partnerships decision. The amount of PCNs written off for other reasons such as where vehicles are untraceable and bailiff recovery is unsuccessful is 14%

Another positive indicator of the fair decisions of the CEOs is that 62% 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 The performance in 2022/23 continues to make good progress following a few challenging years due to the impact of Covid-19 and the inflationary pressures resulting in increased operational costs. Taking these factors into consideration the financial account remains in a positive position and the level of reserve held ensures the Partnership is well placed to continue the delivery of the service effectively and efficiently through the current term of the Joint Committee Agreement.

It is recommended that the Joint Committee;

- Approves the Annual Report for 2022/23

<u>List of Appendices</u>
Appendix 1 Annual Report 2022/23
<u>Background Papers</u>
The South Essex Parking Partnership Joint Committee Agreement 2022



**SOUTH ESSEX**

# Annual Report 2022/23



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## Executive Summary

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

Summary of key performance factors during financial year 2022/23 are:

- An overall surplus achieved of £465,114 from the enforcement operation account to contribute to the surplus sharing arrangement and to cover the costs of TRO function and maintenance of signs and lines .
- £82,467 increase in enforcement operational expenditure and £188,371 increase in income, compared to 2021/22.
- An overall income increase of 8.62% compared to previous year.
- 47,649 on-street Penalty Charge Notices (PCNs) issued resulting in a 6.2% increase compared to 2021/22.
- 76% of PCNs paid.
- 117 sign and line maintenance schemes completed, and new TROs created containing 50 roads with new parking schemes.
- £134,100 allocated during the year for new schemes requiring a new TRO.
- £89,200 allocated during the year for essential maintenance of signs and lines.

The performance in 2022/23 continues to make good progress following a few challenging years due to the impact of Covid-19 and the inflationary pressures resulting in increased operational costs. Taking these factors into consideration the financial account remains in a positive position and the level of reserve held ensures the Partnership is well placed to continue the delivery of the service effectively and efficiently through the current term of the 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 2022-23 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 parking restriction 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 [sepp-policy-](#)



### **3 Financial performance 2022/23**

The following section will provide an overview of the financial outcome for financial year 2022/23 and a comparison of the financial position against the original 2022/23 business case and the performance of 2021/22. The financial information is broken down into three areas:

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

#### **3.1 Financial outturn for 2022/23 enforcement operation**

The following table (**Table 1 page 8**) provides the overall enforcement operation financial outturn for 2022/23. It also identifies the financial outturn position for each individual partnership City / District / Borough.

The overall 2022/23 total expenditure is £1,908,204 and the income achieved is £2,373,318 resulting in a positive net gain surplus of £465,114 to be off set against the full TRO operational costs and funding as agreed in the 2022 Joint Committee Agreement.

Table 1 2022/23 Outturn – Enforcement operation

Appendix 1 South Essex Parking Partnership - Outturn 2022/23							
Actuals 22/23	Chelmsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	Total
	£	£	£	£	£	£	£
<b>Direct Expenditure</b>							
- Employees	416,448	264,570	58,097	311,006	131,702	85,235	1,267,058
- Premises	0	10,000	0	0	0	0	10,000
- Supplies and Services	76,865	58,238	12,529	44,214	26,928	15,560	234,335
- Third Party Payments	25,766	19,142	4,358	13,955	6,624	5,739	75,584
- Transport costs	22,554	29,629	14,583	52,557	22,203	15,602	157,127
<b>Total Direct Expenditure</b>	<b>541,633</b>	<b>381,579</b>	<b>89,567</b>	<b>421,732</b>	<b>187,457</b>	<b>122,137</b>	<b>1,744,104</b>
<b>Indirect Expenditure</b>							
Central Support	59,800	40,100	8,600	33,000	12,200	10,400	164,100
<b>Total Indirect Expenditure</b>	<b>59,800</b>	<b>40,100</b>	<b>8,600</b>	<b>33,000</b>	<b>12,200</b>	<b>10,400</b>	<b>164,100</b>
<b>Total Expenditure</b>	<b>601,433</b>	<b>421,679</b>	<b>98,167</b>	<b>454,732</b>	<b>199,657</b>	<b>132,537</b>	<b>1,908,204</b>
<b>Income Received</b>							
PCN's	523,427	529,748	60,019	233,115	131,996	134,067	1,612,372
Residents' Parking Permits	277,556	141,061	22,656	147,395	15,907	5,899	610,473
Pay & Display	99,838	49,675	0	0	0	0	149,513
Other	350	234	51	193	72	61	960
<b>Total Income</b>	<b>901,170</b>	<b>720,718</b>	<b>82,726</b>	<b>380,703</b>	<b>147,974</b>	<b>140,027</b>	<b>2,373,318</b>
<b>Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below</b>	<b>(299,738)</b>	<b>(299,039)</b>	<b>15,442</b>	<b>74,029</b>	<b>51,683</b>	<b>(7,491)</b>	<b>(465,114)</b>

### 3.2 Comparison of actual 2022/23 outturn against agreed 2022/23 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 2021, the Annual Business Plan for 2022/23 was approved. This Business Plan estimated an overall Partnership surplus of £512,800 which would be used to contribute to the three key parts of surplus sharing arrangement as set out in the 2022 Joint Committee Agreement .

**Table 2: 2022/23 Enforcement outturn comparison against 2022/23 Business Plan estimate**

	<b>2022/23 Business case original estimate (cash basis)</b>	<b>2022/23 actual outturn (cash basis)</b>	<b>Position against original estimate. Deficit / (surplus)</b>
<b>Expenditure</b>	£1,890,500	£1,908,204	£17,704
<b>Income</b>	£2,403,300	£2,373,318	£29,982
<b>Total Deficit / (surplus)</b>	<b>(512,800)</b>	<b>(£465,114)</b>	<b>£47,686</b>

**Table 3: Actual 2022/23 outturn compared to previous year 2021/22 actual outturn**

	<b>2021/22 actual outturn (cash basis)</b>	<b>2022/23 actual outturn (cash basis)</b>	<b>Position against previous year. Deficit / (surplus)</b>
<b>Expenditure</b>	£1,825,737	£1,908,204	£82,467
<b>Income</b>	£2,184,947	£2,373,318	(£188,371)
<b>Deficit / (surplus)</b>	<b>(£359,210)</b>	<b>(£465,114)</b>	<b>£105,904</b>
<b>Sales, Fees &amp; Charges Compensation</b>	<b>(£145,576)</b>		
	<b>(£504,786)</b>		

### 3.3 TRO function 2022/23 financial outturn

Table 4 provides details of the TRO operational costs.

**Table 4: 2022/23 financial outturn for the TRO function.**

2022/23 TRO account	
<b>Direct Expenditure</b>	
- Employees	£132,842
- Supplies and Services	£178,484
<b>Total Direct Expenditure</b>	<b>£311,326</b>
<b>Indirect Expenditure</b>	
Central Support	£26,300
<b>Total Indirect Expenditure</b>	<b>£337,626</b>
income	(£2'225)
<b>Total Expenditure</b>	<b>£335,401</b>

**Table 5: 2022/23 overall Parking Partnership account compared to 2021/22 outturn.**

Overall outturn position Deficit / (surplus)	2021/22 actual outturn	2022/23 actual outturn	Position against previous year.
<b>Enforcement operation</b>			
Expenditure	£1,825,737	£1,908,204	£82,467
Income	£2,184,947	£2,373,318	(£188,371)
<b>Total- deficit/ (surplus)</b>	<b>(£359,210)</b>	<b>(£465,114)</b>	<b>(£105,904)</b>
<b>TRO operation</b>			
Expenditure	£408,112	£337,626	(£70,486)
Income	£0	(£2,225)	(£2,225)
<b>Total- deficit/ (surplus)</b>	<b>£408,112</b>	<b>£335,401</b>	<b>(£72,711)</b>
<b>Outturn position - deficit/ (surplus)</b>	<b>£48,902</b>	<b>(£129,714)</b>	<b>(£178,616)</b>

### 3.4 Surplus management arrangements under the new Joint Committee Agreement 2022.

Under the terms of the 2022 Joint Committee Agreement, the surplus generated at the end of every financial year will be applied across three key areas split into three parts.

