



SOUTH ESSEX

Annual Report 2021/22



Basildon Council
BASILDON • BILLERICAY • WICKFORD



**BRENTWOOD
BOROUGH COUNCIL**



**Chelmsford
City 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.

2020 /2021 was an unprecedented year due to the impact of the Covid-19 virus and the subsequent periods of lockdown and restrictions to contain the spread of the virus. The impact of the pandemic resulted in an element of uncertainty as to how the operation would recover during 2021/22.

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

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

Following a difficult period in 2020/21 due to the impact of the Covid-19 pandemic the performance in 2021/22 has made a good recovery with the latter part of the year exceeding expectations. The provisional £145,576 for the sales, fees & charges income claim will improve the position of the account and the level of reserve held ensures the Partnership is well placed to continue the delivery of the service effectively and efficiently into 2022/23 under a new Joint Committee Agreement.

1 Introduction

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

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

The Operational Guidance of Part 6 to the Traffic Management Act 2004 (TMA 2004) clearly advises that it is a sensible aim that enforcement operations must be self-financing and if not, the Secretary of State will not expect either national or local taxpayers to meet any deficit.

As such, both the South and North Parking Partnerships were formed with a key objective to reduce inherent deficits and to provide more cost-effective solutions to the parking enforcement delivery across the County.

Parking enforcement and the implementation of traffic management schemes across SEPP are essential functions which set out to promote and achieve the following core principles:

- Managing the traffic network to ensure expeditious movement of traffic.
- Improving road safety.
- Improving the quality and accessibility of public transport.
- Meeting the needs of people with disabilities, some of whom will be unable to use public transport and depend entirely on the use of a car.
- Managing and reconciling the competing demand for highway parking provision.
- Providing suitable on street parking arrangements, considering the needs of local businesses and residents.
- Supporting wider policies through incentivising behaviour.
- Ensuring that the requirements of the TMA 2004 are met.
- Encouraging compliance of parking restrictions.

- Operating on street Civil Parking Enforcement across the Partnership area to achieve a zero-deficit position.

The core principles are also linked to the business aims and objectives of SEPP, which are:

- Support the core principles of TMA 2004.
- Operate a financially self-sufficient enforcement and TRO operation ensuring sufficient funds are available to invest back into the function.
- Maintain a reserve fund.
- Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit.
- Maintain signs and lines, and TROs to an acceptable level ensuring suitable funding is available.

This annual report provides an overview of the 2021-22 performance of the overall SEPP operation and provides a comparison to the previous years of operation. This includes all financial and statistical data as recommended in the operational guidance of TMA 2004.

The performance figures for each individual partnership area are included in **Appendix A** to this report.

2 Operational overview

In April 2011 the South Essex Parking Partnership was formed with the primary aim of providing a new efficient operational model, providing on-street parking enforcement on behalf of ECC, at zero cost.

The subsequent years of operation has provided the opportunity to validate the operational model and improve the operational delivery to ensure that the Parking Partnership is financially self-sufficient and can maintain an operational fund to invest back into the function.

There are two areas of financial responsibility:

- The on-street enforcement operation which provides an income to the account
- The parking related sign and lines maintenance and new TROs which require a suitable level of funding from the SEPP operational fund

The primary function of the enforcement operation is to:

- Provide suitable enforcement of parking restrictions on the public highway which are supported by a relevant Traffic Regulation Order (TRO).
- Issue Penalty Charge Notices (PCNs) to vehicles in contravention of a parking restriction.
- Process the recovery of PCNs, consider challenges and representations and administer Resident Permit Schemes.

In addition to the parking enforcement operation, the Joint Committee Agreement between ECC and the Parking Partnership makes provision for the Partnership to accept delegation of the parking related TRO function.

A TRO team consisting of a TRO Manager and three FTE TRO technicians has been assembled to manage the workload of the TRO function. The main purpose of the team is to:

- Process requests for new parking restrictions
- Assess areas with reported parking problems and make recommendations
- Implement new TROs for agreed schemes
- Maintain existing signs and lines

The TRO function brings great benefit to the aims and objectives of the Parking Partnership.

The key opportunities are:

- Maintaining local influence on traffic management schemes.
- The provision of traffic management schemes which meet the aims and objectives of the Parking Partnership.
- Greater consistency of the application of TROs across the Partner areas.
- A higher level of compliance with maintaining signs and lines.

A policy, 'How the SEPP will deal with requests for new parking restrictions' provides staff, officers, Councillors and members of the public with a consistent policy and approach to dealing with new requests. This policy can be viewed at www.chelmsford.gov.uk/sepp

3 Financial performance 2021/22

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

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

3.1 Financial outturn for 2021/22 enforcement operation

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

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

Table 1 2021/22 Outturn – Enforcement operation

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

3.2 Comparison of actual 2021/22 outturn against agreed 2021/22 budget

The Joint Committee Agreement, Clause 23.15, sets out a requirement for the Joint Committee to develop an Annual Business Plan no later than 31 December for each financial year.

