



## **MEETING OF THE SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**

15 DECEMBER 2022  
COUNCIL CHAMBER, CHELMSFORD CITY COUNCIL  
COMMENCING AT 15.00

### **AGENDA**

1. Welcome from Chairman
2. Apologies for absence and substitutions
3. Minutes of the Joint Committee meeting held on 22 September 2022
4. Minutes of the Sub Committee meeting to consider objections against an advertised TRO held on 1 November 2022
5. Public question time
6. Consider representations against proposed TRO relating to Louise Road and Helena Road, Rayleigh.
7. Operational and performance update (Russell Panter – verbal update)
8. Financial Report (Michael Packham)
9. Annual Business Plan 2023/24 (Nick Binder)
10. Rochford proposals for allocation of funding (Nick Binder)
11. Forward plan of meetings (Nick Binder)
12. Date and time of next meeting

Joint Committee Meeting 16 March 2023, at 2pm.

MINUTES  
of the  
**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**  
held on 22 September 2022 at 2pm

Members present:

Councillor Mike Mackrory – Chelmsford City Council (Chairman)  
Councillor Warren Gibson – Castle Point Borough Council  
Councillor Keith Parker – Brentwood Borough Council  
Councillor Laureen Shaw – Essex County Council

Officers present:

Nick Binder – Chelmsford City Council  
Heather Binns – Chelmsford City Council  
William Butcher – Chelmsford City Council  
Mike Dunn – Brentwood Borough Council  
James Hendry – Basildon Borough Council  
Jo Heynes – Essex County Council  
Brian Mayfield – Chelmsford City Council  
Michael Packham – Chelmsford City Council  
Russell Panter – Chelmsford City Council

## 1. Welcome and Introductions

The Chairman welcomed those present to the meeting of the Joint Committee. He informed the Committee that he had passed to his predecessor, former councillor Jon Cloke, the thanks of members for his dedicated service to the Partnership. Mr Cloke had thanked the Committee for its kind wishes.

## 2. Apologies for Absence

Apologies for absence were received from Councillor Carole Morris – Basildon Borough Council, Councillor Carlie Mayes – Maldon District Council, and Councillor David Sperring – Rochford District Council. Apologies had also been received from Trudie Bragg – Castle Point Borough Council and Nicola Syder – Maldon District Council.

### 3. Minutes of the Joint Committee Meeting 28 July 2022

The minutes of the meeting 28 July 2022 were confirmed as a correct record.

### 4. Public Question Time

No public questions were asked at the meeting.

### 5. Operational and Performance Report

The Joint Committee received an oral update on operational and performance matters.

#### Recruitment

All but two vacancies for Civil Enforcement Officers had been filled and in total 14 new officers had been recruited and trained to Level 2 since June 2021. The two vacancies were likely to be left unfilled until 2023.

#### Equipment

New body-worn cameras which operated on a web-based system had been obtained from a new supplier. The cameras made access and administration much easier and would enable external users to be set up.

As a prelude to the replacement of existing hand-held devices, various suppliers' products were being market tested.

Similarly, meetings were being held with the suppliers of enforcement camera systems. There was a possibility of working with the North Essex Partnership to acquire a better camera system at a more favourable rate.

Officers were also looking at options for the replacement of the cargo vans in the Partnership's fleet with, at this stage, petrol hybrid vehicles. In response to a question, fully electric vehicles would not be a possibility at present owing to constraints associated with the location of charging stations.

#### Staffing

The Parking Partnership had now been awarded police accreditation and the required training of staff was being carried out.

The School Parking Liaison Officer post had now been filled and the postholder would be concentrating on new initiatives, rolling out the School Parking Initiative to more schools and aligning the work of the South and North Essex Partnerships.

With regard to health and safety matters, the Civil Enforcement Officers had been equipped with the most innovative and up to date equipment to enable them to carry out their work safely and efficiently.

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

(2.07pm to 2.18pm)

## 6. Financial Report 2022/23

The report to the meeting set out a summary of the financial position for the South Essex Parking Partnership for the period 1 April to 13 September 2022. The report showed a surplus of £236,191 for SEPP and a deficit of £166,507 for the TRO account on a cash basis for the financial year to 13 September 2022. This resulted in an overall surplus for the Partnership, including the TRO account, of £69,684.

It was noted that in comparison between the current year and last year, the 2022/23 figure represented just over 133% of the income received in 2021/22 over the same period. It was also noted that compared to 2019/20 (the last financial year not significantly impacted by the pandemic) the PCN income was very similar to that of a normal year of operation.

The Committee was informed that a check would be made on whether any of the partner authorities had been sent their share of the £1,302,000 under Section 55 of the Road Traffic Act 1984.

AGREED that the financial position of the Partnership at 13 September 2022 be noted.

(2.18pm to 2.22pm)

## 7. Business Plan Update 2022/23

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

- The number of PCNs issued across the Partnership was currently 0.2% up on the pre-Covid 2019-20 performance and 20% up on the 2020/21 performance. The number of PCNs issued was 6.5% up against the estimated figure in the Business Plan for 2022/23. Operating costs and expenditure were currently as expected. The total overall income had reduced by 7% against the 2019/20 outturn and had increased by 16% compared to the 2020/21 account. Currently the income was 6% down against the estimated figure in the Business Plan for 2022/23. The reduction in resident permit income during May to June was the result of a 3-month extension on residential permits, a concession implemented to compensate for the additional non-resident parking required in the resident parking zones during the period of national lockdown.

- The overall recovery rate for PCNs paid was currently 72% of the PCN issued. The expected outturn for the Partnership was in the region of 75% to 77%. In 2021/22 the outturn recovery rate was 75%. Considering that a high volume of PCNs issued were still within the initial recovery stage, the current recovery level was good. The rate of PCN cancellation (9%) remained within the expected level. The outturn position for cancellation rates in 2021/22 was 17%.
- Overall, the operation had performed well in the first five months and the recovery of the operation following Covid-19 was progressing as estimated. Expenditure was currently as expected and the current financial position and the level of the performance to date provided a good indication that the Partnership would achieve the estimated outturn position of the 2022/23 Business Plan. The projected Partnership outturn for 2022/23, after the deduction of the agreed TRO operational, implementation and maintenance costs, was expected to achieve an operational surplus in the region of £83,000 to be allocated to Part 3 of the agreement to contribute to wider highway strategic priorities.

AGREED that the update on the Business Plan for 2022/23 be noted.

(2.22pm to 2.36pm)

## 8. Delegation of Decision-Making

The Joint Committee was requested to approve a number of delegations relating to operational, contractual and other matters for which the South Essex Parking Partnership was responsible.