#### Part 1

The principle in Part 1 ensures the maintenance of a suggested deficit reserve of up to £400,000 per partnership (agreed by the Parking Partnership Managers). This level of reserve must be maintained (and topped up as appropriate) before any surplus is moved into the second and third parts. The level of reserve will be monitored through the quarterly meetings. Provided that this reserve is maintained (which is the priority), this minimises the deficit risk to all members of the Partnership.

Any surplus generated after any calls to maintain the Part 1 deficit reserve at the agreed level will be split on the following basis between Part 2 (55%) and Part 3 (45%) subject to the conditions of part 2 below.

#### Part 2

Part 2 is used for local needs as set out in the annual business plan and specifically; a) the operational and funding costs for TROs and the essential maintenance of parking related signs and lines and; b) innovation around different ways to manage parking within each partnership. This reflects the existing arrangements within the joint committee agreement. Any capital / innovation funds required above the level agreed in the annual business plan that cannot be contained within Part 2 can be bid for in Part 3 and will be considered on merit against other county-wide priorities.

In the event that the 55% share does not cover the required costs in the table below, those costs will be covered but the remainder will be allocated to Part 3

Table 1 -Part 2 breakdown		SEPP	
a) TRO delivery (operational and costs)		£172,000	
Maintenance of parking related signs and lines and implementation of new TROs		£200,000	
b) Innovation / capital to manage on street parking		£56,000	
TOTAL ANNUAL CAP		£428,000	

### Part 3

The principle in **Part 3** is to cover Essex wider strategic highways priorities and is proposed to be governed through a new Strategic Panel. Any surplus achieved in this area from NEPP and SEPP will be directed towards county-wide priorities within the respective areas, still in line with section 55 of the RTRA 1984. ECC will work with the two Lead Authorities to develop the assessment criteria for bids for this funding. Bids will be put forward by officers from both the partnerships and ECC.

In terms of the outturn for the enforcement account 2022/23 and the surplus sharing arrangements as set out above the surplus will be applied as follows:

Enforcement outturn position 2022/23	£465,114
Part 1 - £400,000 reserve already maintained. No additional contribution required.	£465,114
Part 2 - £428,000 allocated to the SEPP single account to cover costs identified in Part 2 above	£37,114
Part 3 - £37,114 remainder of surplus for allocation to the Essex wider strategic highways panel	£0.00

### 3.5 SEPP operational fund (reserves) 2022/23

The following table shows the position of the SEPP operational fund and the remaining cost to complete the outstanding areas of approved spend. These funds include the amount of reserves that were carried forward into the new Joint Committee Agreement. These reserves remain the sole responsibility of the Joint Committee and remain separate from any funds which are allocated into Part 3 and the Essex wider strategic highways panel

**Table 6**

SEPP Operational fund	
	£
SEPP Operational fund position (31/3/2023)	£2,155,790
£37,114 – allocated to Part 3 of the surplus sharing arrangements (Essex wider strategic highways panel)	£2,118,676
£12,000 to provide full cost of launching 3PR in schools and replenishing promotional materials to schools signed up to the initiative (zero cost to school).	£2,106,676

£200,000 to be allocated in financial year 2023/24 for the sign and line maintenance and new TRO's.	£1,906,676
£60,000 replacement handheld computer (HHC) Equipment and Printers for enforcement officers.	£1,846,676
£65,000 for pilot CCTV enforcement of School Keep Clear markings in Sawyers Hall Lane	£1,781,676
£1,143,000 remaining to be transferred from the £1,303,000 shared equally (£186,00 each) between the seven partner authorities for highway and car park improvements which are in accordance with section 55 (as amended) of the Road Traffic Regulations Act 1984.	£638,676
£46,500 Chelmsford allocation remaining of the £816.000 Shared between the seven Partnership Authorities for highway and car park improvements.	£592,176
£33,000 to cover costs to provide additional out of hours and weekend enforcement patrols to cover known parking problems outside of core hours	£559,176
Maintain £400,000 reserve.	£159,176
	<b>£159,176</b>

Considering the outstanding items of spend and reserve maintained, the Partnership has an operational fund of **£159,176** 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 or deputy 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 2022/23 are as follows:

Joint Committee Meeting	Items approved
28 July 2022	<ul style="list-style-type: none"><li>➤ Financial outturn 2021/22</li><li>➤ Annual Report 2021/22</li><li>➤ Allocation of operational fund totalling £1,460,270</li></ul>
22 September 2022	<ul style="list-style-type: none"><li>➤ Joint Committee delegations under the new Joint Committee Agreement 2022</li><li>➤ Update on Business Plan 2022/23</li></ul>
15 December 2022	<ul style="list-style-type: none"><li>➤ .2023/24 Business Plan</li><li>➤ Approval of Rochford proposals for allocation of funding</li></ul>
10 March 2023	<ul style="list-style-type: none"><li>➤ Update on 2022/23 Business Plan</li></ul>



	<ul style="list-style-type: none"> <li>➤ Approval of Brentwood proposals for allocation of funding</li> <li>➤ Approval of Maldon proposals for allocation of funding.</li> </ul>
	<b>Funding approved under delegated authority</b>
March 2023	<ul style="list-style-type: none"> <li>➤ £134,100 approved under delegated authority for new parking schemes requiring a TRO.</li> <li>➤ £89,200 for Batch 19 signs and lines identified in need of maintenance – approved under delegated authority.</li> </ul>

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 [Committee meeting \(chelmsford.gov.uk\)](http://chelmsford.gov.uk/Committee%20meeting)

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 2022/23 are as follows:

<b>TRO Sub Committee</b>	<b>Items considered.</b>
1 November 2022	<p><b>Amendment No.29 (Chelmsford City Council)</b></p> <ul style="list-style-type: none"> <li>➤ Foxholes Road and Snelling Grove - Order made as advertised.</li> <li>➤ Linnet Drive - Order made as advertised.</li> <li>➤ Roslings Close and Chignal Road - Order made as advertised.</li> </ul>

	<ul style="list-style-type: none"> <li>➤ Kelvedon Road and Patching Hall Lane - Order made as advertised.</li> <li>➤ Ongar Road, Victoria Road and Back access Writtle - Order made as advertised.</li> <li>➤ Trent Road and Thames Road - Order made with modifications that are less restrictive.</li> <li>➤ Hearsall Avenue – Order Withdrawn.</li> <li>➤ Osea Way and Havengore - Order made as advertised.</li> <li>➤ Clements Green Lane and Hither Blakers - Order made as advertised.</li> <li>➤ Clarence Close and Henniker Gate - Order made as advertised.</li> <li>➤</li> </ul> <p><b>Amendment No.23 (Basildon Borough Council)</b></p> <ul style="list-style-type: none"> <li>➤ Emanuel Road, Vowler Road, Great Oxcroft, Little Oxcroft, Bedford Road and Priors Close - Order made as advertised.</li> </ul> <p><b>Amendment No.7 (Maldon District Council)</b></p> <ul style="list-style-type: none"> <li>➤ Fitches Crescent - Order made as advertised.</li> <li>➤ Park Drive - Order made as advertised.</li> <li>➤ Princes Road – Order withdrawn.</li> </ul>
15 December 2022	<p><b>Amendment No.7 (Rochford District Council)</b></p> <ul style="list-style-type: none"> <li>➤ Louise Road and Helena Road – Order made as advertised.</li> </ul>

## 4.2 The TRO function

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 2022/23.

