



**SOUTH ESSEX**

# Annual Report 2024/25



**Basildon Council**  
BASILDON - BILLERICAY - WICKFORD



**BRENTWOOD  
BOROUGH COUNCIL**



**MALDON  
DISTRICT  
COUNCIL**



**Rochford  
District Council**

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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 2024/25 are:

- An overall surplus achieved of £195,670 from the enforcement operation account to contribute to the costs of TRO function and maintenance of signs and lines.
- £52,940 increase in enforcement operational expenditure and £108,773 (-6.73%) reduction in PCN income, compared to 2023/24.
- An overall income reduction of £96,260 (-3.92%) compared to the previous year
- 47,932 on-street Penalty Charge Notices (PCNs) issued resulting in a 1.94% decrease compared to 2023/24.
- 72% of PCNs issued fully paid.
- 193 sign and line maintenance schemes completed, and new TROs created containing 40 roads with new parking schemes.
- £155,050 allocated during the year for new schemes requiring a new TRO.
- £34,500 allocated during the year for essential maintenance of signs and lines.

The financial performance in 2024/25 is reflective of the more recent inflationary pressures resulting in increased operational and staff costs along with the impact of central government not increasing PCN charges since 2008. These factors are starting to put pressure on the final financial outturn position. Taking these factors into consideration, the financial account remains in a positive position and the current level of reserve held ensures the Partnership is well placed to continue the delivery of the service while expenditure and income are reviewed.

# 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 2024-25 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-introducing-new-parking-restrictions-2020.pdf \(chelmsford.gov.uk\)](https://www.chelmsford.gov.uk/media/1000000/sepp-policy-introducing-new-parking-restrictions-2020.pdf)

### **3 Financial performance 2024/25**

The following section will provide an overview of the financial outcome for financial year 2024/25 and a comparison of the financial position against the original 2024/25 business case and the performance of 2023/24. 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 2024/25 enforcement operation**

The following table (**Table 1 page 8**) provides the overall enforcement operation financial outturn for 2024/25. It also identifies the financial outturn position for each individual partnership City / District / Borough.

The overall 2024/25 total expenditure is £2,162,526 and the income achieved is £2,358,196 resulting in a positive net gain surplus of £195,670 to be off set against the full TRO operational costs and funding as agreed in the 2022 Joint Committee Agreement.

Table 1 2024/25 Outturn – Enforcement operation

Appendix 1		South Essex Parking Partnership - Outturn 2024/25						
Actuals 24/25	Chelmsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	Total	
	£	£	£	£	£	£	£	
<b>Direct Expenditure</b>								
- Employees	502,177	291,539	82,273	326,116	153,677	101,550	1,457,332	
- Premises	0	0	2,500	8,858	0	0	11,358	
- Supplies and Services	81,104	71,863	32,373	45,937	29,497	16,041	276,816	
- Third Party Payments	26,183	19,460	4,423	14,153	6,723	5,838	76,779	
- Transport costs	20,454	25,959	12,936	45,935	19,503	12,954	137,741	
<b>Total Direct Expenditure</b>	<b>629,918</b>	<b>408,822</b>	<b>134,505</b>	<b>440,999</b>	<b>209,399</b>	<b>136,384</b>	<b>1,960,026</b>	
<b>Indirect Expenditure</b>								
Central Support	69,100	51,300	11,700	37,300	17,700	15,400	202,500	
<b>Total Indirect Expenditure</b>	<b>69,100</b>	<b>51,300</b>	<b>11,700</b>	<b>37,300</b>	<b>17,700</b>	<b>15,400</b>	<b>202,500</b>	
<b>Total Expenditure</b>	<b>699,018</b>	<b>460,122</b>	<b>146,205</b>	<b>478,299</b>	<b>227,099</b>	<b>151,784</b>	<b>2,162,526</b>	
<b>Income Received</b>								
PCN's	537,811	393,097	68,982	263,644	126,571	117,354	1,507,459	
Residents' Parking Permits	315,514	144,917	27,803	184,777	19,563	7,957	700,532	
Pay & Display	106,047	42,658	0	0	0	0	148,705	
Other	547	366	79	301	112	95	1,500	
<b>Total Income</b>	<b>959,919</b>	<b>581,038</b>	<b>96,864</b>	<b>448,722</b>	<b>146,246</b>	<b>125,407</b>	<b>2,358,196</b>	
<b>Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below</b>	<b>(260,901)</b>	<b>(120,916)</b>	<b>49,340</b>	<b>29,577</b>	<b>80,853</b>	<b>26,377</b>	<b>(195,670)</b>	

### 3.2 Comparison of actual 2024/25 outturn against agreed 2024/25 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 2023, the Annual Business Plan for 2024/25 was approved. This Business Plan estimated an overall Partnership surplus of £357,900 which would be used to contribute to the three key parts of the surplus sharing arrangement as set out in the 2022 Joint Committee Agreement .

**Table 2: 2024/25 Enforcement outturn comparison against 2024/25 Business Plan estimate**

	<b>2024/25 Business case original estimate (cash basis)</b>	<b>2024/25 actual outturn (cash basis)</b>	<b>Position against original estimate. Deficit / (surplus)</b>
<b>Expenditure</b>	£2,227,600	£2,162,526	(£65,074)
<b>Income</b>	£2,585,500	£2,358,196	£227,304
<b>Total Deficit / (surplus)</b>	<b>(357,900)</b>	<b>(£195,670)</b>	<b>£162,230</b>

**Table 3: Actual 2024/25 outturn compared to previous year 2023/24 actual outturn**

	<b>2023/24 actual outturn (cash basis)</b>	<b>2024/25 actual outturn (cash basis)</b>	<b>Position against previous year. Deficit / (surplus)</b>
<b>Expenditure</b>	£2,109,586	£2,162,526	£52,940
<b>Income</b>	£2,454,456	£2,358,196	£96,260
<b>Deficit / (surplus)</b>	<b>(£344,870)</b>	<b>(£195,670)</b>	<b>£149,200</b>

### 3.3 TRO function 2024/25 financial outturn

Table 4 provides details of the TRO operational costs.