AGREED that, for the term of the new 2022 Joint Committee Agreement, the Joint Committee:

1. confirms the delegation of operational decisions to the South Essex Parking Partnership Manager or nominated deputy of the Lead Authority, as set out in paragraph 2.3 of the report to the meeting; and
2. authorises the lead authority to enter into and sign contracts and agreements on behalf of the Joint Committee, in relation to the functions and services specified in 2.5 of the report

(2.36pm to 2.44pm)

## 9. Date and time of next meeting:

AGREED that the next meeting of the Joint Committee be on 15 December 2022 at 2pm.

The meeting closed at 2.45pm

Chairman

MINUTES  
of the  
**SOUTH ESSEX PARKING PARTNERSHIP**  
**TRAFFIC REGULATION ORDERS SUB-COMMITTEE**  
held on 1 November 2022 at 10.30am

Members present:

Councillor M Mackrory – Chelmsford City Council (Chairman)  
Councillor C Mayes – Maldon District Council  
Councillor L Shaw – Essex County Council

Officers present:

Nick Binder – Chelmsford City Council  
William Butcher – Chelmsford City Council  
Daniel Bird – Chelmsford City Council

### **1. Welcome and Introductions**

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

### **2. Apologies for Absence**

There were no apologies for absence.

### **3. Matters Arising**

There were no matters arising from the last meeting.

**4. THE ESSEX COUNTY COUNCIL (CHELMSFORD CITY) (PROHIBITION OF  
WAITING, LOADING AND STOPPING) AND (ON-STREET PARKING  
PLACES) (CIVIL ENFORCEMENT AREA) (AMENDMENT NO.29) ORDER**

202\* relating to Foxholes Road and Snelling Grove, Chelmsford

The Sub-Committee considered representations on the above Order which proposed the introduction of a Resident Parking Permit Area Monday to Saturday 8am to 6pm and No Waiting at Any Time restrictions to protect the junctions within Foxholes Road and Snelling Grove , Chelmsford, to prevent obstructive parking from non-residential parking and maintain access particularly for larger vehicles such as buses.

36 representations, the majority of which were objections had been received from the public following advertising of the proposed Order. Written representations were read out at the meeting and the Sub-Committee also heard directly from local residents. The following points were made by local residents and ward Councillors.

- It was not reasonable to penalise residents financially for a problem of the bus company.
- The restrictions would prevent families visiting as they wouldn't be able to park for free.
- A 1-hour restriction in the morning and afternoon would be more than sufficient.
- Non-residents often parked in the road causing issues by parking inconsiderately.
- Was it necessary to include the upper north section of Foxhall Road considering the bus service did not travel in this section of road
- The two local ward members held differing views on whether the scheme should be implemented.

The Sub-Committee felt that the local residents' concerns were valid and therefore agreed to adopt the order with modifications. The Sub-Committee agreed to implement the order but with 1 hour restrictions between 10 and 11am and 2 and 3pm including the junction protection to be reviewed after 6 months.

AGREED that THE ESSEX COUNTY COUNCIL (CHELMSFORD CITY) (PROHIBITION OF

WAITING, LOADING AND STOPPING) AND (ON-STREET PARKING  
PLACES) (CIVIL ENFORCEMENT AREA) (AMENDMENT NO.29) ORDER

202\*insofar as it relates to Foxholes Road be made with a modification to the time of the restriction to 10-11am and 2-3pm and those who made representations be advised accordingly.

(10.32am to 11.18am)

5. THE ESSEX COUNTY COUNCIL (CHELMSFORD CITY) (PROHIBITION OF WAITING, LOADING AND STOPPING) AND (ON-STREET PARKING PLACES) (CIVIL ENFORCEMENT AREA) (AMENDMENT NO.29) ORDER 202\*

Relating to Linnet Drive, Chelmsford

The Sub-Committee considered representations on the above order which proposed the introduction of 10 metres of No Waiting at Any Time double yellow lines at the junction of Linnet Drive and Linnet Drive Service Access 318 to 438 (evens), for the purpose of preventing obstructive parking and to maintain access and visibility of the junction. The application was supported by local Councillors. It was noted the application was in keeping with Rule 243 of the Highway Code, which states 'Do Not stop or park opposite or within 10 metres of a junction.

Some objections had been received and one written representation was read out at the meeting that made the below points, officers however felt the order should still be made.

- It would force vehicles to park elsewhere and causes issues elsewhere on Linnet Drive.
- Calming measures should be looked at instead.

The Sub-Committee noted the order was in keeping with the highway code and also noted that they were being asked to make a decision on this order, not the rest of Linnet Drive.

AGREED that THE ESSEX COUNTY COUNCIL (CHELMSFORD CITY) (PROHIBITION OF WAITING, LOADING AND STOPPING) AND (ON-STREET PARKING PLACES) (CIVIL ENFORCEMENT AREA) (AMENDMENT NO.29) ORDER 202\* insofar as it relates to Linnet Drive and Linnet Drive Service Access be made as advertised and those who made representations be advised accordingly.

(11.19am to 11.26am)

6. THE ESSEX COUNTY COUNCIL (CHELMSFORD CITY) (PROHIBITION OF WAITING, LOADING AND STOPPING) AND (ON-STREET PARKING PLACES) (CIVIL ENFORCEMENT AREA) (AMENDMENT NO.29) ORDER 202\*

Relating to Roslings Close and Chignal Road, Chelmsford

The Sub-Committee considered representations on the above order which proposed the introduction of No Waiting at Any Time double yellow lines on the junction of Roslings

Close and Chignal Road, to prevent obstructive parking and maintain access and visibility on the junction. It was noted that the application was from the Local Councillor.

The Sub-Committee agreed to support the order.

AGREED that THE ESSEX COUNTY COUNCIL (CHELMSFORD CITY) (PROHIBITION OF WAITING, LOADING AND STOPPING) AND (ON-STREET PARKING PLACES) (CIVIL ENFORCEMENT AREA) (AMENDMENT NO.29) ORDER 202\* insofar as it relates to Roslings Close and Chignal Road Chelmsford be made as advertised and those who made representations be advised accordingly.

(11.27am to 11.30am)

7. THE ESSEX COUNTY COUNCIL (CHELMSFORD CITY) (PROHIBITION OF WAITING, LOADING AND STOPPING) AND (ON-STREET PARKING PLACES) (CIVIL ENFORCEMENT AREA) (AMENDMENT NO.29) ORDER 202\*

Relating to Kelvedon Close and Patching Hall Lane, Chelmsford

The Sub-Committee considered representations on the above order which proposed No Waiting at Any Time double yellow lines on the junction of Kelvedon Close and Patching Hall Lane.