At the Joint Committee Meeting in December 2020, the Annual Business Plan for 2021/22 was approved. This Business Plan estimated an overall Partnership surplus of £599,520 which would be used to contribute to the TRO operational costs and would result in an estimated surplus in the region of £227,320 to contribute to the operational reserve fund.

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

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

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

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

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

3.3 TRO function 2021/22 financial outturn

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

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

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

Table 5: 2021/22 overall Parking Partnership account outturn

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

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

3.4 Items funded from reserves 2021/22

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

Table 6

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

3.5 Local Parking and Highway Schemes

At its meeting on 6 December 2018 the Joint Committee agreed to equally share £816,140 between the seven partners (£116,000 each) to invest into schemes which are in accordance with Section 55 of the Road Traffic Regulation Act 1985. Each partner presented a report to the Joint Committee setting out how they intend to allocate their share of the funding. **Table 7** sets out how the funding has been allocated and the amount of spend remaining to complete the project.

Table 7

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

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

3.6 Operational Fund

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

Table 8: Operational fund / reserve 31 March 2022	Sub total
Parking reserve (cash basis)	£2,134,770
£28,000 remaining of £80,000 allocated to provide full cost of launching 3PR in schools (zero cost to school). £450 - £500 per schools – covers approx. 168 schools	£2,106,770
£46,500 of Chelmsford allocation of the £816.000 Shared between the seven Partnership Authorities for highway and car park improvements which are in accordance with section 55 (as amended) of the Road Traffic Regulations Act 1984 (RTRA 1984)	£2,060,270
£150,000 to be allocated in financial year 2022/23 for the sign and line maintenance	£1,910,270
£50,000 to be allocated in financial year 2021/22 for implementing new schemes which require a TRO	£1,860,270
Maintain £400,000 reserve. Reserve consists of £300,000 from the Partnership reserve and £100,000 from ECC taken from the cashflow assistance payable at the end of the current agreement.	£1,460,270
Total Partnership operational fund	£1,460,270

Considering the outstanding items of approved spend and maintaining a reserve, the Joint Committee has an operational fund of **£1,460,270** to invest back into the operation and allocate funding which is in accordance with section 55 of the RTRA 1984

4 The four key areas of performance

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

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

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

4.1 The Joint Committee

The Joint Committee, governed by the Joint Committee Agreement, performs an essential role ensuring that all Partnership members have an influence on how the Partnership is operated and on local parking enforcement issues.

The Joint Committee consists of one nominated Councillor from Basildon, Brentwood, Castle Point, Chelmsford, Maldon, Rochford and the Cabinet Member for Highways and Transportation at ECC. The Joint Committee is responsible for approving Partnership policies, the Annual Business Plan, the Resident Parking Schemes, Traffic Regulation Orders for new parking schemes, maintenance of signs and lines, and managing the Parking Partnership financial account.

The Joint Committee has agreed the Civil Parking Enforcement principles, and business aims, and objectives as outlined in the introduction to this report.

There are at least four Joint Committee Meetings held in the financial year in the months of June, September, December, and March. Each meeting will have set agenda items and items for approval. The set agenda items consist of the Operational and Performance Report, and the Financial Report. Additionally, updates on the Annual Business Plan are provided at the meetings held in September and March.

The main items approved by the Joint Committee in the financial year 2021/22 are as follows:

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

The Joint Committee is supported by the South Essex Parking Partnership Manager and the Lead Officers who represent each partnership area and ECC. These officers will attend regular meetings with the purpose of shaping the Partnership policies, procedures, and business plans for approval by the Joint Committee Members. All reports and minutes from the Joint Committee Meetings can be viewed on-line at [Committees and meetings - Chelmsford City Council](#)

Separate sub-committee meetings for the purpose of considering objections against an advertised TRO proposal are normally held after the Joint Committee Meetings. Additional Sub Committee meetings will be arranged dependant on the number of schemes, which require a decision.

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

The items approved at the Sub Committee Meetings during 2021/22 are as follows:

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

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

The TRO team plays an important role ensuring existing on-street parking restrictions are relevant and legally enforceable. It is essential that signs and lines are maintained to a high standard. Poorly maintained signs and lines will compromise the enforcement operation and potentially mislead motorists into parking in restricted areas.

Maintaining the signs and lines to a high standard is a priority of the Parking Partnership and a lot of work has gone into identifying batches of work for maintenance.