**Table 4: 2024/25 financial outturn for the TRO function.**

<b>2023/24 TRO account</b>	
<b>Direct Expenditure</b>	
- Employees	£145,605
- Supplies and Services	£169,097
<b>Total Direct Expenditure</b>	<b>£314,702</b>
<b>Indirect Expenditure</b>	
Central Support	£26,000
<b>Total Indirect Expenditure</b>	<b>£340,702</b>
<b>Total Expenditure</b>	<b>£340,702</b>

**Table 5: 2024/25 overall Parking Partnership account compared to 2023/24 outturn.**

<b>Overall outturn position Deficit / (surplus)</b>	<b>2023/24 actual outturn</b>	<b>2024/25 actual outturn</b>	<b>Position against previous year.</b>
<b>Enforcement operation</b>			
Expenditure	£2,109,586	£2,162,526	£52,940
Income	£2,454,456	£2,358,196	£96,260
<b>Total- deficit/ (surplus)</b>	<b>(£344,870)</b>	<b>(£195,670)</b>	<b>£149,200</b>
<b>TRO operation</b>			
Expenditure	£311,451	£340,702	£29,251
Income	(£214)	£0.00	£241.00
<b>Total- deficit/ (surplus)</b>	<b>£311,237</b>	<b>£340,702</b>	<b>£29,465</b>
<b>Outturn position - deficit/ (surplus)</b>	<b>(£33,633)</b>	<b>£145,032</b>	<b>£178,665</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
<b>TOTAL ANNUAL CAP</b>		<b>£428,000</b>

### 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 2024/25 and the surplus sharing arrangements as set out above the surplus will be applied as follows:

Enforcement outturn position 2023/24	£195,670
Part 1 - £400,000 reserve already maintained. No additional contribution required.	£195,670
Part 2 - £195,670 allocated to the SEPP single account to contribute to the costs identified in Part 2 above	£0.00
Part 3 - £0.00 for allocation to the Essex wider strategic highways panel	£0.00

### 3.5 SEPP operational fund (reserves) 2024/25

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**

<b>SEPP Operational fund</b>	
	£
SEPP Operational fund position (31/3/2025)	£801,740
£37,114 – allocated from 2022/23 financial account to Part 3 of the surplus sharing arrangements (Essex wider strategic highways panel)	£764,626
£200,000 to be allocated in financial year 2025/26 for the sign and line maintenance and new TRO's.	£564,626

£65,000 for pilot CCTV enforcement in Brentwood	£499,626
£40,000 for CCTV enforcement in Chelmsford	£459,626
£59,000 to cover costs to provide additional out of hours and weekend enforcement patrols to cover known parking problems outside of core hours	£400,626
Maintain £400,000 reserve.	£626.00
	<b>£626.00</b>

Considering the outstanding items of spend and reserve maintained, the Partnership has an operational fund of £400,000 reserve plus an additional £626.00 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 2024/25 are as follows:

<b>Joint Committee Meeting</b>	<b>Items approved</b>
8 August 2024	<ul style="list-style-type: none"> <li>➤ Financial outturn 2023/24</li> <li>➤ Annual Report 2023/24</li> <li>➤ Approval of ECC proposals for allocation of funding</li> <li>➤ Approval of Rochford proposals for allocation of funding</li> </ul>
10 October 2024	<ul style="list-style-type: none"> <li>➤ Update on the Business Plan 2024/25</li> <li>➤ Review of Enforcement Discretion Policy and Parking Partnership Operational Protocols</li> </ul>
15 January 2025	<ul style="list-style-type: none"> <li>➤ .2025/26 Business Plan</li> <li>➤ Delegated Authority to consider Objections against an advertised TRO</li> </ul>
13 March 2025	<ul style="list-style-type: none"> <li>➤ Update on 2024/25 Business Plan</li> <li>➤ Signs and lines and new TRO funding decisions taken under delegated authority</li> </ul>
<b>Funding approved under delegated authority</b>	
	<ul style="list-style-type: none"> <li>➤ £34,500 approved under delegated authority for new parking schemes requiring a TRO.</li> <li>➤ £155,050 for Batch 21 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)

## 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 2024/25.

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 team during 2024/25

2024/25							
	Basildon	Brentwood	Castle Point	Chelmsford	Maldon	Rochford	Total
Number of lines and signs maintenance schemes processed	44	42	16	54	9	28	193
Requests for parking restrictions	6	11	3	25	9	4	58
No of residents informally	43	157	133	695	0	0	1028

consulted							
No of TRO schemes completed	5	8	3	14	4	1	35
Suspensions implemented	11	35	9	29	5	7	96

### 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 2024/25**

Patrol visits to streets	<b>226,645</b>
Observations (PCN not issued)	<b>210,969</b>
PCNs issued	<b>47932</b>
Average PCNs issued per day	<b>215.9</b>
Average PCNs issued per day per CEO	<b>9.19</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 of 01 and 02 contravention PCNs issued (19,969).

The Partnership has contributed to improving the quality and accessibility of public transport by issuing 291 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 3,225 PCNs issued. Residents who encounter commuter parking problems have had the benefit of regular daily patrols of the Resident Parking Zones resulting in 13,355 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	PCN's Issued
<b>Higher- Level Contraventions</b>		
<b>01</b>	Parked in a restricted street	16,678
<b>02</b>	Loading in restricted street	3,291
<b>12</b>	Parked in a residents' place	13,305
<b>14</b>	Parked in an electric place	120
<b>16</b>	Parked in a permit space	151
<b>21</b>	Parked in a suspended bay	12
<b>23</b>	Wrong class of vehicle	401
<b>25</b>	Parked in a loading place	2,032
<b>26</b>	Double parking in a SEA	82
<b>27</b>	Dropped footway in a SEA	583
<b>40</b>	Disabled person's parking	3,225
<b>45</b>	Taxi rank	1,500
<b>46</b>	Clearway	73
<b>47</b>	Restricted bus stop or stand	291
<b>48</b>	Restricted school area	65
<b>49</b>	Cycle track or lane	56
<b>62</b>	Footpath parking	4