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 2022/23

2022/23							
	Basildon	Brentwood	Castle Point	Chelmsford	Maldon	Rochford	Total
Number of lines and signs maintenance schemes processed	14	18	42	29	5	9	117
Requests for parking restrictions	7	5	0	24	10	24	70
No of residents informally consulted	0	0	0	97	0	54	151
No of TRO schemes completed	10	11	3	15	9	2	50
Suspensions implemented	13	11	2	47	11	8	92

### 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 51 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](http://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.

<b>School</b>	<b>District</b>
Abacus Primary School	Basildon
Brightside Primary School	Basildon
Buttsbury Junior School	Basildon
Greensted Infant School	Basildon
Greensted Infant School	Basildon
Hilltop Infant School	Basildon
Merrylands Primary School	Basildon
Millhouse Primary School	Basildon
Ryedene Primary School	Basildon
St. Anne Line Catholic Junior School	Basildon
Wickford Primary School	Basildon
Willows Primary School	Basildon
Willowbrook Primary School	Brentwood
Mountnessing Primary School	Brentwood
St Thomas's Primary School ( Sawyers Hall Lane Scheme)	Brentwood
St Helen's Primary School ( Sawyers Hall Lane Scheme)	Brentwood
Canvey 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
South Benfleet Primary	Castlepoint
Barnes Farm Infant School	Chelmsford
Barnes Farm Junior School	Chelmsford
Beaches Pre-School	Chelmsford
Boreham Primary School	Chelmsford
Galleywood Infants	Chelmsford
Great Waltham Primary School	Chelmsford
Lawford Mead Primary School	Chelmsford
Newlands Spring Primary School	Chelmsford
St Michaels Junior School	Chelmsford
St Pius X Catholic Primary School	Chelmsford
Stock CofE Primary School	Chelmsford
Tyrrells Primary School	Chelmsford
Westlands Community Primary School	Chelmsford
Woodville Primary School	Chelmsford

Writtle Infant School	Chelmsford
Writtle Junior School	Chelmsford
Burnham On Crouch Primary	Maldon
Southminster Primary School	Maldon
St Francis Primary School	Maldon
Wentworth Primary School	Maldon
Woodham Walter Primary School	Maldon
Barling Magna Primary School	Rochford
Glebe Primary 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 2022/23**

Patrol visits to streets	<b>199,322</b>
Observations (PCN not issued)	<b>166,047</b>
PCNs issued	<b>47,649</b>
Average PCNs issued per day	<b>214</b>
Average PCNs issued per day per CEO	<b>9.2</b>

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

(21,451) of 01 and 02 contravention PCNs issued.

The Partnership has contributed to improving the quality and accessibility of public transport by issuing 578 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 3,187 PCNs issued. Residents who encounter commuter parking problems have had the benefit of regular daily patrols of the Resident Parking Zones resulting in 11,317 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	17,780
02	Loading in restricted street	3,671
04	Parked in a meter bay	0
05	Parked after payment expired	432
06	Parked without clear display	339
07	Feeding the meter	30
10	Parked without clear display 2	0
11	Parked without payment	883
12	Parked in a residents' place	11,220
14	Parked in an electric place	2
16	Parked in a permit space	392
19	Parked in a residents' place	97
20	Parked in a loading gap	5
21	Parked in a suspended bay	8
22	Re-parked in the same place	222
23	Wrong class of vehicle	703
24	Not parked correctly	485
25	Parked in a loading place	2,275
26	Double parking in a SEA	89
27	Dropped footway in a SEA	391
30	Parked longer than permitted	2,478
35	Disc without clearly display	1
36	Disc longer than permitted	1
40	Disabled person's parking	3,187
41	Diplomatic vehicles	0
45	Taxi rank	1,539
46	Clearway	239
47	Restricted bus stop or stand	578
48	Restricted school area	86
49	Cycle track or lane	127
55	Overnight lorry waiting ban	2



<b>62</b>	Footpath parking	5
<b>63</b>	Parked with engine running	7
<b>99</b>	Pedestrian crossing	375
	<b>Total PCNs issued</b>	<b>47,649</b>
	<b>Patrol visits to streets</b>	<b>199,322</b>
	<b>Observations</b>	<b>166,047</b>
	<b>Average PCNs issued per day</b>	<b>214</b>
	<b>Average PCNs issued per CEO</b>	<b>9.2</b>

## 4.4 The Back Office

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

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

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

The 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 2022/23**

<b>Process</b>	<b>2022/23</b>
Informal and formal challenges received	8398
Other correspondence received	2832
Correspondence sent out including automatic system generated documents	36,699
Resident permits processed	12,079
Other permits (visitor tickets etc.)	43,864
Telephone calls received	24,075

## 5 PCN issue and recovery rates

The following section provides statistical information relating to the amount of PCNs issued and recovered in financial year 2022-23.

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 2022/23 recovery figures for the Partnership currently stand at 76%, 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 0.1% of motorists who appeal to the independent adjudicator because they do not agree with the Partnerships decision. The amount of PCNs written off for other reasons such as where vehicles are untraceable and bailiff recovery is unsuccessful is 14%

Another positive indicator of the fair decisions of the CEOs is that 62% 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.

**Table13**, provides this information.

**Table 13**

<b>South Essex Parking Partnership</b>	<b>Total PCNs</b>
Number of Higher level PCNs issued	42673
Number of lower level PCNs issued	4976
Number of total PCNs issued	47649
Number of PCNs paid	36348
Number of PCNs paid at discount amount	29674
Number of PCNs against which an informal or formal representation was made	8398
Number of PCNs cancelled because of an informal or a formal representation	2795
Number of PCNs written off due to CEO error	569
Number of PCNs written off for other reasons (e.g., DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	6604
Number of appeals to adjudicator	41
*Number of appeals rejected	17
*Number of appeals allowed	14
*Number of appeals non-contested	10
<b>% against total PCN's Issued</b>	<b>Total PCNs</b>
Percentage of Higher level PCNs issued	90%
Percentage of lower level PCNs issued	10%
Percentage of PCNs paid	76%
Percentage of PCNs paid at discount amount	62%
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)	14%
Percentage of appeals to adjudicator	0.1%
*Percentage of appeals rejected	41%
*Percentage of appeals allowed	35%
*Percentage of appeals non-contested	24%