Three objections had been made by members of the public but officers felt they did not have sufficient weight to prevent the order being made. Members of the public attended the meeting and raised the following points.

- The problem would just be moved elsewhere.
- School buses could park on the school site instead rather than in the cycle lane.
- They had not seen a petition regarding the scheme.

The Sub-Committee noted that they were looking at a particular scheme rather than the general issue of irresponsible parking. They noted that they had taken on board the comments made but that they supported the order being made.

AGREED that THE ESSEX COUNTY COUNCIL (CHELMSFORD CITY) (PROHIBITION OF WAITING, LOADING AND STOPPING) AND (ON-STREET PARKING PLACES) (CIVIL ENFORCEMENT AREA) (AMENDMENT NO.29) ORDER 202\* insofar as it relates to Kelvedon Close and Patching Hall Lane be made as advertised and those who made representations be advised accordingly.

(11.31am to 11.48am)

8. The Essex County Council (Maldon District) (Prohibition of Waiting, Loading and Stopping) And (On-Street Parking Places) (Civil Enforcement Area) (Amendment No.7) Order 202\*

**Relating to Fitch's Crescent, Maldon**

The Sub-Committee considered representations on the above order which proposed removing the existing No Waiting single yellow line 9am –7pm which is operational between 1 May to 30 September to be replaced by No Waiting at Any Time double yellow lines. . It was noted that Maldon District Council had stated that parked vehicles, especially during large events at the Promenade, restricted traffic flow and were likely parking there to avoid car park costs. It was noted that two representations had been received in support and one objection.

The Sub-Committee agreed to support the order as it was a known problem during the day and outside of the seasonal summer periods..

AGREED that The Essex County Council (Maldon District) (Prohibition of Waiting, Loading and Stopping) And (On-Street Parking Places) (Civil Enforcement Area) (Amendment No.7) Order 202\* insofar as it relates to Fitch's Crescent be made as advertised and those who made representations be advised accordingly.

(11.49am to 11.53am)

**9. The Essex County Council (Maldon District) (Prohibition of Waiting, Loading and Stopping) And (On-Street Parking Places)  
(Civil Enforcement Area) (Amendment No.7) Order 202\***  
Relating to Park Drive, Maldon

The Sub-Committee considered representations on the above order related to Park Drive Maldon. It was noted that there had been two separate applications and SEPP had carried out site visits as a result. It was noted that it had been agreed to replace the existing seasonal restrictions and implement additional 'no waiting at any time' restrictions on Park Drive. Officers had received representations about the order and in consideration of the objections received recommended that the proposed lengths of restrictions would be withdrawn opposite numbers 2-7, 18-26 and 30-36 Park Drive to retain the existing restrictions to allow further parking and the remaining proposed order be made as advertised.

The Sub-Committee heard one written representation in support of the scheme. The Sub-Committee agreed there was a problem with verge parking in the area and supported the order being made with the recommended modifications

AGREED that The Essex County Council (Maldon District) (Prohibition of Waiting, Loading and Stopping) And (On-Street Parking Places) (Civil Enforcement Area) (Amendment No.7) Order 202\* insofar as it relates to Park Drive be made as advertised with the modification to withdraw the proposed lengths of No Waiting at Any Time restrictions opposite numbers 2-7, 18-19 and 30–36 therefore retaining the existing restrictions in these sections of Park Drive and those who made representations be advised accordingly.

(11.54am to 12pm)

10. The Essex County Council (Maldon District) (Prohibition of Waiting, Loading and Stopping) And (On-Street Parking Places) (Civil Enforcement Area) (Amendment No.7) Order 202\*  
Relating to Princes Road, Maldon

The Sub-Committee considered representations on the above order which proposed current restrictions on Princes Road being replaced with No Waiting at Any Time double yellow lines opposite Wantz Haven. It was noted that residential parking in the area was at a premium, and many objections had been received at a late stage. The order had been discussed with the Maldon lead officer and member and it was acknowledged that the introduction of these restrictions would further reduce the limited available parking for residents in the area. It was therefore recommended to withdraw the order in its entirety.

One member of the public spoke in support of the order being withdrawn.

The Sub-Committee agreed that the order was not required and therefore it was withdrawn.

AGREED that The Essex County Council (Maldon District) (Prohibition of Waiting, Loading and Stopping) And (On-Street Parking Places) (Civil Enforcement Area) (Amendment No.7) Order 202\* insofar as it related Princes Road be withdrawn and those who made representations be advised accordingly.

(12pm to 12.08pm)

11. THE ESSEX COUNTY COUNCIL (CHELMSFORD CITY) (PROHIBITION OF WAITING, LOADING AND STOPPING) AND (ON-STREET PARKING PLACES) (CIVIL ENFORCEMENT AREA) (AMENDMENT NO.29) ORDER 202\*

Relating to Ongar Road, Victoria Road and Back Road Access, Writtle

The Sub-Committee considered representations on the above order which proposed No Waiting at Any Time double yellow lines on the junction of Ongar Road, Victoria Road and Back Road. The request was to prevent obstructive parking and maintain access and visibility on the junction. The application had been supported by local Councillors and residents.

The Sub-Committee agreed to support the order.

AGREED that THE ESSEX COUNTY COUNCIL (CHELMSFORD CITY) (PROHIBITION OF WAITING, LOADING AND STOPPING) AND (ON-STREET PARKING PLACES) (CIVIL ENFORCEMENT AREA) (AMENDMENT NO.29) ORDER

202\* insofar as it relates to Ongar Road, Victoria Road and Back Road, Writtle, be made as advertised and those who made representations be advised accordingly.

(12.09pm to 12.11pm)

**12. THE ESSEX COUNTY COUNCIL (CHELMSFORD CITY) (PROHIBITION OF WAITING, LOADING AND STOPPING) AND (ON-STREET PARKING PLACES) (CIVIL ENFORCEMENT AREA) (AMENDMENT NO.29) ORDER 202\***

**Relating to Trent Road and Thames Road, Chelmsford**

The Sub-Committee considered representations on the above order which proposed No Waiting at Any Time double yellow lines on the junction of Trent Road and Thames Avenue Chelmsford. This was to prevent obstructive parking and to maintain access and visibility on the junction. The application had been submitted by the three local ward Councillors. It was noted that there had been 5 objections made and 3 in support for the application.