<b>99</b>	Pedestrian crossing	296
	<b>Lower-Level Contraventions</b>	
<b>04</b>	Parked in a meter bay	4
<b>05</b>	Parked after payment expired	378
<b>06</b>	Parked without clear display	202
<b>07</b>	Feeding the meter	14
<b>10</b>	Parked without clear display 2	1
<b>11</b>	Parked without payment	884
<b>19</b>	Parked in a residents' place	30
<b>22</b>	Re-parked in the same place	253
<b>24</b>	Not parked correctly	328
<b>30</b>	Parked longer than permitted	3,666
<b>35</b>	Disc without clearly display	3
<b>36</b>	Disc longer than permitted	4
	<b>Total PCNs Issued</b>	<b>47,932</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 2024/25**

<b>Process</b>	<b>2024/25</b>
Informal and formal challenges received	7,789
Other correspondence received	3,227
Correspondence sent out including automatic system generated documents	36,268
Resident permits processed	15,493
Other permits (visitor tickets etc.)	31,545
Telephone calls received	23,975

## **5 PCN issue and recovery rates**

The following section provides statistical information relating to the amount of PCNs issued and recovered in financial year 2024-25.

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 2024/25 recovery figures for the Partnership currently stand at 72%, which is just short of expected level of 75%.

It is essential that PCNs are legally issued and correctly recovered using the legislation of TMA 2004. Failure to do so will result in a high number of representations, appeals to adjudicators and PCNs written off due to CEO error. The Partnership carries out the operation in a consistent, professional manner and in accordance with TMA 2004. This is demonstrated with only 1.5% 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 0.08% 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 6%

Another positive indicator of the fair decisions of the CEOs is that 60% of motorists pay the PCN at the discounted amount, suggesting that the motorists do not dispute the validity of the PCN in the first instance.

**Table13**, provides this information.

Table 13

<b>South Essex Parking Partnership</b>	<b>Total PCNs</b>
Number of Higher level PCNs issued	42165
Number of lower level PCNs issued	5767
Number of total PCNs issued	47932
Number of PCNs paid	34645
Number of PCNs paid at discount amount	28816
Number of PCNs against which an informal or formal representation was made	7789
Number of PCNs cancelled because of an informal or a formal representation	2835
Number of PCNs written off due to CEO error	750
Number of PCNs written off for other reasons (e.g., DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	2953
Number of appeals to adjudicator	39
*Number of appeals rejected (awarded to Council)	22
*Number of appeals allowed (awarded to motorist)	3
*Number of appeals non-contested	14
<b>% against total PCN's Issued</b>	<b>%</b>
Percentage of Higher level PCNs issued	88%
Percentage of lower level PCNs issued	12%
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	16%
Percentage of PCNs cancelled because of an informal or a formal representation	6%
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)	6%
<b>Percentage of appeals to adjudicator</b>	<b>0.08%</b>
*Percentage of appeals rejected	56%
*Percentage of appeals allowed	8%
*Percentage of appeals non-contested	36%

## 5.1 PCN issue rate comparison

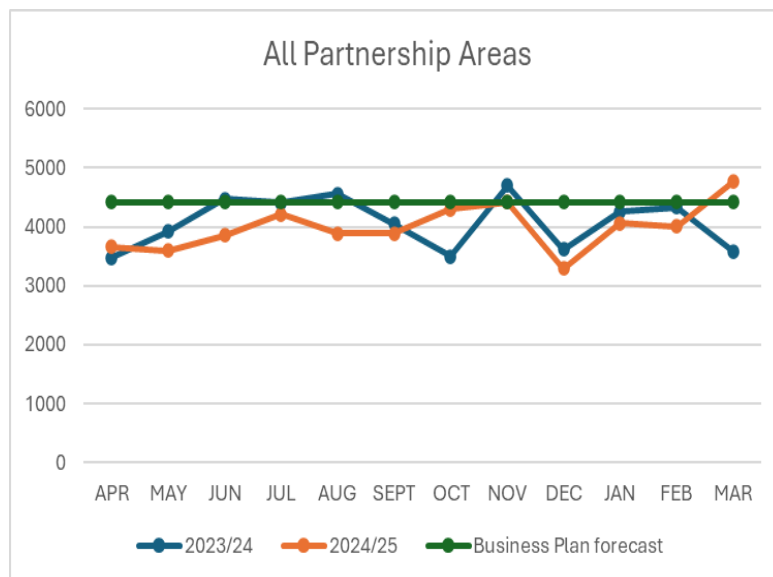
The following table compares the PCN issue rates of 2024/25 against the previous three year's performance

South Essex Parking Partnership	2021-22	2022-23	2023-24	2024-25
PCNs issued	44,881	47,649	48,884	47,932
Comparison with 2021-22		6.17%	8.91%	6.79%
Comparison with 2022-23			2.59%	0.59%
<b>Comparison with 2023-24</b>				<b>-1.94%</b>

The amount of PCNs issued in 2024/25 compared to the previous year is down by 1.94%

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

SEPP	2023/24	2024/25	Business Plan forecast
APR	3471	3664	4424
MAY	3922	3596	4424
JUN	4476	3859	4424
JUL	4410	4208	4424
AUG	4559	3888	4424
SEPT	4053	3888	4424
OCT	3498	4295	4424
NOV	4695	4415	4424
DEC	3617	3292	4424
JAN	4260	4056	4424
FEB	4335	4007	4424
MAR	3588	4764	4424
<b>Total</b>	<b>48884</b>	<b>47932</b>	<b>53088</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