The team works very closely with the CEOs who are best placed, during their patrolling activity, to identify and note areas requiring attention. **Table 10** shows the work processed during 2021/22.

The TRO team is also responsible for receiving new requests for parking restrictions. When each new request is received, an assessment is carried out. This includes a site visit, informal discussions with local residents and the necessary checks carried out against the criteria and priorities of the Parking Partnership.

To ensure local influence is maintained on decisions made, a report with recommendations will be presented to the lead officer and relevant area Joint Committee Member to discuss and agree locally. Regular meetings have been conducted throughout the year for this purpose.

Table 9: work processed by the TRO during 2021/22

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

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

4.3 The Enforcement Operation

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

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

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

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

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

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

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

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

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

4.3.1 3PR and The School Parking Initiative

The 3PR School Parking Initiative was launched in 2017 to promote safe and considerate parking habits to school children, parents, teachers, and residents. Since then, the initiative has been launched and well received in over 40 schools across South Essex.



The initiative is achieved through

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

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

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

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

Full information on 3PR and the School Parking Initiative can be found on the website at (www.schoolparking.org.uk). The interactive website explains the aims and objectives of 3PR, has an easy-to-use enquiry form, showcases 3PR schools on a case studies page and discusses topics such as safe parking, idling and sustainable travel on its new blog.

Since the launch of the scheme the following schools in the SEPP area have introduced 3PR and the School Parking Initiative.

School	District
Abacus Primary School	Basildon
Buttsbury Junior School	Basildon
Greensted Infant School	Basildon
Greensted Infant School	Basildon
Hilltop Infant School	Basildon
Merrylands Primary School	Basildon
North Crescent Primary School	Basildon
St. Anne Line Catholic Junior School	Basildon
Wickford Primary School	Basildon

Willowbrook Primary School	Brentwood
Canvey Junior School	Castlepoint
Hadleigh Infant School	Castlepoint
Hadleigh Junior School	Castlepoint
Holy Family Catholic Primary School	Castlepoint
Kents Hill Junior School	Castlepoint
Leigh Beck Infant School	Castlepoint
Montgomerie Primary School	Castlepoint
Northwick Park Primary School	Castlepoint
Barnes Farm Infant School	Chelmsford
Barnes Farm Junior School	Chelmsford
Beaches Pre-School	Chelmsford
Boreham Primary School	Chelmsford
Great Waltham Primary School	Chelmsford
Lawford Mead Primary School	Chelmsford
Newlands Spring Primary School	Chelmsford
St Pius X Catholic Primary School	Chelmsford
Tyrrells Primary School	Chelmsford
Westlands Community Primary School	Chelmsford
Woodville Primary School	Chelmsford
Writtle Infant School	Chelmsford
Writtle Junior School	Chelmsford
Wentworth Primary School	Maldon
Barling Magna Primary School	Rochford
Glebe Primary School	Rochford
Holt Farm Infant School	Rochford
Holt Farm Junior School	Rochford
Plumberow Primary Academy	Rochford
Rayleigh Primary School	Rochford
St Nicholas CoE Primary School	Rochford
Westerings Primary School	Rochford
Wyburns Primary School	Rochford

4.3.2 Enforcement Patrol and PCN contravention data

The aim of parking enforcement is to optimise compliance with regulations in order to meet the aims as outlined previously and in particular to ensure that a safe and free-flowing highway network is maintained. A significant way of fulfilling this aim is to encourage vehicles to move on before a contravention occurs. This can be achieved by the physical presence of the CEOs on the street carrying out their daily duties. This is demonstrated by the number of observations whereby an officer has started the initial process to issue a PCN and the driver of the vehicle has either moved the vehicle or it has been determined that the vehicle is legally loading or unloading

goods.

The following table provides information on the annual patrol performance across all partnership areas.

Table 10 Annual Patrol Performance 2021/22

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

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

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

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

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

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

4.4 The Back Office

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

It is essential for the enforcement back-office function to apply consistency and transparency when considering challenges and representations against a PCN. The Parking Partnership has an agreed discretion policy, which specifies occasions where mitigating circumstances may be considered. During the Covid-19 pandemic the staff were mindful of the unprecedented circumstances and applied further discretion when considered appropriate.

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

The staff deliver all aspects of the Back-Office function, to enable resilience and continuity in service delivery and they possess extensive knowledge of the legislation in place to deal with the following elements of their roles:

- Responding to PCN challenges and representations
- Attending adjudications
- Administering the resident parking schemes
- General phone enquiries
- Processing payments

Table 12 Back Office work volumes processed in 2021/22 and compared to 2020/21

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

5 PCN issue and recovery rates

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

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

The 2021/22 recovery figures for the Partnership currently stand at 74%, which meets the expected national level.