## 5.1 PCN issue rate comparison

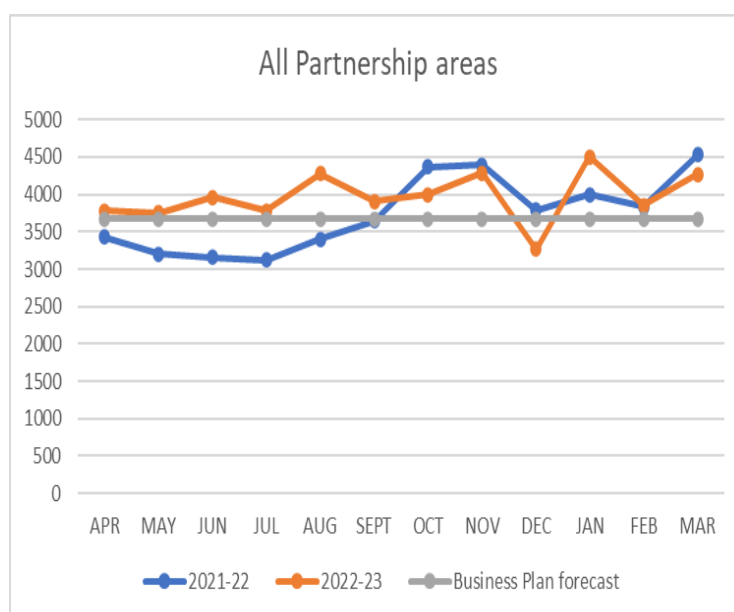
The following table compares the PCN issue rates of 2022/23 against the previous three year's performance

South Essex Parking Partnership	2019-20	2020-21	2021-22	2022-23
PCNs issued	45,672	23,383	44,881	47,649
Comparison with 2019-20		-48.8	-1.73	4.3%
Comparison with 2020-21			91.94%	103.8%
<b>Comparison with 2021-22</b>				<b>6.17%</b>

The amount of PCNs issued continues to improve following the Covid 19 pandemic with a further 6.17% increase compared to the previous year.

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

SEPP	2021-22	2022-23	Business Plan forecast
APR	3432	3778	3672
MAY	3200	3753	3672
JUN	3157	3962	3672
JUL	3123	3780	3672
AUG	3401	4282	3672
SEPT	3648	3911	3672
OCT	4370	3997	3672
NOV	4399	4284	3672
DEC	3788	3270	3672
JAN	3997	4506	3672
FEB	3832	3857	3672
MAR	4534	4269	3672
<b>Total</b>	<b>40347</b>	<b>47649</b>	<b>40392</b>



## **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><a href="http://www.chelmsford.gov.uk/sepp">www.chelmsford.gov.uk/sepp</a></p>
<p>Joint Committee Meeting minutes and reports</p>	<p><a href="http://www.chelmsford.gov.uk/council-meetings">www.chelmsford.gov.uk/council-meetings</a></p>

	<b><u>Glossary</u></b>
<b>SEPP:</b>	The South Essex Parking Partnership
<b>TMA 2004:</b>	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)
<b>ECC:</b>	Essex County Council, The Highways Authority.
<b>TRO:</b>	Traffic Regulation Order. The Local Authorities Traffic Order (Procedure) (England and Wales) Regulations 1996
<b>PCN:</b>	Penalty Charge Notice
<b>CEO:</b>	Civil Enforcement Officer
<b>CCTV:</b>	Close Circuit Television Camera

## Appendix A

### 2022/23 annual performance figures for each Partnership area

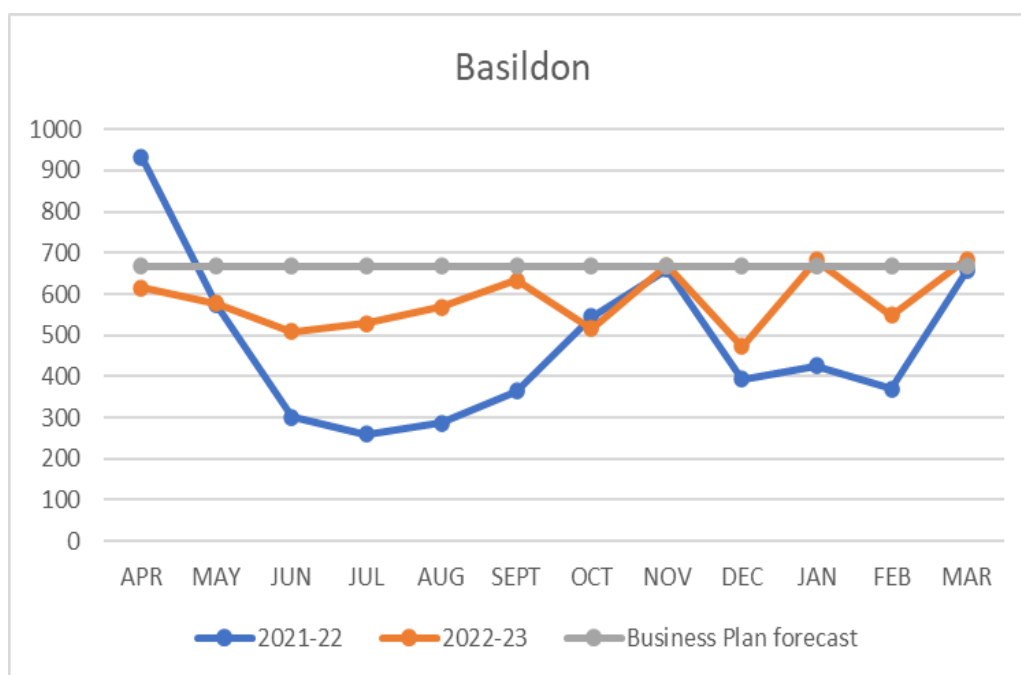
## Basildon

### CEO patrol data

Code	Description	PCNs Issued
01	Parked in a restricted street	2,028
02	Loading in restricted street	366
12	Parked in a residents' place	2,747
07	Feeding the meter	1
19	Parked in a residents' place	5
20	Parked in a loading gap	4
21	Parked in a suspended bay	1
22	Re-parked in the same place	54
23	Wrong class of vehicle	38
24	Not parked correctly	59
25	Parked in a loading place	152
26	Double parking in a SEA	2
27	Dropped footway in a SEA	123
30	Parked longer than permitted	659
35	Disc without clearly display	1
40	Disabled person's parking	179
45	Taxi rank	410
46	Clearway	24
47	Restricted bus stop or stand	40
48	Restricted school area	6
49	Cycle track or lane	2
62	Footpath parking	1
99	Pedestrian crossing	101
	<b>Total PCNs issued</b>	<b>7,003</b>
	<b>Patrol visits to streets</b>	<b>29,570</b>
	<b>Observations</b>	<b>42,804</b>
	<b>Average PCNs issued per day</b>	<b>31.5</b>
	<b>Average daily PCNs issued per CEO</b>	<b>6</b>

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

Basildon	2021-22	2022-23	Business Plan forecast
APR	933	616	667
MAY	574	578	667
JUN	301	508	667
JUL	259	528	667
AUG	287	569	667
SEPT	365	633	667
OCT	545	516	667
NOV	661	669	667
DEC	393	472	667
JAN	426	682	667
FEB	369	549	667
MAR	656	683	667
<b>Total</b>	<b>5113</b>	<b>7003</b>	<b>7337</b>



## PCN issue and recovery rates

<b>Basildon</b>	<b>Total PCNs</b>
Number of Higher level PCNs issued	6224
Number of lower level PCNs issued	779
Number of total PCNs issued	7003
Number of PCNs paid	5223
Number of PCNs paid at discount amount	4169
Number of PCNs against which an informal or formal representation was made	1247
Number of PCNs cancelled because of an informal or a formal representation	386
Number of PCNs written off due to CEO error	90
Number of PCNs written off for other reasons (e.g., DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	993
<b>% against total PCN's Issued</b>	<b>Total PCNs</b>
Percentage of Higher level PCNs issued	89%
Percentage of lower level PCNs issued	11%
Percentage of PCNs paid	75%
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	1%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	14%