### 2024/25 annual performance figures for each Partnership area

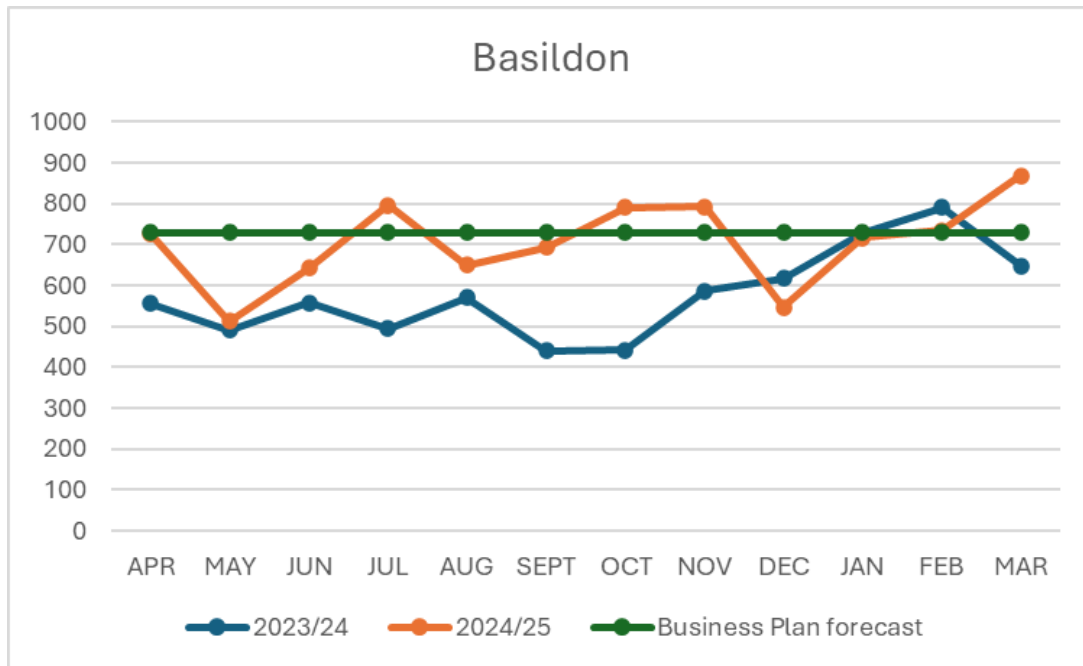
## Basildon

### CEO patrol data

Code	Description	PCN's Issued
	<b>Higher- Level Contraventions</b>	
01	Parked in a restricted street	2,996
02	Loading in restricted street	477
12	Parked in a residents' place	2,947
16	Parked in a permit space	92
23	Wrong class of vehicle	1
25	Parked in a loading place	102
26	Double parking in a SEA	5
27	Dropped footway in a SEA	240
40	Disabled person's parking	242
45	Taxi rank	426
46	Clearway	23
47	Restricted bus stop or stand	52
48	Restricted school area	25
99	Pedestrian crossing	175
	<b>Lower-Level Contraventions</b>	
06	Parked without clear display	10
19	Parked in a residents' place	2
22	Re-parked in the same place	23
24	Not parked correctly	22
30	Parked longer than permitted	604
35	Disc without clearly display	2
36	Disc longer than permitted	2
	<b>Total PCNs Issued</b>	<b>8,468</b>
	<b>Patrol visits to streets</b>	<b>41,533</b>
	<b>Observations</b>	<b>46,213</b>
	<b>Average PCNs issued per day</b>	<b>38.14</b>
	<b>Average daily PCNs issued per CEO</b>	<b>7.63</b>

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

Basildon	2023/24	2024/25	Business Plan forecast
APR	555	725	729
MAY	490	512	729
JUN	558	643	729
JUL	494	796	729
AUG	571	649	729
SEPT	440	694	729
OCT	442	791	729
NOV	586	793	729
DEC	618	547	729
JAN	727	716	729
FEB	791	734	729
MAR	648	868	729
<b>Total</b>	<b>6920</b>	<b>8468</b>	<b>8748</b>



## PCN issue and recovery rates

<b>Basildon</b>	<b>Total PCNs</b>
Number of Higher level PCNs issued	7803
Number of lower level PCNs issued	665
Number of total PCNs issued	8468
Number of PCNs paid	6054
Number of PCNs paid at discount amount	5088
Number of PCNs against which an informal or formal representation was made	1505
Number of PCNs cancelled because of an informal or a formal representation	564
Number of PCNs written off due to CEO error	49
Number of PCNs written off for other reasons (e.g., DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	604
<b>% against total PCN's Issued</b>	<b>Total PCNs</b>
Percentage of Higher level PCNs issued	92%
Percentage of lower level PCNs issued	8%
Percentage of PCNs paid	71%
Percentage of PCNs paid at discount amount	60%
Percentage of PCNs against which an informal or formal representation was made	18%
Percentage of PCNs cancelled because of an informal or a formal representation	7%
Percentage of PCNs written off due to CEO error	0.6%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	7%