It is essential that PCNs are legally issued and correctly recovered using the legislation of TMA 2004. Failure to do so will result in a high number of representations, appeals to adjudicators and PCNs written off due to CEO error. The Partnership carries out the operation in a consistent, professional manner and in accordance with TMA 2004. This is demonstrated with only 1% of PCNs written off due to CEO error, only 6% of the total PCNs issued being cancelled as a result of a challenge or representation, and 0.01% of motorists who appeal to the independent adjudicator because they do not agree with the Partnerships decision. The amount of PCNs written off is 10% where vehicles are untraceable and bailiff recovery is unsuccessful.

Another positive indicator of the fair decisions of the CEOs is that 61% of motorists pay the PCN at the discounted amount, suggesting that the motorist do not dispute the validity of the PCN in the first instance.

N.B. regarding appeals sent to the adjudicator, the term 'rejected' means adjudicator awarded in favour of the Partnership. The term 'allowed' means the adjudicator awarded in favour of the motorist. Non-contested means the Partnership cancelled the case based on additional evidence provided. The percentage figure is calculated against the number of cases presented to the adjudicator.

Table 13, provides this information

Table 13

South Essex Parking Partnership	Total PCNs
Number of Higher level PCNs issued	39266
Number of lower level PCNs issued	5615
Number of total PCNs issued	44881
Number of PCNs paid	33041
Number of PCNs paid at discount amount	27584
Number of PCNs against which an informal or formal representation was made	8194
Number of PCNs cancelled because of an informal or a formal representation	2826
Number of PCNs written off due to CEO error	535
Number of PCNs written off for other reasons (e.g., DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	4701
Number of appeals to adjudicator	52
*Number of appeals rejected	16
*Number of appeals allowed	21
*Number of appeals non-contested	15
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	87%
Percentage of lower level PCNs issued	13%
Percentage of PCNs paid	74%
Percentage of PCNs paid at discount amount	61%
Percentage of PCNs against which an informal or formal representation was made	18%
Percentage of PCNs cancelled because of an informal or a formal representation	6%
Percentage of PCNs written off due to CEO error	1%
Percentage of PCNs written off for other reasons (e.g., DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	10%
Percentage of appeals to adjudicator	0.1%
*Percentage of appeals rejected	31%
*Percentage of appeals allowed	40%
*Percentage of appeals non-contested	29%

5.1 PCN issue rate comparison

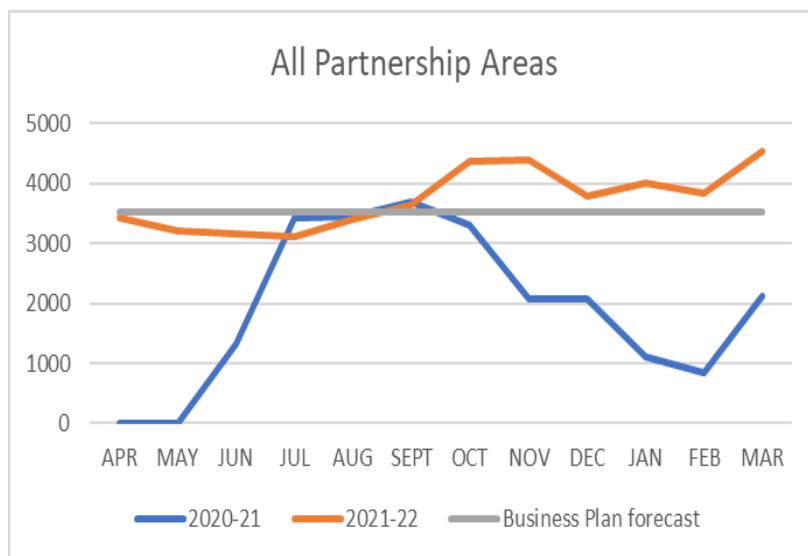
The following table compares the PCN issue rates of 2021/22 against the previous three year's performance

South Essex Parking Partnership	2018-19	2019-20	2020-21	2021-22
PCNs issued	49,430	45,672	23,383	44,881
Comparison with 2018-19		-7.6%	-52.695	-9.2%
Comparison with 2019-20			-48.80%	-1.73%
Comparison with 2020-21				91.94%

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

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

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



Links to policies, reports, and procedures

<p>The Parking Partnership Enforcement Policy</p> <p>The Parking Partnership Operations Protocol</p> <p>The South Essex Parking Partnership Discretion Policy</p> <p>How the Partnership deals with requests for new TROs (TRO policy)</p> <p>Annual Reports</p>	<p>www.chelmsford.gov.uk/sepp</p>
<p>Joint Committee Meeting minutes and reports</p>	<p>www.chelmsford.gov.uk/council-meetings</p>