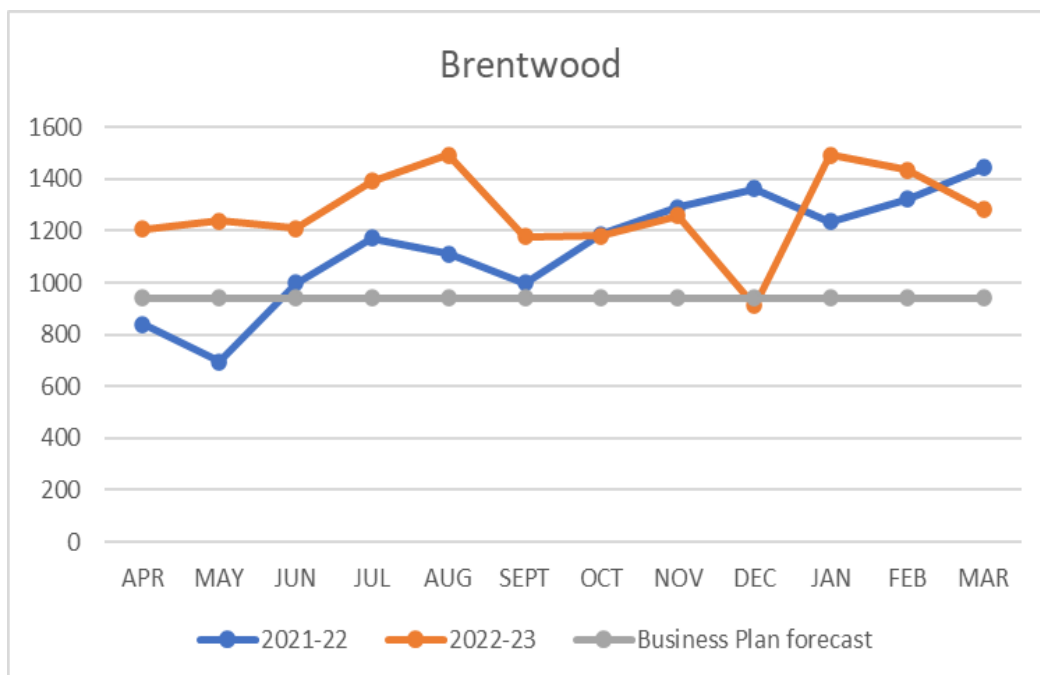
# Brentwood

## CEO patrol data

Code	Description	PCNs Issued
01	Parked in a restricted street	6,399
02	Loading in restricted street	2,188
05	Parked after payment expired	80
06	Parked without clear display	280
11	Parked without payment	33
12	Parked in a residents' place	1,958
16	Parked in a permit space	35
19	Parked in a residents' place	50
20	Parked in a loading gap	1
21	Parked in a suspended bay	2
22	Re-parked in the same place	77
23	Wrong class of vehicle	39
24	Not parked correctly	315
25	Parked in a loading place	654
26	Double parking in a SEA	52
27	Dropped footway in a SEA	76
30	Parked longer than permitted	651
40	Disabled person's parking	1,492
41	Diplomatic vehicles	0
45	Taxi rank	246
46	Clearway	0
47	Restricted bus stop or stand	439
48	Restricted school area	47
49	Cycle track or lane	58
55	Overnight lorry waiting ban	2
63	Parked with engine running	1
99	Pedestrian crossing	106
	<b>Total PCNs issued</b>	<b>15,281</b>
	<b>Patrol visits to streets</b>	<b>38,922</b>
	<b>Observations</b>	<b>40,248</b>
	<b>Average PCNs issued per day</b>	<b>69</b>
	<b>Average daily PCNs issued per CEO</b>	<b>15.5</b>

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

Brentwood	2021-22	2022-23	Business Plan forecast
APR	841	1206	942
MAY	694	1240	942
JUN	999	1209	942
JUL	1171	1393	942
AUG	1113	1494	942
SEPT	999	1177	942
OCT	1188	1182	942
NOV	1292	1259	942
DEC	1364	911	942
JAN	1235	1493	942
FEB	1322	1435	942
MAR	1445	1282	942
<b>Total</b>	<b>12218</b>	<b>15281</b>	<b>10362</b>



## PCN issue and recovery rates

<b>Brentwood</b>	<b>Total PCNs</b>
Number of Higher level PCNs issued	13794
Number of lower level PCNs issued	1487
Number of total PCNs issued	15281
Number of PCNs paid	11706
Number of PCNs paid at discount amount	9344
Number of PCNs against which an informal or formal representation was made	2880
Number of PCNs cancelled because of an informal or a formal representation	837
Number of PCNs written off due to CEO error	148
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	2240
<b>% against total PCN's Issued</b>	<b>Total PCNs</b>
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	61%
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	5%
Percentage of PCNs written off due to CEO error	1%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	15%

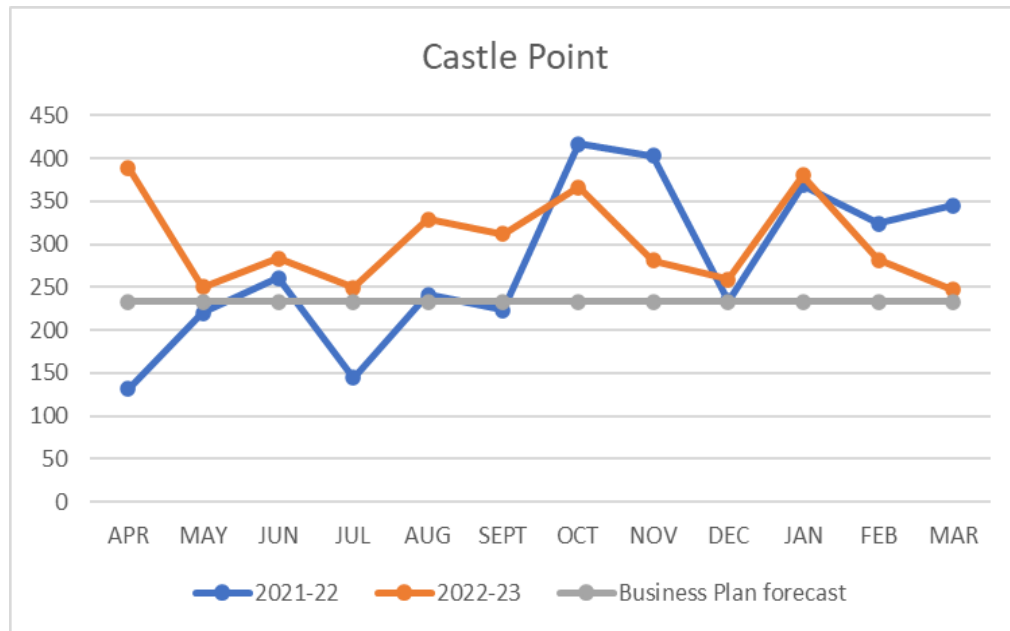
# Castle Point

## CEO patrol data

Code	Description	PCNs Issued
01	Parked in a restricted street	2,443
12	Parked in a residents' place	198
22	Re-parked in the same place	33
23	Wrong class of vehicle	11
24	Not parked correctly	52
26	Double parking in a SEA	8
27	Dropped footway in a SEA	94
30	Parked longer than permitted	263
40	Disabled person's parking	195
41	Diplomatic vehicles	0
45	Taxi rank	160
46	Clearway	45
47	Restricted bus stop or stand	38
48	Restricted school area	5
99	Pedestrian crossing	82
	<b>Total PCNs issued</b>	<b>3,627</b>
	<b>Patrol visits to streets</b>	<b>25,215</b>
	<b>Observations</b>	<b>15,188</b>
	<b>Average PCNs issued per day</b>	<b>16</b>
	<b>Average daily PCNs issued per CEO</b>	<b>8</b>