Members of the public attended and stated that they didn't disagree in principle but they disagreed to the extent of the double yellow lines. It was noted that they felt the extend of the double yellow lines should be reduced so as not to extend over the dropped kerb to the property.

The Sub-Committee agreed to reduce the extent of the proposed restrictions and to therefore modify the scheme to take the restrictions from a point of 15 metres northeast of its junction with Thames Avenue south-westwards until the house boundary line of No9 Trent Road so as not to extend over the dropped kerb to this property.

AGREED that THE ESSEX COUNTY COUNCIL (CHELMSFORD CITY) (PROHIBITION OF

WAITING, LOADING AND STOPPING) AND (ON-STREET PARKING PLACES) (CIVIL ENFORCEMENT AREA) (AMENDMENT NO.29) ORDER

202\* insofar as it relates to Trent Road and Thames Road be made with the modification from a point of 15 metres northeast of its junction with Thames Avenue south-westwards until the house boundary line of No9 Trent Road so as not to extend over the dropped kerb to this property and those who made representations be advised accordingly.

(12.12pm to 12.25pm)

**13. THE ESSEX COUNTY COUNCIL (CHELMSFORD CITY) (PROHIBITION OF WAITING, LOADING AND STOPPING) AND (ON-STREET PARKING PLACES) (CIVIL ENFORCEMENT AREA) (AMENDMENT NO.29) ORDER 202\***

**Relating to Hearsall Avenue, Chelmsford**

The Sub-Committee considered representations on the above order which proposed No Waiting at Any Time double yellow lines in the turning area of Hearsall Avenue Broomfield,

to prevent obstructive parking and maintain access at all times to the adjacent properties and garages. It was noted that there had been three objections, one statement of support and 1 comment on the proposals.

One member of the public attended the meeting and objected to the proposals. They stated that there was little support for the proposal which appeared to only suit the applicant. They stated there were never issues in the area and personally felt that the restrictions being proposed were unnecessary when there was no requirement for them.

After consideration the Sub-Committee agreed that the order was not required and therefore it was withdrawn.

AGREED that THE ESSEX COUNTY COUNCIL (CHELMSFORD CITY) (PROHIBITION OF  
WAITING, LOADING AND STOPPING) AND (ON-STREET PARKING  
PLACES) (CIVIL ENFORCEMENT AREA) (AMENDMENT NO.29) ORDER  
202\* insofar as it relates to Hearsall Avenue Chelmsford, be withdrawn and those who made representations be advised accordingly.

(12.26pm to 12.35pm)

14. THE ESSEX COUNTY COUNCIL (CHELMSFORD CITY) (PROHIBITION OF  
WAITING, LOADING AND STOPPING) AND (ON-STREET PARKING  
PLACES) (CIVIL ENFORCEMENT AREA) (AMENDMENT NO.29) ORDER  
202\*

Relating to Osea Way and Havengore, Chelmsford

The Sub-Committee considered representations on the above order which proposed restrictions on Havengore and Osea Way, Springfield. It was proposed that 'No waiting at any time' restrictions should be introduced at this junction which would extend 15 meters both sides of the junction in Osea Way and 14 metres both sides of the junction in Havengore.

One member of the public spoke in support of the proposals and the Sub-Committee agreed to support the order being made.

RESOLVED that THE ESSEX COUNTY COUNCIL (CHELMSFORD CITY) (PROHIBITION OF  
WAITING, LOADING AND STOPPING) AND (ON-STREET PARKING  
PLACES) (CIVIL ENFORCEMENT AREA) (AMENDMENT NO.29) ORDER  
202\* insofar as it relates to Osea Way and Havengore, Chelmsford be made as advertised and those who made representations be advised accordingly.

(12.36pm to 12.40pm)

15. THE ESSEX COUNTY COUNCIL (CHELMSFORD CITY) (PROHIBITION OF  
WAITING, LOADING AND STOPPING) AND (ON-STREET PARKING  
PLACES) (CIVIL ENFORCEMENT AREA) (AMENDMENT NO.29) ORDER

202\*

Relating to Clements Green Lane, Hullbridge Road and Hither Blakers, South Woodham Ferrers

The Sub-Committee considered representations on the above order which proposed double yellow lines and single yellow lines on Clements Green Lane, from the mini roundabout outside Warwick Parade to the junction of Hither Blakers. The request was supported by Local Councillors and residents and would prevent obstructive parking and maintain access and visibility.

The Sub-Committee agreed to support the order being made.

AGREED that THE ESSEX COUNTY COUNCIL (CHELMSFORD CITY) (PROHIBITION OF

WAITING, LOADING AND STOPPING) AND (ON-STREET PARKING PLACES) (CIVIL ENFORCEMENT AREA) (AMENDMENT NO.29) ORDER

202\* insofar as it relates to Clements Green Lane, Hullbridge Road and Hither Blakers, South Woodham Ferrers be made as advertised and those who made representations be advised accordingly.

(12.41pm to 12.44pm)

**16. THE ESSEX COUNTY COUNCIL (CHELMSFORD CITY) (PROHIBITION OF WAITING, LOADING AND STOPPING) AND (ON-STREET PARKING PLACES) (CIVIL ENFORCEMENT AREA) (AMENDMENT NO.29) ORDER**

202\*

Relating to Clarence Close and Henniker Gate, Chelmsford

The Sub-Committee considered representations on the above order which proposed 10 metres of No Waiting at Any Time double yellow lines at the junction of Clarence Close and Henniker Gate to prevent inconsiderate parking at this junction particularly during the periods of school parking.

It was noted that two emails from local residents were read out at the meeting to support the scheme following an initial objection which had since been withdrawn after a site visit had taken place and the extent of the restriction had been confirmed.

The Sub-Committee agreed to support the order being made.

AGREED that THE ESSEX COUNTY COUNCIL (CHELMSFORD CITY) (PROHIBITION OF

WAITING, LOADING AND STOPPING) AND (ON-STREET PARKING PLACES) (CIVIL ENFORCEMENT AREA) (AMENDMENT NO.29) ORDER

202\* insofar as it relates to Clarence Close and Henniker Gate, Chelmsford be made as advertised and those who made representations be advised accordingly.

(12.45pm to 12.48pm)

**17. THE ESSEX COUNTY COUNCIL (BASILDON BOROUGH)  
(PROHIBITION OF WAITING, LOADING AND STOPPING) AND (ONSTREET  
PARKING PLACES) (CIVIL ENFORCEMENT AREA)  
(AMENDMENT No.23) ORDER 202\***

Relating to Emanuel Road, Vowler Road, Great Oxcroft, Little Oxcroft & Bedford Road, Priors Close, Basildon.