	<u>Glossary</u>
SEPP:	The South Essex Parking Partnership
TMA 2004:	The Traffic Management 2004 (part 6). Statutory government legislation issued by the Department of Transport and Secretary of State for the purpose decriminalised parking enforcement and moving traffic offences. Replaced the Road Traffic Act 1991 (RTA 1991)
ECC:	Essex County Council, The Highways Authority.
TRO:	Traffic Regulation Order. The Local Authorities Traffic Order (Procedure) (England and Wales) Regulations 1996
PCN:	Penalty Charge Notice
CEO:	Civil Enforcement Officer
CCTV:	Close Circuit Television Camera

Appendix A

2021/22 annual performance figures for each Partnership area

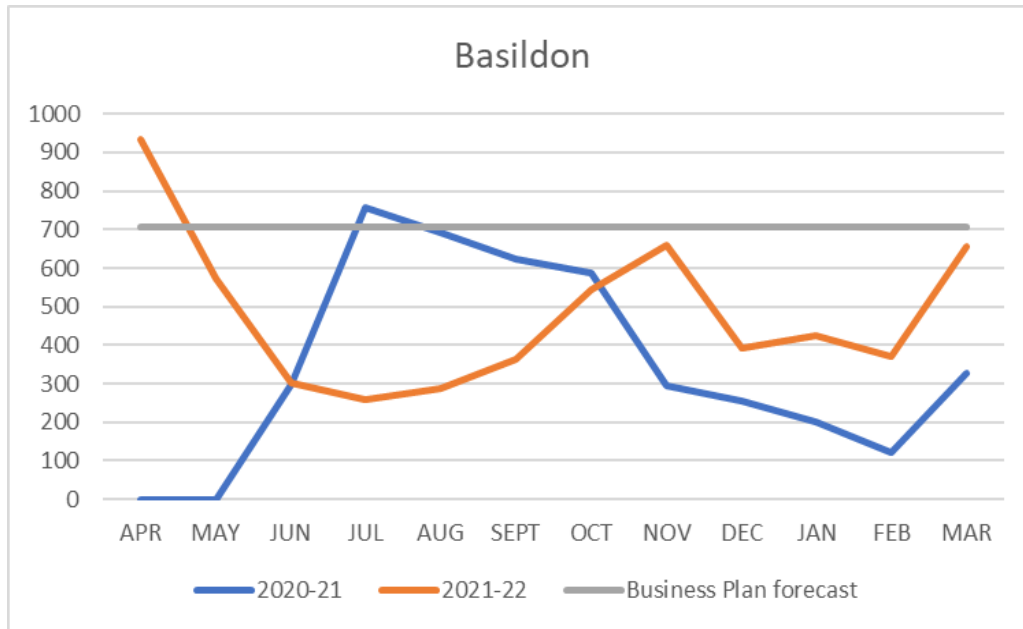
Basildon

CEO patrol data

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

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

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



PCN issue and recovery rates

Basildon	Total PCNs
Number of Higher level PCNs issued	4909
Number of lower level PCNs issued	860
Number of total PCNs issued	5769
Number of PCNs paid	4058
Number of PCNs paid at discount amount	3342
Number of PCNs against which an informal or formal representation was made	1112
Number of PCNs cancelled because of an informal or a formal representation	386
Number of PCNs written off due to CEO error	59
Number of PCNs written off for other reasons (e.g., DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	846
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	85%
Percentage of lower level PCNs issued	15%
Percentage of PCNs paid	70%
Percentage of PCNs paid at discount amount	58%
Percentage of PCNs against which an informal or formal representation was made	19%
Percentage of PCNs cancelled because of an informal or a formal representation	7%
Percentage of PCNs written off due to CEO error	1.00%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	15%