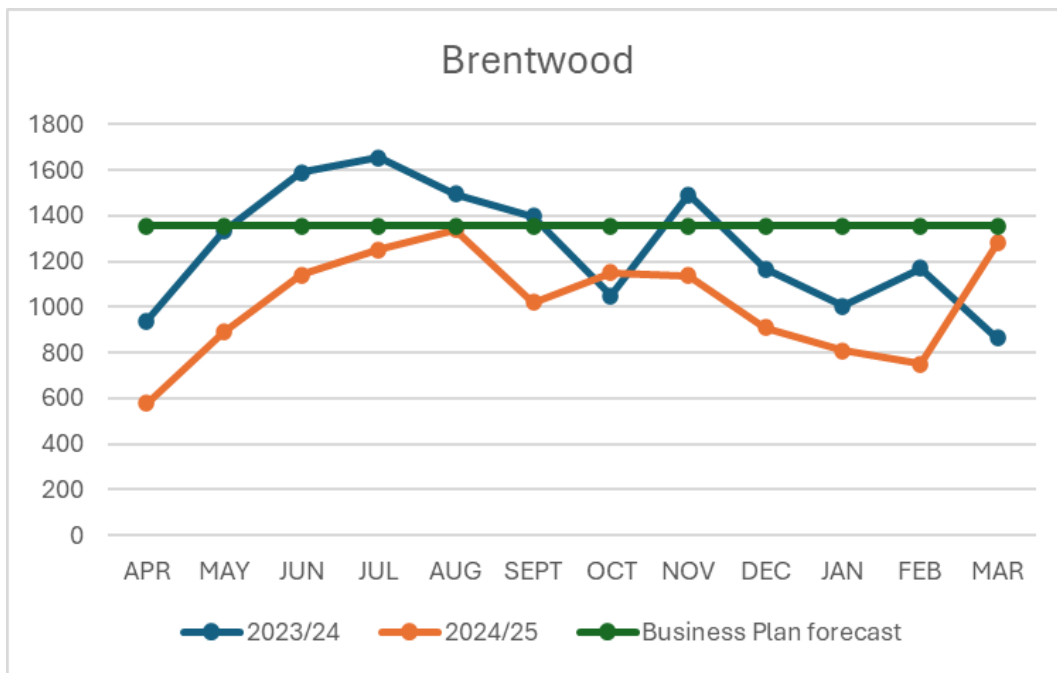
# Brentwood

## CEO patrol data

Code	Description	PCN's Issued
	<b>Higher- Level Contraventions</b>	
01	Parked in a restricted street	4,066
02	Loading in restricted street	1,548
12	Parked in a residents' place	2,116
16	Parked in a permit space	28
23	Wrong class of vehicle	4
25	Parked in a loading place	691
26	Double parking in a SEA	8
27	Dropped footway in a SEA	149
40	Disabled person's parking	1,352
45	Taxi rank	194
47	Restricted bus stop or stand	144
48	Restricted school area	20
49	Cycle track or lane	8
99	Pedestrian crossing	21
	<b>Lower-Level Contraventions</b>	
04	Parked in a meter bay	3
05	Parked after payment expired	42
06	Parked without clear display	164
19	Parked in a residents' place	5
22	Re-parked in the same place	109
24	Not parked correctly	98
30	Parked longer than permitted	1,484
36	Disc longer than permitted	1
	<b>Total PCNs Issued</b>	<b>12,255</b>
	<b>Patrol visits to streets</b>	<b>37,491</b>
	<b>Observations</b>	<b>60,598</b>
	<b>Average PCNs issued per day</b>	<b>55.2</b>
	<b>Average daily PCNs issued per CEO</b>	<b>12.27</b>

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

Brentwood	2023/24	2024/25	Business Plan forecast
APR	939	579	1354
MAY	1333	891	1354
JUN	1590	1140	1354
JUL	1653	1251	1354
AUG	1495	1338	1354
SEPT	1398	1019	1354
OCT	1049	1151	1354
NOV	1491	1137	1354
DEC	1165	908	1354
JAN	1005	810	1354
FEB	1170	750	1354
MAR	865	1281	1354
<b>Total</b>	<b>15153</b>	<b>12255</b>	<b>16248</b>



## PCN issue and recovery rates

<b>Brentwood</b>	<b>Total PCNs</b>
Number of Higher level PCNs issued	10349
Number of lower level PCNs issued	1906
Number of total PCNs issued	12255
Number of PCNs paid	9025
Number of PCNs paid at discount amount	7242
Number of PCNs against which an informal or formal representation was made	2064
Number of PCNs cancelled because of an informal or a formal representation	622
Number of PCNs written off due to CEO error	113
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	767
<b>% against total PCN's Issued</b>	<b>Total PCNs</b>
Percentage of Higher level PCNs issued	85%
Percentage of lower level PCNs issued	15%
Percentage of PCNs paid	74%
Percentage of PCNs paid at discount amount	59%
Percentage of PCNs against which an informal or formal representation was made	17%
Percentage of PCNs cancelled because of an informal or a formal representation	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)	6%