The Sub-Committee considered a proposal to remove Zone C/X permit parking areas in Basildon. It was noted that nothing would change for residents and the permit bays were being changed to a parking zone which would increase parking provisions.

The Sub-Committee agreed to support the order being made.

AGREED that THE ESSEX COUNTY COUNCIL (BASILDON BOROUGH)  
(PROHIBITION OF WAITING, LOADING AND STOPPING) AND (ONSTREET  
PARKING PLACES) (CIVIL ENFORCEMENT AREA)  
(AMENDMENT No.23) ORDER 202\* insofar as it relates to Emanuel Road, Vowler Road, Great Oxcroft, Little Oxcroft & Bedford Road, Priors Close, Basildon, be made as advertised and those who made representations be advised accordingly.

**18. Urgent Business**

There were no items of urgent business.

The meeting closed at 12.51pm

Chair

**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE MEETING**
**THURSDAY 15<sup>th</sup> DECEMBER 2022 – 3.00PM**
**AGENDA ITEM 6**

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

**Enquiries contact:**

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

**Purpose:**

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

**Options**

The Joint Committee has the following options available:

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

**Recommendation(s)**

1. The proposed Order should be made as advertised ('No Waiting at Any Time') restrictions on the junction of Helena Road and Louise Road.
2. The people making representations be advised accordingly.

**Consulters**

South Essex Parking Partnership

**Policies and Strategies**

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

## **1. Background**

- 1.1** The purpose of this Order is to amend The Essex County Council (Rochford District) (Prohibition of Waiting, Loading and Stopping) and (On-Street Parking Places) (Civil Enforcement Area) Consolidation Order 2019 as set out below:
- 1.2** An application form was received in December 2019 requesting 'No Waiting at Any Time' restrictions (double yellow lines) on the junction of Louise Road and Helena Road. The original application requested that these extend for 10 metres on either side of Louise Road and 69 metres north of the junction with Louise Road on the eastern side of Helena Road. The application form was accompanied by a 202-signature petition and with the support from several Councillors. The purpose of the request was to improve sightlines for motorists using the junction, exiting driveways and pedestrians crossing Helena Road (north of Louise Road) – it should be noted that there is already a pedestrian crossing on the south side of the junction with Louise Road.
- 1.3** Upon receipt of the application form, several site visits were conducted by SEPP Technicians at various times before, during (when most residents would be at home) and after the easing of the COVID-19 lockdowns in 2020. On all site visits conducted, no vehicles were observed parking on Helena Road within 20 metres of the junction with Louise Road. It was also observed that there was no obstructive parking of driveways. Additionally, it was noted that Helena Road has a wide carriageway which therefore affords good sight lines for oncoming vehicles.
- 1.4** After considering the findings of the site visits conducted by SEPP Technicians, this request was initially declined by the SEPP Joint Committee Member and Lead Officer for parking matters in Rochford. However, given that the junction of Helena Road with Louise Road is a busy junction on a through route and the SEPP Technicians decided that 10 metres of junction protection to reinforce rule 243 of the Highway Code would be beneficial and ensure that the junction is always kept clear.
- 1.5** The SEPP Joint Committee Member supported this decision and therefore, it was agreed to cost a scheme to implement 'No Waiting at Any Time' restrictions for approximately 10 metres of the junction of Helena Road and Louise Road ('the Proposal'). Furthermore, the request for funding was agreed in December 2021 to proceed with the necessary Traffic Regulation Orders. The cost of the scheme was estimated at £1,500 but would be reduced if incorporated with other roads in Rochford District to publish one Traffic Regulation Order.

## **2 Relevant sections from SEPP Policy (Version 6 December 2020)**

### **2.1 SEPP Policy 1.6**

'It is acknowledged that all requests for a parking restriction will carry some form of merit and may be beneficial to the particular area. The requests will be submitted for a variety of reasons and depending on the circumstance will be considered as a high or low funding priority to the Partnership. As the amount of funding available for new schemes is limited it is the intention of this policy to provide a criteria, which if met, will be considered a high priority scheme for the Partnership and therefore stand a greater chance of receiving the available funding.'

Schemes that do not meet all the criteria can still be progressed and considered by the Joint Committee, but schemes with a higher priority will take precedence. All schemes will be subject to available funding.'

## 2.2 SEPP Policy – 7.1

'The SEPP will receive all parking restriction requests that do not meet the criteria of ECC safety and congestion policies. Although these schemes do not meet the ECC criteria the Partnership may decide to implement parking restrictions to improve safety and sight lines, if the Partnership consider that the restriction will be beneficial to the area.'

## 3 Traffic Regulation Order

- 3.1 The proposed Order was published in the Basildon and Southend Echo on Thursday 4 August 2022 and public notices erected around the junction of Helena Road and Louise Road. Copies of the proposed Order were sent to a number of organisations including Essex Police, Essex County Council (Essex Highways, the highway authority), Essex Fire & Rescue Service, Essex Ambulance Service, the Road Haulage Association, the Freight Transport Association, and the Chamber of Commerce and Industry.
- 3.2 When the proposed Order was published on 4 August 2022, a 21-day period of formal public consultation commenced.

## 4 Comments

- 4.1 The details of the representations are summarised in Appendix 2 to this report together with the comments of the Technicians.

## 5 Conclusion

- 5.1 The correspondents have made several points which lead them to believe 'the Proposal' is insufficient. However, the SEPP Joint Committee Member and Lead Officer for Rochford, and SEPP Technicians consider that none of the comments made are of sufficient weight to warrant the proposed Order not being made.