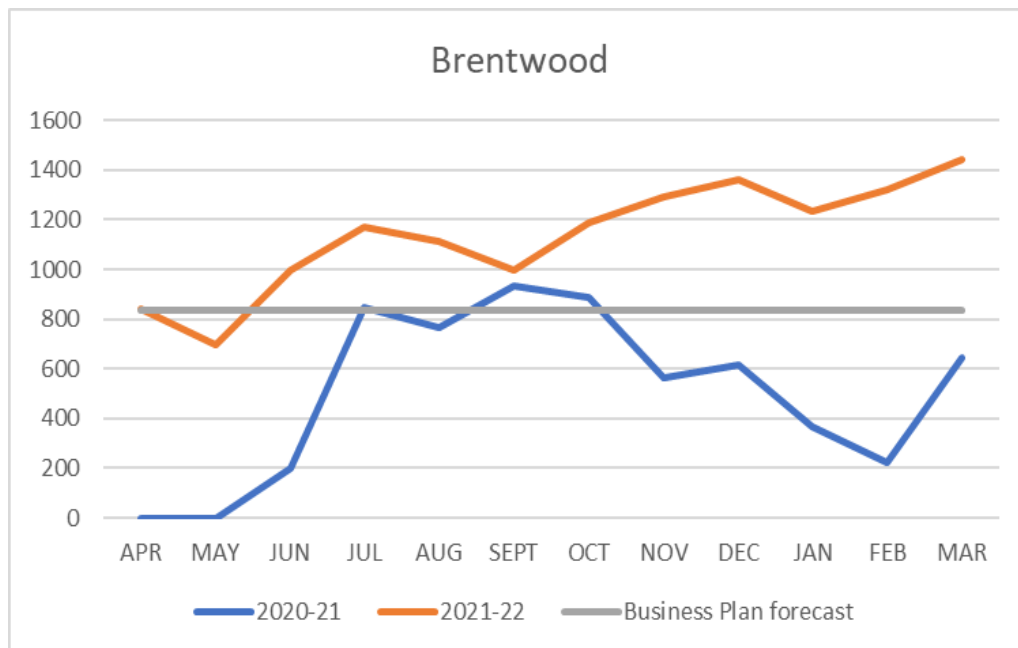
Brentwood

CEO patrol data

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

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

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



PCN issue and recovery rates

Brentwood	Total PCNs
Number of Higher level PCNs issued	11896
Number of lower level PCNs issued	1767
Number of total PCNs issued	13663
Number of PCNs paid	10022
Number of PCNs paid at discount amount	8181
Number of PCNs against which an informal or formal representation was made	2443
Number of PCNs cancelled because of an informal or a formal representation	798
Number of PCNs written off due to CEO error	111
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	1411
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	87%
Percentage of lower level PCNs issued	13%
Percentage of PCNs paid	73%
Percentage of PCNs paid at discount amount	60%
Percentage of PCNs against which an informal or formal representation was made	18%
Percentage of PCNs cancelled because of an informal or a formal representation	6%
Percentage of PCNs written off due to CEO error	0.80%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	10%