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

Castle Point	2021-22	2022-23	Business Plan forecast
APR	131	389	233
MAY	220	250	233
JUN	261	283	233
JUL	144	249	233
AUG	241	329	233
SEPT	223	312	233
OCT	417	366	233
NOV	403	281	233
DEC	234	259	233
JAN	369	380	233
FEB	324	282	233
MAR	345	247	233
<b>Total</b>	<b>2967</b>	<b>3627</b>	<b>2563</b>



## PCN issue and recovery rates

Castle Point	Total PCNs
Number of Higher level PCNs issued	3279
Number of lower level PCNs issued	348
Number of total PCNs issued	3627
Number of PCNs paid	3086
Number of PCNs paid at discount amount	2560
Number of PCNs against which an informal or formal representation was made	456
Number of PCNs cancelled because of an informal or a formal representation	137
Number of PCNs written off due to CEO error	44
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	337
% 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	94%
Percentage of PCNs paid at discount amount	78%
Percentage of PCNs against which an informal or formal representation was made	14%
Percentage of PCNs cancelled because of an informal or a formal representation	4%
Percentage of PCNs written off due to CEO error	1%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	10%

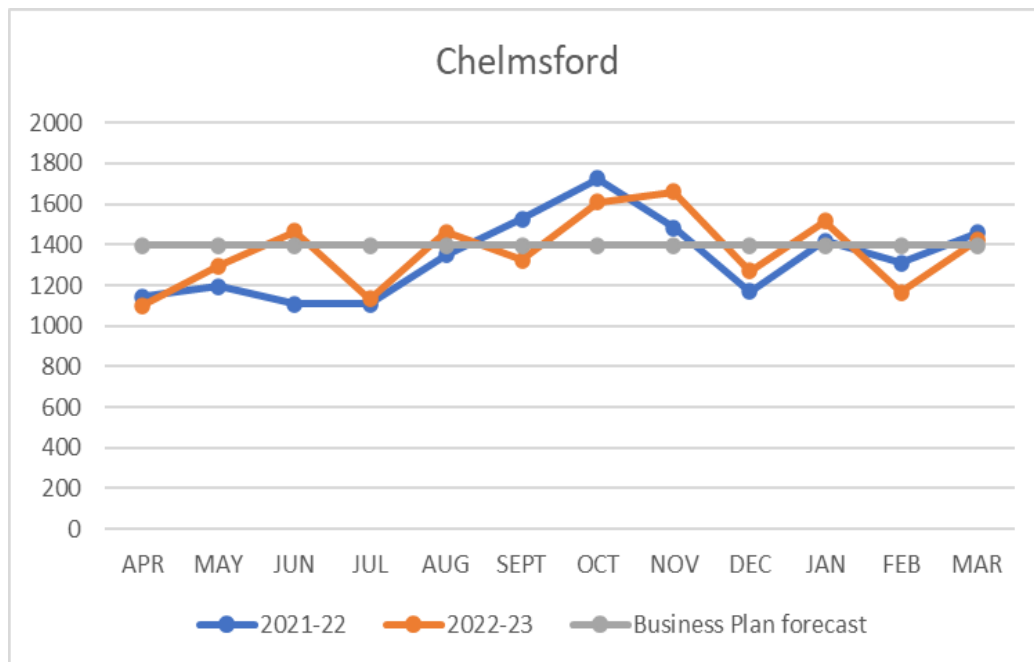
# Chelmsford

## CEO patrol data

Code	Description	PCNs Issued
01	Parked in a restricted street	4,179
02	Loading in restricted street	876
04	Parked in a meter bay	0
05	Parked after payment expired	352
06	Parked without clear display	59
07	Feeding the meter	29
10	Parked without clear display 2	0
11	Parked without payment	850
12	Parked in a residents' place	5,189
14	Parked in an electric place	2
16	Parked in a permit space	355
19	Parked in a residents' place	40
20	Parked in a loading gap	0
22	Re-parked in the same place	42
23	Wrong class of vehicle	526
24	Not parked correctly	33
25	Parked in a loading place	1,335
26	Double parking in a SEA	12
27	Dropped footway in a SEA	53
30	Parked longer than permitted	698
36	Disc longer than permitted	1
40	Disabled person's parking	1,091
41	Diplomatic vehicles	0
45	Taxi rank	369
46	Clearway	160
47	Restricted bus stop or stand	37
48	Restricted school area	3
49	Cycle track or lane	64
62	Footpath parking	4
63	Parked with engine running	6
99	Pedestrian crossing	57
	<b>Total PCNs issued</b>	<b>16,422</b>
	<b>Patrol visits to streets</b>	<b>59,075</b>
	<b>Observations</b>	<b>44,885</b>
	<b>Average PCNs issued per day</b>	<b>74</b>
	<b>Average daily PCNs issued per CEO</b>	<b>10</b>

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

Chelmsford	2021-22	2022-23	Business Plan forecast
APR	1143	1100	1396
MAY	1196	1294	1396
JUN	1106	1466	1396
JUL	1108	1133	1396
AUG	1348	1461	1396
SEPT	1525	1324	1396
OCT	1724	1610	1396
NOV	1482	1659	1396
DEC	1170	1272	1396
JAN	1420	1516	1396
FEB	1309	1166	1396
MAR	1459	1421	1396
<b>Total</b>	<b>14531</b>	<b>16422</b>	<b>15356</b>





## PCN issue and recovery rates

<b>Chelmsford</b>	<b>Total PCNs</b>
Number of Higher level PCNs issued	14312
Number of lower level PCNs issued	2110
Number of total PCNs issued	16422
Number of PCNs paid	11904
Number of PCNs paid at discount amount	9818
Number of PCNs against which an informal or formal representation was made	3044
Number of PCNs cancelled because of an informal or a formal representation	1206
Number of PCNs written off due to CEO error	248
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	2458
<b>% against total PCN's Issued</b>	<b>Total PCNs</b>
Percentage of Higher level PCNs issued	87%
Percentage of lower level PCNs issued	13%
Percentage of PCNs paid	72%
Percentage of PCNs paid at discount amount	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	1.5%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	15%