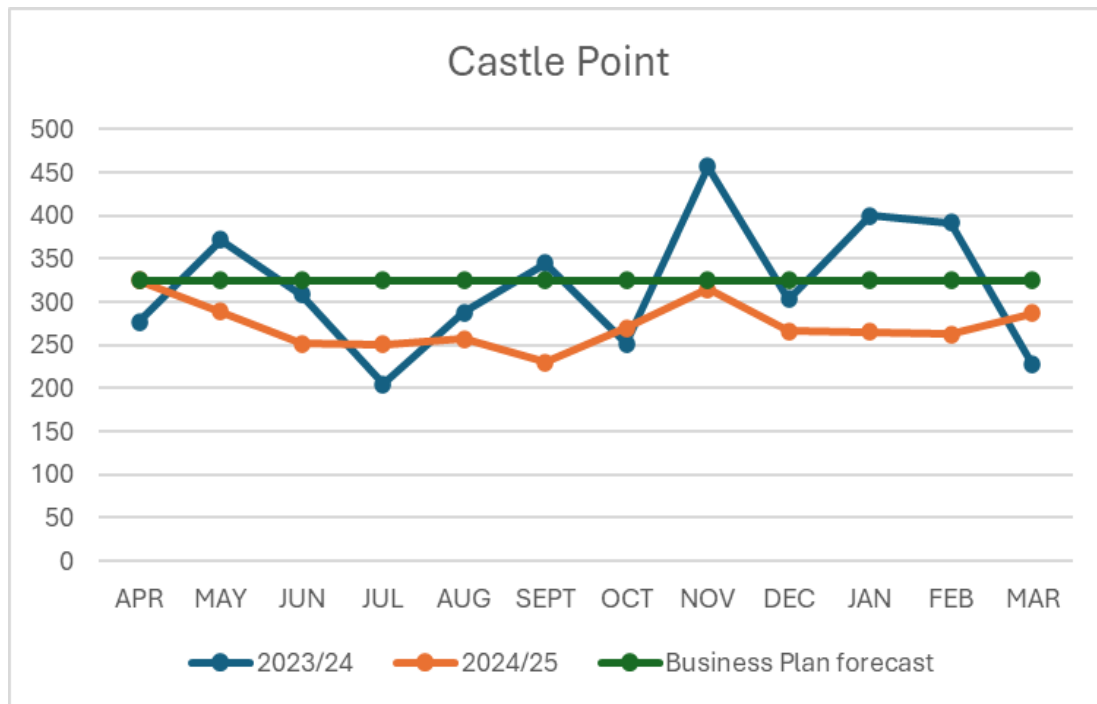
# Castle Point

## CEO patrol data

Code	Description	PCN's Issued
	<b>Higher- Level Contraventions</b>	
01	Parked in a restricted street	2,134
02	Loading in restricted street	3
12	Parked in a residents' place	187
21	Parked in a suspended bay	6
23	Wrong class of vehicle	24
26	Double parking in a SEA	10
27	Dropped footway in a SEA	55
40	Disabled person's parking	184
45	Taxi rank	171
46	Clearway	18
47	Restricted bus stop or stand	37
48	Restricted school area	6
55	Overnight lorry waiting ban	1
99	Pedestrian crossing	51
	<b>Lower-Level Contraventions</b>	
22	Re-parked in the same place	31
24	Not parked correctly	89
30	Parked longer than permitted	263
	<b>Total PCNs Issued</b>	<b>3,270</b>
	<b>Patrol visits to streets</b>	<b>21,009</b>
	<b>Observations</b>	<b>14,693</b>
	<b>Average PCNs issued per day</b>	<b>14.73</b>
	<b>Average daily PCNs issued per CEO</b>	<b>7.36</b>

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

Castle Point	2023/24	2024/25	Business Plan forecast
<b>APR</b>	277	325	325
<b>MAY</b>	372	289	325
<b>JUN</b>	309	252	325
<b>JUL</b>	205	251	325
<b>AUG</b>	288	257	325
<b>SEPT</b>	345	230	325
<b>OCT</b>	252	270	325
<b>NOV</b>	457	315	325
<b>DEC</b>	303	266	325
<b>JAN</b>	400	265	325
<b>FEB</b>	392	263	325
<b>MAR</b>	227	287	325
<b>Total</b>	3827	3270	3900



## PCN issue and recovery rates

<b>Castle Point</b>	<b>Total PCNs</b>
Number of Higher level PCNs issued	2887
Number of lower level PCNs issued	383
Number of total PCNs issued	3270
Number of PCNs paid	2697
Number of PCNs paid at discount amount	2191
Number of PCNs against which an informal or formal representation was made	488
Number of PCNs cancelled because of an informal or a formal representation	219
Number of PCNs written off due to CEO error	46
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	61
<b>% against total PCN's Issued</b>	<b>Total PCNs</b>
Percentage of Higher level PCNs issued	88%
Percentage of lower level PCNs issued	12%
Percentage of PCNs paid	82%
Percentage of PCNs paid at discount amount	67%
Percentage of PCNs against which an informal or formal representation was made	15%
Percentage of PCNs cancelled because of an informal or a formal representation	7%
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)	2%

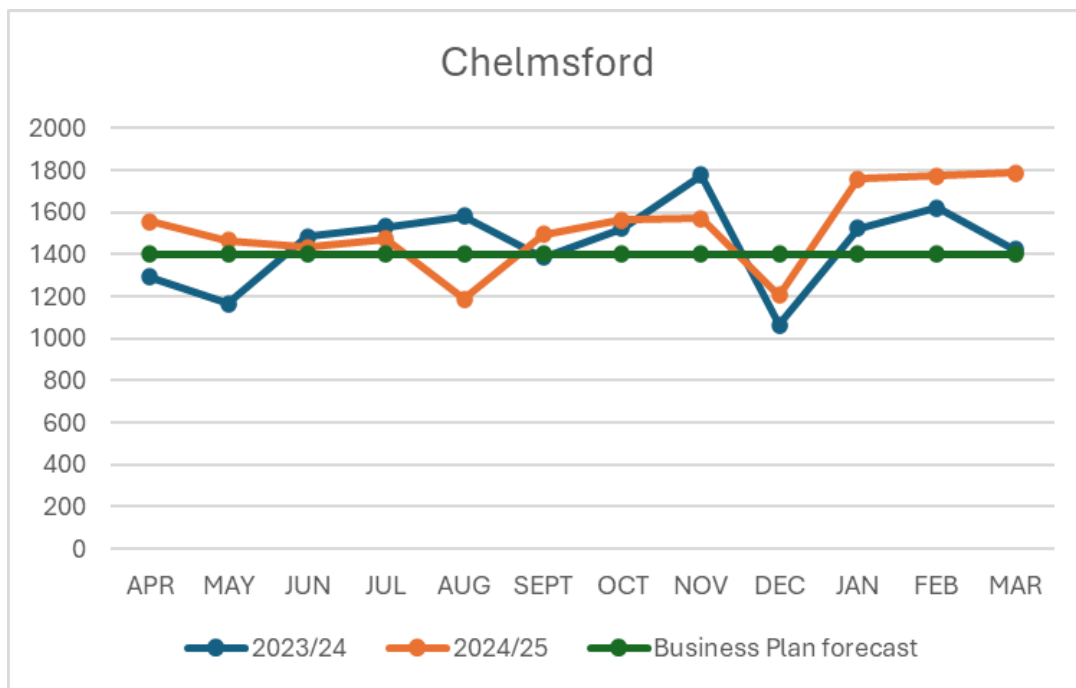
# Chelmsford

## CEO patrol data

Code	Description	PCN's Issued
<b>Higher- Level Contraventions</b>		
01	Parked in a restricted street	4,484
02	Loading in restricted street	938
12	Parked in a residents' place	6,886
14	Parked in an electric place	119
16	Parked in a permit space	30
23	Wrong class of vehicle	348
25	Parked in a loading place	1,148
26	Double parking in a SEA	10
27	Dropped footway in a SEA	91
40	Disabled person's parking	1,250
45	Taxi rank	441
46	Clearway	28
47	Restricted bus stop or stand	31
48	Restricted school area	8
49	Cycle track or lane	47
62	Footpath parking	4
99	Pedestrian crossing	30
<b>Lower-Level Contraventions</b>		
04	Parked in a meter bay	1
05	Parked after payment expired	336
06	Parked without clear display	27
07	Feeding the meter	14
10	Parked without clear display 2	1
11	Parked without payment	884
19	Parked in a residents' place	12
22	Re-parked in the same place	76
24	Not parked correctly	72
30	Parked longer than permitted	951
35	Disc without clearly display	1
<b>Total PCNs Issued</b>		<b>18,268</b>
<b>Patrol visits to streets</b>		<b>79568</b>
<b>Observations</b>		<b>65186</b>
<b>Average PCNs issued per day</b>		<b>82.29</b>
<b>Average daily PCNs issued per CEO</b>		<b>11.76</b>