## List of Appendices

Appendix 1 – List of people making representations

Appendix 2 – Summary of objections or support and Technicians comments

Appendix 3 – Photos

## APPENDIX 1

Ref	List of people making representations	Type
1	Online submission from resident Louise Road of dated 03/08/22	Objection
2	Email from resident of Louise Road dated 16/08/22	Objection

## APPENDIX 2

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

Representations & responses relating to Helena Road and Louise Road, Rayleigh		
Ref	Representation -	Technician response -
1	I hope this can be passed onto the correct department, e.g., roads (apologies). I am a resident of Louise Road, Rayleigh, SS68LW (Rochford District) and saw today (Wed 03 Aug 2022) a notice in Louise Road for 'no waiting at any time' restrictions for the first 10 meters southwards on both sides of the road from the junction with Helena Road. This is an excellent policy. However can the restrictions be continued along both sides of the entire length of Louise Road because the first 10 meters at the junction with Helena Road will only push the vehicle problem further into the unrestricted part of Louise Road. Also, Louise Road needs 20 mph restrictions, and indeed a possible one way traffic route, which would mean one way traffic along Helena Road from Louise Road junction through to the bottom of Derwent Avenue to the junction with Bull Lane. All this is due because of increased traffic volumes exacerbated by parents/grandparents dropping off and picking up school pupils from the FitzWimarc School and now increasingly from sixth form students parking their cars. Residents find accessing their property with a vehicle rather difficult when people continually park in Louise Road to walk into Rayleigh centre or the FitzWimarc School.	<p>Objection noted.</p> <p>It is outside the remit of this scheme to extend the proposed 'No Waiting at Any Time' restrictions on Louise Road. The purpose of the proposal is to prevent the obstruction sight lines for road users on the junction and enforce the Highway Code. An extension to the proposal would require an assessment undertaken by SEPP Technicians and if approved, undergo a formal statutory consultation.</p> <p>The South Essex Parking Partnership (SEPP) implement, maintain and enforce on-street parking restrictions. Most other Highway matters are the responsibility of Essex County Council, who are the highway authority. Residents should contact local councillors who may be able to take Highway matters forward to the Rochford District Local Highways Panel. Please see the link below for more information: <a href="https://www.essexhighways.org/highway-schemes-and-developments/local-highway-panels/rochford-lhp">https://www.essexhighways.org/highway-schemes-and-developments/local-highway-panels/rochford-lhp</a></p>
2	I live at █ Helena Road and myself and my neighbours have been asking for a long time for the extension of the parking restrictions to run to our properties, as we get people parking on Helena Road from the junction to Louise Road up to 35 Helena road, and this greatly restricts our view off our driveways. It's very dangerous and has nearly caused numerous accidents as we can't see what is coming and people are driving too fast, so we would like to yellow lines to	<p>Objection noted.</p> <p>It is outside the remit of this scheme to extend the proposed 'No Waiting at Any Time' restrictions on Louise Road. The purpose of the proposal is to prevent the obstruction sight lines for road users on the junction and enforce the Highway Code. An extension to the proposal would require an assessment undertaken by SEPP Technicians and if approved, undergo a formal statutory consultation.</p>

	run further than what is currently proposed as 10m as this will simply exacerbate our problems- which have already been made worse by restrictions down the other end of the street. I would like to ask if this can be amended further so that the lines can come to our properties please.
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## APPENDIX 3

### Photos

Images taken from Google Maps (2019)



**Helena Road, facing north-eastwards at junction of Louise Road**



**Louise Road, facing north-westwards towards junction of Helena Road**

## SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

**15<sup>th</sup> December 2022**

**AGENDA ITEM 8**

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

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

### **Purpose**

To report on the financial position of the South Essex Parking Partnership up to 6<sup>th</sup> December 2022

### **Options**

### **Recommendation(s)**

That the report be noted.

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

- 1.1 This report sets out the summary of the financial position for the South Essex Parking Partnership for the period covering 1<sup>st</sup> April 2022 to 6<sup>th</sup> December 2022.

## 2. Financial summary

- 2.1 Appendix 1 provides details of the actual costs incurred and income received, and is currently showing a surplus of £390,580 for SEPP and a deficit of £229,297 for the TRO account, on a cash basis for the financial year to the 6<sup>th</sup> December 2022 before taking into account items funded from the Reserve. This results in an overall surplus position for the Partnership including the TRO account of £161,283, an improvement of £91,599 since last reported.

Looking at a comparison between this year and last year (April to November), and PCN income in particular, the Partnership received a total of £1,071,119 in 22/23, whereas in 21/22 the Partnership over the same period (April to November) received £867,255. The 22/23 figure therefore represents just over 123% of the income received in 21/22 over the same period.

When comparing over the same time in 19/20 (the last financial year not significantly impacted by the Covid pandemic), PCN income was at £1,086,638 for April to November, so the £1,071,119 received in 22/23 for this period continues to be very close to a more normal year of operation.

Income received in November 2022 was over £147,000, the highest figure for the year to date. Latest projections and income received mean that the budget of £1,565,300 for PCN income for 22/23 is likely to be achieved, showing the recovery of the operation. Total PCN income received in 19/20 was £1,596,524, again highlighting how the partnership has recovered post Covid.

- 2.2 There has one item of reserve spend to date in 22/23, relating to body worn camera equipment. This totals £27,590 as highlighted in Appendix 1 and results in a net income for the partnership and TRO account after reserves use of £133,693.

Whilst most costs reflect actual spend, where this is not specifically identifiable against an individual authority, the figures have been allocated based on the previously agreed method of allocation within the Annual Business Plan, and show the position for each Partner over the 1<sup>st</sup> April 2022 to 6<sup>th</sup> December 2022 period. For example, central support is not allocated across the Partnership until the end of the financial year, and so a pro-rata up to the date mentioned above has been included.