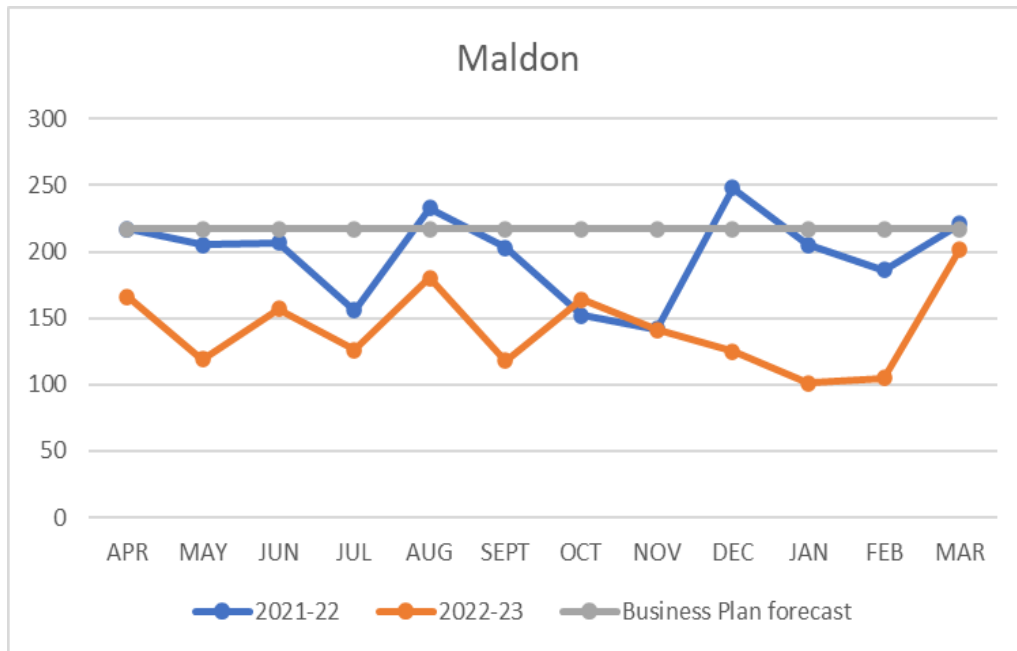
# Maldon

## CEO patrol data

Code	Description	PCNs Issued
01	Parked in a restricted street	827
12	Parked in a residents' place	578
16	Parked in a permit space	2
19	Parked in a residents' place	2
21	Parked in a suspended bay	3
23	Wrong class of vehicle	3
24	Not parked correctly	1
27	Dropped footway in a SEA	1
30	Parked longer than permitted	66
40	Disabled person's parking	23
45	Taxi rank	123
46	Clearway	6
47	Restricted bus stop or stand	16
48	Restricted school area	25
49	Cycle track or lane	3
99	Pedestrian crossing	25
	<b>Total PCNs issued</b>	<b>1,704</b>
	<b>Patrol visits to streets</b>	<b>17663</b>
	<b>Observations</b>	<b>6861</b>
	<b>Average PCNs issued per day</b>	<b>8</b>
	<b>Average daily PCNs issued per CEO</b>	<b>4</b>

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

<b>Maldon</b>	<b>2021-22</b>	<b>2022-23</b>	<b>Business Plan forecast</b>
APR	217	166	217
<b>MAY</b>	205	119	217
<b>JUN</b>	207	157	217
<b>JUL</b>	156	126	217
<b>AUG</b>	233	180	217
<b>SEPT</b>	203	118	217
<b>OCT</b>	152	164	217
<b>NOV</b>	142	141	217
<b>DEC</b>	248	125	217
<b>JAN</b>	205	101	217
<b>FEB</b>	186	105	217
<b>MAR</b>	221	202	217
<b>Total</b>	<b>2154</b>	<b>1704</b>	<b>2387</b>



## PCN issue and recovery rates

<b>Maldon</b>	<b>Total PCNs</b>
Number of Higher level PCNs issued	1634
Number of lower level PCNs issued	70
Number of total PCNs issued	1704
Number of PCNs paid	1347
Number of PCNs paid at discount amount	1156
Number of PCNs against which an informal or formal representation was made	311
Number of PCNs cancelled because of an informal or a formal representation	114
Number of PCNs written off due to CEO error	25
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	195
<b>% against total PCN's Issued</b>	<b>Total PCNs</b>
Percentage of Higher level PCNs issued	96%
Percentage of lower level PCNs issued	4%
Percentage of PCNs paid	79%
Percentage of PCNs paid at discount amount	68%
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	7%
Percentage of PCNs written off due to CEO error	1.5%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	11%

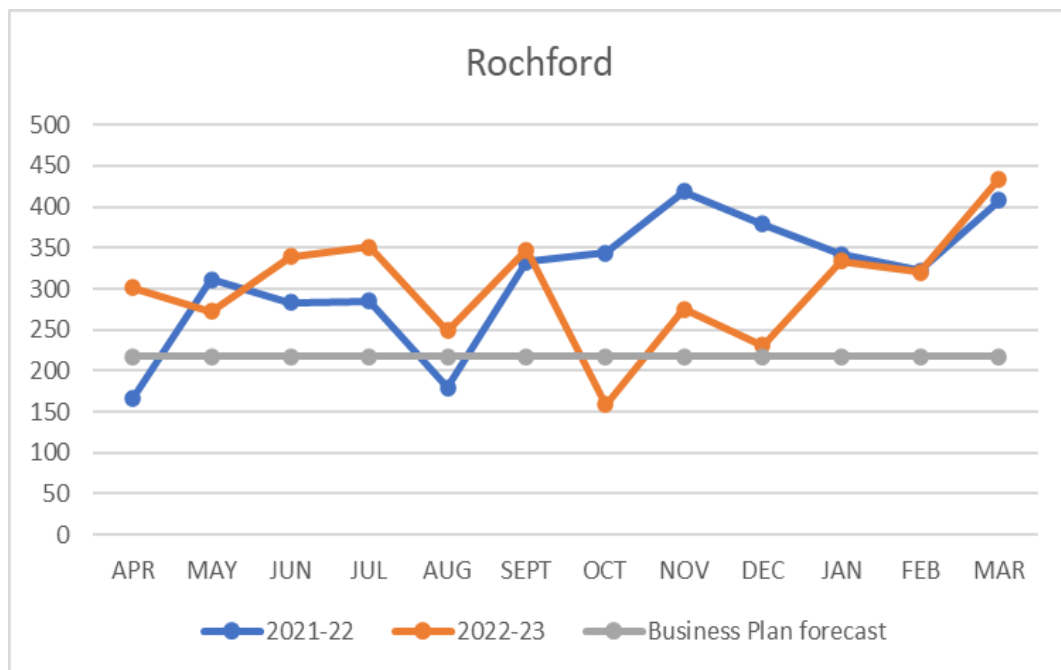
# Rochford

## CEO patrol data

Code	Description	PCNs Issued
01	Parked in a restricted street	1,904
02	Loading in restricted street	241
12	Parked in a residents' place	550
21	Parked in a suspended bay	2
22	Re-parked in the same place	16
23	Wrong class of vehicle	86
24	Not parked correctly	25
25	Parked in a loading place	134
26	Double parking in a SEA	15
27	Dropped footway in a SEA	44
30	Parked longer than permitted	141
40	Disabled person's parking	207
41	Diplomatic vehicles	0
45	Taxi rank	231
46	Clearway	4
47	Restricted bus stop or stand	8
99	Pedestrian crossing	4
	<b>Total PCNs issued</b>	<b>3,612</b>
	<b>Patrol visits to streets</b>	<b>28,877</b>
	<b>Observations</b>	<b>16,061</b>
	<b>Average PCNs issued per day</b>	<b>16</b>
	<b>Average daily PCNs issued per CEO</b>	<b>5.4</b>

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

Rochford	2021-22	2022-23	Business Plan forecast
APR	167	301	217
MAY	311	272	217
JUN	283	339	217
JUL	285	351	217
AUG	179	249	217
SEPT	333	347	217
OCT	344	159	217
NOV	419	275	217
DEC	379	231	217
JAN	342	334	217
FEB	322	320	217
MAR	408	434	217
<b>Total</b>	<b>3364</b>	<b>3612</b>	<b>2387</b>



## PCN issue and recovery rates

<b>Rochford</b>	<b>Total PCNs</b>
Number of Higher level PCNs issued	3430
Number of lower level PCNs issued	182
Number of total PCNs issued	3612
Number of PCNs paid	3082
Number of PCNs paid at discount amount	2627
Number of PCNs against which an informal or formal representation was made	460
Number of PCNs cancelled because of an informal or a formal representation	115
Number of PCNs written off due to CEO error	14
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	381
<b>% against total PCN's Issued</b>	<b>Total PCNs</b>
Percentage of Higher level PCNs issued	95%
Percentage of lower level PCNs issued	5%
Percentage of PCNs paid	85%
Percentage of PCNs paid at discount amount	73%
Percentage of PCNs against which an informal or formal representation was made	13%
Percentage of PCNs cancelled because of an informal or a formal representation	3%
Percentage of PCNs written off due to CEO error	0.4%
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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Telephone: 01245 606710





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

**THURSDAY 31 AUGUST 2023**

### **AGENDA ITEM 12**

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

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

#### **Purpose**

- This report provides the Joint Committee with the proposal from Chelmsford City Council on how they intend to use the agreed £232,500 allocation from the SEPP (South Essex Parking Partnership) operational fund in accordance with Section 55 of the Road Traffic Regulation Act 1984 (RTRA 1984).
- The Full £232,500 has been allocated over 2 projects.