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

Chelmsford	2023/24	2024/25	Business Plan forecast
<b>APR</b>	1291	1555	1400
<b>MAY</b>	1165	1467	1400
<b>JUN</b>	1482	1432	1400
<b>JUL</b>	1532	1472	1400
<b>AUG</b>	1583	1189	1400
<b>SEPT</b>	1386	1494	1400
<b>OCT</b>	1525	1564	1400
<b>NOV</b>	1777	1569	1400
<b>DEC</b>	1064	1206	1400
<b>JAN</b>	1523	1758	1400
<b>FEB</b>	1622	1774	1400
<b>MAR</b>	1422	1788	1400
<b>Total</b>	17372	18268	16800



## PCN issue and recovery rates

<b>Chelmsford</b>	<b>Total PCNs</b>
Number of Higher level PCNs issued	15893
Number of lower level PCNs issued	2375
Number of total PCNs issued	18268
Number of PCNs paid	12230
Number of PCNs paid at discount amount	10300
Number of PCNs against which an informal or formal representation was made	2978
Number of PCNs cancelled because of an informal or a formal representation	1178
Number of PCNs written off due to CEO error	478
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	1304
<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	67%
Percentage of PCNs paid at discount amount	56%
Percentage of PCNs against which an informal or formal representation was made	16%
Percentage of PCNs cancelled because of an informal or a formal representation	6%
Percentage of PCNs written off due to CEO error	2.6%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	7%

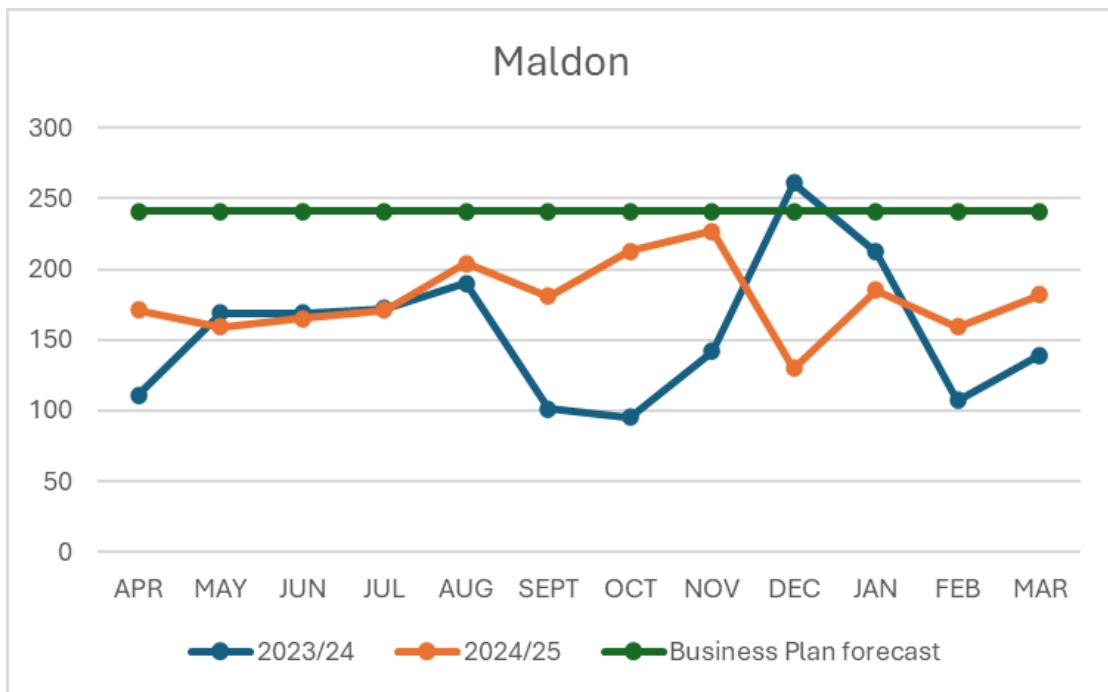
# Maldon

## CEO patrol data

Code	Description	PCN's Issued
	<b>Higher-Level Contraventions</b>	
01	Parked in a restricted street	1,115
12	Parked in a residents' place	655
14	Parked in an electric place	1
16	Parked in a permit space	1
21	Parked in a suspended bay	3
23	Wrong class of vehicle	24
26	Double parking in a SEA	3
27	Dropped footway in a SEA	2
40	Disabled person's parking	14
45	Taxi rank	62
47	Restricted bus stop or stand	12
48	Restricted school area	2
49	Cycle track or lane	1
99	Pedestrian crossing	15
	<b>Lower-Level Contravention</b>	
06	Parked without clear display	1
19	Parked in a residents' place	11
22	Re-parked in the same place	10
24	Not parked correctly	3
30	Parked longer than permitted	212
	<b>Total PCNs Issued</b>	<b>2,147</b>
	<b>Patrol visits to streets</b>	<b>17,806</b>
	<b>Observations</b>	<b>9,732</b>
	<b>Average PCNs issued per day</b>	<b>9.67</b>
	<b>Average daily PCNs issued per CEO</b>	<b>4.84</b>

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

Maldon	2023/24	2024/25	Business Plan forecast
APR	111	171	241
MAY	169	159	241
JUN	169	165	241
JUL	172	171	241
AUG	190	204	241
SEPT	101	181	241
OCT	95	213	241
NOV	142	227	241
DEC	261	130	241
JAN	212	185	241
FEB	107	159	241
MAR	139	182	241
<b>Total</b>	<b>1868</b>	<b>2147</b>	<b>2892</b>