## List of Appendices

Appendix 1 - Financial summary @ 06/12/2022

## Appendix 1

## South Essex Parking Partnership - Summary position @ 06/12/2022

**Actual 22/23**

	<b>Chelmsford</b>	<b>Brentwood</b>	<b>Maldon</b>	<b>Basildon</b>	<b>Rochford</b>	<b>Castle Point</b>	<b>Total</b>	<b>TROs</b>	<b>Total</b>
	£	£	£	£	£	£	£	£	£
<b>Direct Expenditure</b>									
- Employees	270,557	169,363	37,286	194,951	84,665	53,993	<b>810,815</b>	85,566	<b>896,380</b>
- Premises	0	10,000	0	0	0	0	<b>10,000</b>	0	<b>10,000</b>
- Supplies and Services	45,292	35,084	7,113	25,560	18,330	8,928	<b>140,308</b>	127,649	<b>267,957</b>
- Third Party Payments	22,166	16,466	3,750	12,009	5,699	4,936	<b>65,026</b>	0	<b>65,026</b>
- Transport costs	8,213	10,548	5,268	19,750	9,172	6,193	<b>59,144</b>	70	<b>59,214</b>
<b>Total Direct Expenditure</b>	<b>346,227</b>	<b>241,461</b>	<b>53,417</b>	<b>252,271</b>	<b>117,867</b>	<b>74,050</b>	<b>1,085,293</b>	<b>213,285</b>	<b>1,298,578</b>
<b>Indirect Expenditure</b>									
Central Support	40,795	27,356	5,867	22,512	8,323	7,095	111,948	17,942	129,889
<b>Total Indirect Expenditure</b>	<b>40,795</b>	<b>27,356</b>	<b>5,867</b>	<b>22,512</b>	<b>8,323</b>	<b>7,095</b>	<b>111,948</b>	<b>17,942</b>	<b>129,889</b>
<b>Total Expenditure</b>	<b>387,022</b>	<b>268,817</b>	<b>59,284</b>	<b>274,783</b>	<b>126,190</b>	<b>81,145</b>	<b>1,197,241</b>	<b>231,227</b>	<b>1,428,468</b>
<b>Income received to 06/12/2022</b>									
PCN's	355,687	359,028	43,011	155,258	88,578	91,609	<b>1,093,172</b>	0	<b>1,093,172</b>
Residents' Parking Permits	177,131	97,974	13,742	93,574	9,351	4,256	<b>396,027</b>	0	<b>396,027</b>
Pay & Display	65,249	32,892	0	0	0	0	<b>98,141</b>	0	<b>98,141</b>
Other	175	117	25	96	36	30	<b>480</b>	1,930	<b>2,410</b>
<b>Total Income</b>	<b>598,242</b>	<b>490,011</b>	<b>56,779</b>	<b>248,929</b>	<b>97,964</b>	<b>95,896</b>	<b>1,587,821</b>	<b>1,930</b>	<b>1,589,750</b>
<b>Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below</b>	<b>(211,220)</b>	<b>(221,194)</b>	<b>2,505</b>	<b>25,854</b>	<b>28,225</b>	<b>(14,751)</b>	<b>(390,580)</b>	<b>229,297</b>	<b>(161,283)</b>

(a)

*Memorandum: Items funded from Reserves*

	Actuals
	£
Body warn camera equipment	<u>27,590</u>
	<b>27,590</b>
<b>Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves</b>	<b>(161,283)</b>
<b>Net After Use of Reserves</b>	<b>(133,693)</b>

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

**15 December 2022**

**AGENDA ITEM 9**

<b>Subject</b>	Business Plan for 2023/24
<b>Report by</b>	South Essex Parking Partnership Manager

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

<b>Purpose</b>	This report seeks the Joint Committee's approval of the South Essex Parking Partnership Business Plan 2023/24.
<b>Options</b>	The Joint Committee can approve, reject or amend the Business Plan.
<b>Recommendation(s)</b>	
1.	<p>That the Joint Committee approves the attached Business Plan for 2023/24 and the four specific recommendations listed below:</p> <ul style="list-style-type: none"> <li>▪ agree the 2023/24 budget and proposed actions and objectives</li> <li>▪ agree to write off all specific Parking Authority deficits, including those over £35,000, should they arise.</li> <li>▪ agree to maintain a reserve of £400,000 for financial year 2023/24</li> <li>▪ approve the risks identified and the action plan to address the top three risks in <b>Appendix B</b>.</li> </ul>

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

- 1.1 Clause 23.12 of the 2022 Joint Committee Agreement sets out that the Treasurer shall prepare an annual budget, as part of the Annual Business Plan, to be presented to the Joint Committee for consideration, challenge and approval in accordance with the budgetary timetable of the Lead Authority.
- 1.2 The Business Plan 2023/24 (Appendix A) provides the proposed annual budget and the business aims and objectives the Partnership sets out to achieve in the forthcoming year.

**2 Business aims and objectives**

- 2.1 Section 2, page 3 of the Business Plan sets out the long-term business aims and objectives of the Partnership and how they link into the requirements of the Traffic Management Act 2004.

**3 Budget for 2023/24**

- 3.1 The Budget has been based on the annual performance of the Partnership since its introduction in April 2011. The business model has been developed each year to ensure that the parking enforcement operational costs and the Traffic Regulation Order (TRO) operational costs are fully funded by the Partnership account. In addition, the business plans have enabled the Partnership to maintain a reserve of £400,000 and produce an operational fund to invest back into essential areas of the operation without the need for any additional or capital funding from Partner Authorities.

2020 had been an unprecedented year with the Covid-19 pandemic and this had created a degree of uncertainty with the outcome of the 2020-21 and 2021-22 financial account and the future operational model. More recently high levels of inflation increased operational costs and overheads along with staff pay increases has added further pressure on the budget. This budget for 2023-24 has been set considering all these factors.

- 3.2 Section 3.1, page 6 of the Business Plan details the proposed budget for the 2023/24 parking enforcement operation. The total direct and indirect expenditure is estimated at £2,031,800 and the total income is estimated to be £2,529,500.
- 3.3 Section 3.3, page 7 of the Business Plan shows the expected costs of £168,200 for the operational staffing resource of the TRO function.
- 3.4 A detailed breakdown of allocation of salaries and an explanation of the factors used to allocate total direct and indirect costs are contained as Appendix A on page 19 of the Business Plan.
- 3.5 Section 3.4, page 8 sets out the new arrangements, consisting of three parts, for how the surplus will be managed under the new joint committee agreement which commenced on 1 April 2022.

- 3.6 Maintaining a reserve
- 3.7 It is an important part of the development of the business plan to consider the level and purpose of any reserves held by the Partnership. An assessment of the level of reserves will need to consider factors such as the risks facing the Partnership and the capacity to deal with in year budget pressures and other unforeseen events.

However, there is no precise methodology to establish the correct level of reserves and this is a matter for judgement for the Partnership's Treasurer to propose to the Joint Committee.

Considering the impact of the account and loss of income during the Covid-19 pandemic and the uncertainty on how the account will perform as normality returns, it had been agreed when entering into the new Joint Committee Agreement that a reserve of £400,000 would be maintained.

It is recommended that the level of reserve remains at £400,000 for financial year 2023/24.

- 3.8 Estimated outturn position for 2023/24
- 3.9 The estimated outturn position for 2023/24 by applying the new surplus management arrangements is as follows

The Business plan estimates that the Partnership can expect a surplus in the region of £497,700 from the parking enforcement account

Part 1: £400,000 reserve already maintained – carry forward from SEPP operational account.

From the estimated £497,700 outturn position, £428,000 will cover the TRO operational costs, the maintenance of sign and lines and the funding for innovation identified in part 2 of the arrangement. The remaining £67,700 will contribute to the new Strategic Partnership Panel, identified in Part 3 of the surplus sharing arrangement

#### 4 Business objectives for 2023/24

- 4.1 Section 4, page 11 of the Annual Business Plan provides the business objectives and actions the Partnership aims to achieve in 2023/24. These objectives link into the longer term aims and objectives of the Partnership. The main area of focus will be to monitor the effects of the business recovery and adjust the business case to ensure service provision meets demand.