#### **Options**

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

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

It is recommended that the Joint Committee;

- Agree that the proposed schemes totalling £232,500 are in accordance with Section 55 of the RTRA 1984 and.

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

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

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

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

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

In addition, Chelmsford City Council also has an amount of £46,500 remaining from a previous allocation of funds approved by the Joint Committee at its meeting on 6 December 2018

This report provides the Joint Committee with information for the Chelmsford City Council proposals.

## 2 **Chelmsford City Council proposals**

### **First Project – Fairfield Road Surface Car Park ~ Resurfacing and relining works.**

#### **Summary:**

Undertake resurfacing and re-lining of the car park bays in Fairfield Road Surface car park, Chelmsford. This will be beneficial in directing users of the car park. £84,077 is requested to fund this project.

#### **Reason:**

The current surface is in a very poor state and the Council is receiving many enquiries about what action it intends to take, particularly whilst the car park is used by a high number of visitors.

There is a further danger that during the winter months water filled pot holes may become icy or hidden by snow. There is a potential heightened risk of cars skidding or pedestrians tripping/falling.

Weak areas in the car park surfaces will become exposed to ice and the ingress of water. Further erosion will occur in damaged sections.

#### **Proposed:**

There are c. 377 spaces that require resurfacing and re-lining, including a disabled bay

2.1

#### **Costs:**

	£
surfacing and lining works (estimated)	84,077
<b>Total</b>	<b>84,077</b>

## 2.2

### **Second Project – High Chelmer Multi-Storey Car Park Improvements works.**

#### **Summary:**

This proposal is for the refurbishment of the Stairwells, Lift Lobbies & Walkway at High Chelmer Multi-Storey Car Park. This will be beneficial in directing users of the car park. £148,423 is requested to fund this project.

#### **Reason:**

Improving facilities at High Chelmer MSCP will ensure we meet the growing demands of over 2million customers using the car park every year. It will also ensure the building continues to be well maintained and prolongs the useful life of the structure and make a significant difference to the customer experience.

The areas that need improvement works are as follows:

- The main back entrance to the car park,
- Lift Lobbies
- stairwells
- Walkway

The improvement works required includes, i.e. Renovating, update lighting to LED, updating and reinstating signages etc.

Energy savings from improvements to the building's infrastructure will also assist with reducing expenditure.

#### **Proposed:**

The works will directly contribute to the corporate aim of “providing high quality public spaces” by ensuring that we “maintain our accreditation for safe car parks. and parking facilities”. It will ensure that the service provided to the public remains of high quality and encourages repeat visits, which supports the local trading community and ensures Chelmsford remains an attractive place to live, work and visit.

#### **Costs:**

	£
Stairwells A, B, C, D & E	73,000
External Staircase E	14,900
Lift Lobbies & Walkway (G.F.)	18,450
Concrete Parapet Wall & Soffit over the Car Park Exit (West Elevation)	13,100
Concrete Parapet Wall to Exit Ramp over the Car Park Entrance, Market Services Road & Refuse Yard (South	28,973
<b>Total</b>	<b>148,423</b>

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

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

- 4     If the Joint Committee approve these schemes totalling £232,500, Chelmsford City Council will have no monies remaining from their allocation.

**Conclusion**

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

It is recommended that the Joint Committee:

- Agree that the proposed schemes totalling £232,500 are in accordance with Section 55 of the Road Traffic Regulation Act 1985 and.

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

Appendices

None

Background Papers

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

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

**THURSDAY 31 AUGUST 2023**

### **AGENDA ITEM 13**

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

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

#### **Purpose**

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

#### **Options**

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

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

It is recommended that the Joint Committee;

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

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

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

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

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

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

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

## 2 **Basildon Borough Council proposals**

### 2.1 **First Project – Car Park Improvements**

#### **Summary:**

To improve the car parking machines across all Council owned and operated car parks, this project will include replacing the current car parking machines with more modern, reliable ones and improve signage and accessibility to the car parks. £81,000 is requested for these works.

#### **Reason:**

Current machines are often damaged and there have been several attempted or successful acts of vandalism in recent years. It is proposed that these are upgraded and replaced. Additionally, it is proposed that the signage and accessibility to each of the Council's car parks is reviewed and improved to ensure that the locations remain up to date.

#### **Proposed:**

Purchase and installation of replacement car park machines

Review and refresh of all signage within Council car parks

Review and improvement of all access points and supporting infrastructure to ensure car parks are accessible to all car park users, including wheelchair and pram users, and that all access walkways are safe to pedestrians.

**Costs:**

	£	£
Purchase and installation of new car park machines	50,000	
Review/Improve Signage within car parks	15,000	
Review/Improve accessibility within car parks	16,000	
<b>Total</b>		<b>81,000</b>

## **Second Project – Trial of Formalising/Restricting Informal Parking Areas**

### **Summary:**

Undertake works to create formal parking where appropriate and informal parking is currently taking place within residential areas and to restrict formal parking where informal parking is currently taking place.

This is likely to result in the creation of additional, on-street car parking in trial areas and the installation of measures to restrict parking and reinstate surfaces where parking is not appropriate. £55,000 is requested for these works.

### **Reason:**

Nuisance and anti-social behaviour has been an area of concern across Basildon in previous years. A nuisance parking strategy was commissioned within Basildon which highlighted the impact that additional informal parking can have on the Borough. This includes accessibility issues, difficulties in landscape maintenance and impact on highways infrastructure.

### **Proposed:**

It is proposed that there are key sites identified against which parking can be formalised or restricted as appropriate, subject to reference to the Council's Nuisance Parking Plan and engagement with key landowners.

### **Costs:**

	£
Formalising/Restricting Informal Parking Areas	55,000
<b>Total</b>	<b>55,000</b>



### Third Project – Electric Vehicle Infrastructure

**Summary:**

Implement additional Electric Vehicle charge points in car parks across the borough, at a rate proportionate to demand identified through regular parking surveys and stakeholder consultation. £50,000 is identified for this project.

**Reason:**

In order to improve the availability of electric vehicle charging infrastructure, it is proposed that additional electric vehicle charging infrastructure is explored and installed across the Council's car parks and within Council owned land.

This will help meet the Borough's ambitions of reaching Carbon net zero by 2050.

**Proposed:**

A survey will be undertaken and appropriate locations will be identified to ensure adequate provision of Electric Charging infrastructure at key locations within the Borough.

**Costs:**

	£
Planning	5,000
Purchase and installation	45,000
<b>Total</b>	<b>50,000</b>

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

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

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

## **Conclusion**

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

It is recommended that the Joint Committee:

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

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

## Appendices

None

## Background Papers

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