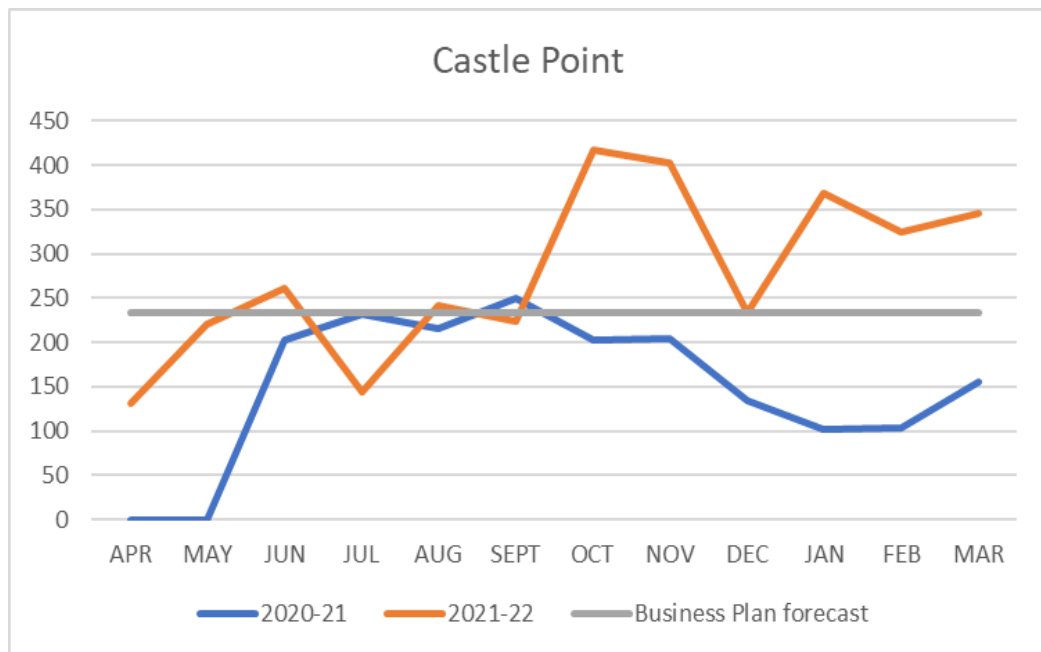
Castle Point

CEO patrol data

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

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

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



PCN issue and recovery rates

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

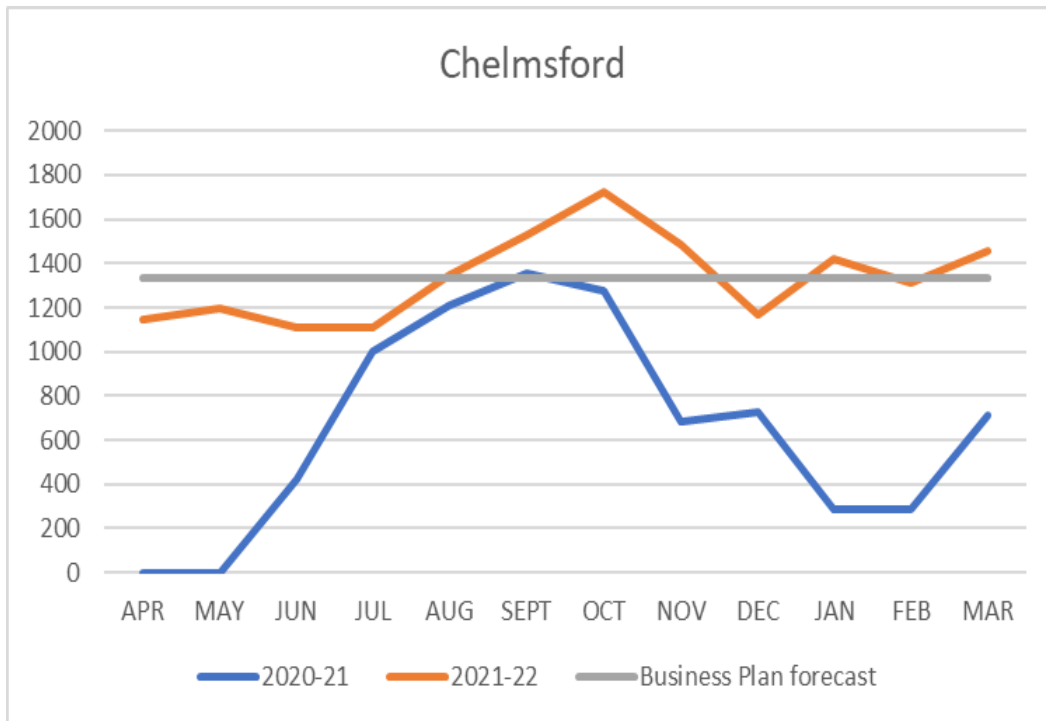
Chelmsford

CEO patrol data

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

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

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



PCN issue and recovery rates

Chelmsford	Total PCNs
Number of Higher level PCNs issued	13762
Number of lower level PCNs issued	2228
Number of total PCNs issued	15990
Number of PCNs paid	11338
Number of PCNs paid at discount amount	9516
Number of PCNs against which an informal or formal representation was made	3062
Number of PCNs cancelled because of an informal or a formal representation	1126
Number of PCNs written off due to CEO error	274
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	1581
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	86%
Percentage of lower level PCNs issued	14%
Percentage of PCNs paid	71%
Percentage of PCNs paid at discount amount	60%
Percentage of PCNs against which an informal or formal representation was made	19%
Percentage of PCNs cancelled because of an informal or a formal representation	7%
Percentage of PCNs written off due to CEO error	1.70%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	10%