## PCN issue and recovery rates

<b>Maldon</b>	<b>Total PCNs</b>
Number of Higher level PCNs issued	1910
Number of lower level PCNs issued	237
Number of total PCNs issued	2147
Number of PCNs paid	1656
Number of PCNs paid at discount amount	1421
Number of PCNs against which an informal or formal representation was made	344
Number of PCNs cancelled because of an informal or a formal representation	121
Number of PCNs written off due to CEO error	50
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	116
<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	77%
Percentage of PCNs paid at discount amount	66%
Percentage of PCNs against which an informal or formal representation was made	16%
Percentage of PCNs cancelled because of an informal or a formal representation	6%
Percentage of PCNs written off due to CEO error	2%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	5%

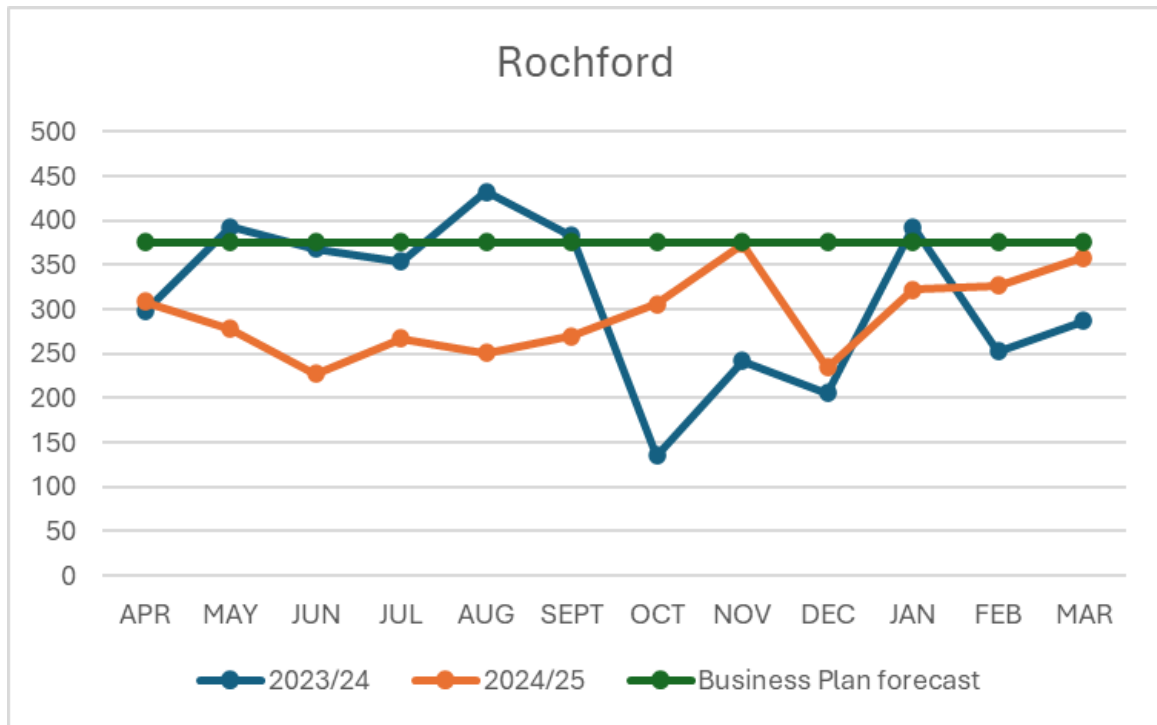
# Rochford

## CEO patrol data

Code	Description	PCN's Issued
	<b>Higher- Level Contraventions</b>	
01	Parked in a restricted street	1,887
02	Loading in restricted street	325
12	Parked in a residents' place	518
21	Parked in a suspended bay	3
25	Parked in a loading place	91
26	Double parking in a SEA	37
27	Dropped footway in a SEA	46
40	Disabled person's parking	183
45	Taxi rank	206
46	Clearway	4
47	Restricted bus stop or stand	15
48	Restricted school area	4
99	Pedestrian crossing	4
	<b>Lower-Level Contraventions</b>	
22	Re-parked in the same place	4
24	Not parked correctly	44
30	Parked longer than permitted	152
36	Disc longer than permitted	1
	<b>Total PCNs Issued</b>	<b>3,524</b>
	<b>Patrol visits to streets</b>	<b>29,238</b>
	<b>Observations</b>	<b>14,547</b>
	<b>Average PCNs issued per day</b>	<b>15.87</b>
	<b>Average daily PCNs issued per CEO</b>	<b>5.29</b>

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

Rochford	2023/24	2024/25	Business Plan forecast
APR	298	309	375
MAY	393	278	375
JUN	368	227	375
JUL	354	267	375
AUG	432	251	375
SEPT	383	270	375
OCT	135	306	375
NOV	242	374	375
DEC	206	235	375
JAN	393	322	375
FEB	253	327	375
MAR	287	358	375
<b>Total</b>	<b>3744</b>	<b>3524</b>	<b>4500</b>



## PCN issue and recovery rates

<b>Rochford</b>	<b>Total PCNs</b>
Number of Higher level PCNs issued	3323
Number of lower level PCNs issued	201
Number of total PCNs issued	3524
Number of PCNs paid	2983
Number of PCNs paid at discount amount	2574
Number of PCNs against which an informal or formal representation was made	410
Number of PCNs cancelled because of an informal or a formal representation	131
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)	101
<b>% against total PCN's Issued</b>	<b>Total PCNs</b>
Percentage of Higher level PCNs issued	94%
Percentage of lower level PCNs issued	6%
Percentage of PCNs paid	85%
Percentage of PCNs paid at discount amount	73%
Percentage of PCNs against which an informal or formal representation was made	12%
Percentage of PCNs cancelled because of an informal or a formal representation	4%
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)	3%

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