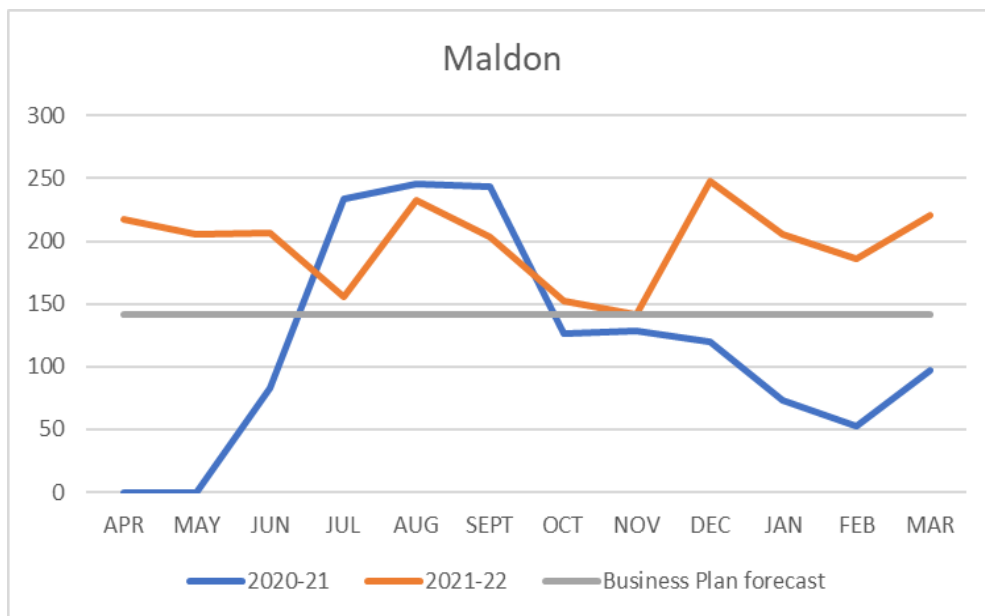
Maldon

CEO patrol data

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

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

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



PCN issue and recovery rates

Maldon	Total PCNs
Number of Higher level PCNs issued	2128
Number of lower level PCNs issued	247
Number of total PCNs issued	2375
Number of PCNs paid	1836
Number of PCNs paid at discount amount	1576
Number of PCNs against which an informal or formal representation was made	511
Number of PCNs cancelled because of an informal or a formal representation	225
Number of PCNs written off due to CEO error	26
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	201
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	90%
Percentage of lower level PCNs issued	10%
Percentage of PCNs paid	77%
Percentage of PCNs paid at discount amount	66%
Percentage of PCNs against which an informal or formal representation was made	21%
Percentage of PCNs cancelled because of an informal or a formal representation	9%
Percentage of PCNs written off due to CEO error	1.00%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	8%

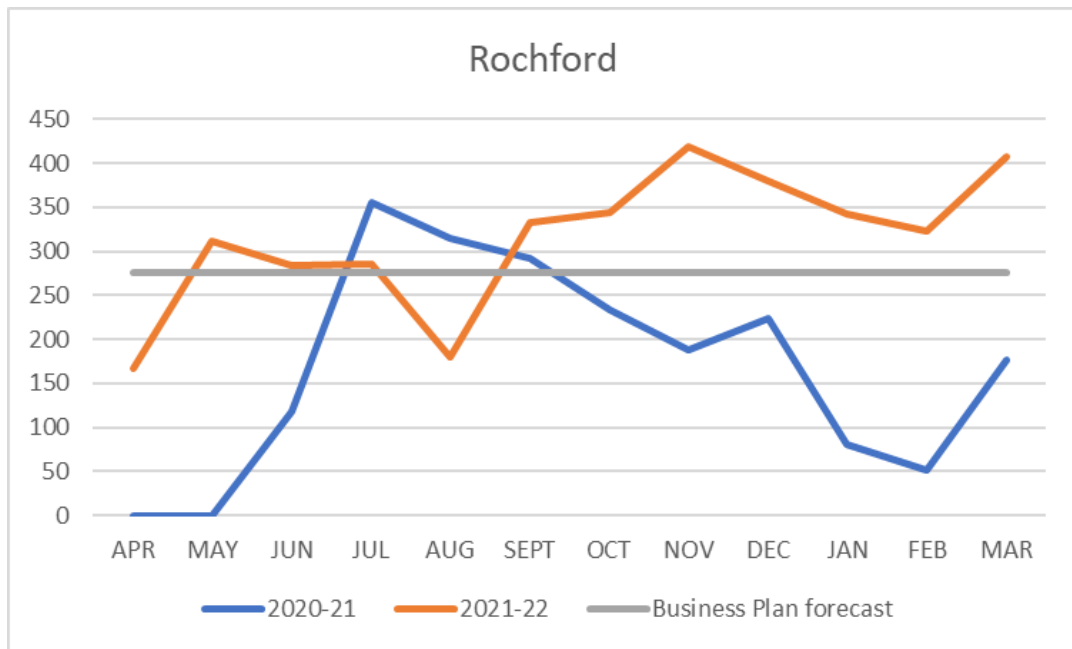
Rochford

CEO patrol data

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

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

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



PCN issue and recovery rates

Rochford	Total PCNs
Number of Higher level PCNs issued	3513
Number of lower level PCNs issued	259
Number of total PCNs issued	3772
Number of PCNs paid	3134
Number of PCNs paid at discount amount	2704
Number of PCNs against which an informal or formal representation was made	589
Number of PCNs cancelled because of an informal or a formal representation	160
Number of PCNs written off due to CEO error	16
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	427
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	93%
Percentage of lower level PCNs issued	7%
Percentage of PCNs paid	83%
Percentage of PCNs paid at discount amount	72%
Percentage of PCNs against which an informal or formal representation was made	16%
Percentage of PCNs cancelled because of an informal or a formal representation	4%
Percentage of PCNs written off due to CEO error	0.40%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	11%

The South Essex Parking Partnership
Civic Centre
Duke Street
Chelmsford
Essex
CM1 1JE

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