#### 4.7 The Operational Fund

- 4.8 Any operational fund carried forward into the new joint committee agreement is not subject to the new surplus management arrangements and will remain the full responsibility of the SEPP Joint Committee to invest into schemes which are in accordance with Section 55 of the RTRA 1984.

Section 4.3 page 16 provides the current financial position of the SEPP operational fund and amounts remaining to complete the outstanding areas of spend and maintain the agreed reserve.

## **5      Review of Risks to the Partnership**

- 5.1 A requirement of the annual business planning process is to review the risks to the Partnership. It is important that these risks are regularly monitored and the action plan implemented to ensure that the long-term business objectives are not compromised.

The risks have been updated to reflect the new joint committee agreement working arrangements.

**Appendix B**, page 25, provides the identified risks and the updated Risk Action Plan.

It is recommended that the Joint Committee approve the risks identified and the action plan to address the top three risks.

## **6      Contract Register**

- 6.1 The Partnership should ensure that key contractual arrangements are monitored annually to enable adequate time to be allowed to re-tender as appropriate. It is an important part of the business planning process that a contracts register should be monitored, to ensure that sufficient consideration is given to key contracts, expiry dates and ongoing requirements.

The table in section 6 page 17 provides details of the key contracts and expiry dates and current actions required

## **7      Summary**

The business objectives for 2023/24 have been set to ensure the Partnership maintains the current level of performance and continues to provide a high level of service delivery.

The financial position of the Partnership and the budget set for 2023/24 has ensured that the enforcement operation, the TRO function and the funding for the signs and lines maintenance can be fully funded from the Partnership account with sufficient reserves to cover any shortfalls should they arise.

For financial year 2023/24 it is estimated that there will be £200,000 funding available for the maintenance of signs and lines and new TROs.

This Annual Business Plan sets out four key recommendations for approval by the Joint Committee.

- agree the 2023/24 budgets and proposed actions and objectives
- agree to write off all specific Parking Authority deficits, including those over £35,000, should they arise.
  
- agree to maintain a reserve of £400,000 for financial year 2023/24
- approve the risks identified and the action plan to address the top three risks in **Appendix B**.

List of Appendices

Appendix A South Essex Parking Partnership Business Plan 2023/24

Background Papers

The South Essex Parking Partnership Joint Committee Agreement 2022

# Appendix A



**SOUTH ESSEX**

# South Essex Parking Partnership Business Plan 2023/24

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## **1: Introduction**

The South Essex Parking Partnership (SEPP) has been operational since 1 April 2011. Governed by a Joint Committee, the Partnership has developed the Annual Business Plans to ensure that the parking enforcement operational costs and the Traffic Regulation Order operational costs are fully funded by the Partnership account. In addition, the business plans have enabled the Partnership to maintain a reserve of £400,000 and produce a surplus to invest back into essential areas of the operation without the need for capital or additional funding.

The Partner Authorities have signed up to a new Joint Committee Agreement for a further period of five years with the option to extend year on for a maximum of eight years. This new agreement will incorporate a new surplus management model which is included in this Business Plan.

The Partnership has now had the benefit of several years of operational costs, income and data and this has historically enabled the Parking Partnership Manager and Treasurer to the Partnership to provide robust estimates for the Annual Budget.

Clause 22.12 of the 2022 Joint Committee Agreement sets out that the Treasurer shall prepare an annual budget, as part of the Annual Business Plan, to be presented to the Joint Committee for consideration, challenge and approval in accordance with the budgetary timetable of the Lead Authority.

This document has been created in consultation with all Partnership Lead Officers and provides the proposed annual budget for 2023/24 and the business aims and objectives the Partnership sets out to achieve in the forthcoming year.

## **2: Business aims and objectives**

The following section specifies the long term business aims and objectives of the Partnership and how they link into the requirements of the Traffic Management Act 2004 (TMA 2004).

The business aims and objectives in this Annual Business Plan link into the longer term financial forecast.

The TMA 2004 provides the legislation and guidance as to how Civil Parking Enforcement should be managed and sets out the core principles that enforcement authorities should aspire to achieve. These principles are:

- 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.
- Encouraging compliance of parking restrictions
- Operating on street Civil Parking Enforcement to achieve a zero - deficit position
- Ensuring that the requirements of the Traffic Management Act 2004 are met
- Investing surplus back into Civil Parking Enforcement and traffic management schemes

The Business aims of the South Essex Parking Partnership are set out as follows;

- Support the core principles of TMA 2004
- Achieve an overall financial account to operate parking enforcement and the Traffic Regulation Order (TRO) function at zero deficit and to provide an operational fund to invest back into the operation.
- 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

### **3: Budget for 2023/24**

Following the introduction of the South Essex Parking Partnership in April 2011 the operation has provided a modest year on year surplus for the Partnership account.

2020 had been an unprecedented year with the Covid-19 pandemic and this had created a degree of uncertainty with the outcome of the 2020-21 and 2021-22 financial account and the future operational model.

The current level of inflation, increased supplier costs and overheads and staff pay increases have contributed to increased costs on the overall account.

The budget for 2023/24 has been produced considering all these factors.

### 3.1: Parking Enforcement Budget 2023/24

23/24 SEPP Budgets	Cheidsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	Total	
Management	£26,075	£18,037	£4,901	£18,037	£7,450	£4,901	£79,400	E
Civil Enforcement Supervision	£17,369	£11,884	£3,657	£12,798	£5,485	£3,108	£54,300	B
Back Office Staff	£135,402	£90,737	£19,554	£74,559	£27,784	£23,564	£371,600	D
Civil Enforcement Staff	£280,100	£223,100	£85,100	£221,600	£98,700	£54,200	£962,800	
<b>Staffing Costs</b>	<b>£458,945</b>	<b>£343,757</b>	<b>£113,212</b>	<b>£326,994</b>	<b>£139,419</b>	<b>£85,773</b>	<b>£1,468,100</b>	
<b>Split of General Expenditure</b>								
Cyclical Maintenance	£5,900	£3,500	£0	£0	£0	£0	£9,400	
New Equipment	£3,580	£2,476	£673	£2,476	£1,023	£673	£10,900	E
Equipment Repairs	£1,642	£1,136	£309	£1,136	£469	£309	£5,000	B
Clothing & Uniforms	£2,627	£1,817	£494	£1,817	£751	£494	£8,000	B
Printing & Stationery	£5,353	£3,703	£1,006	£3,703	£1,529	£1,006	£16,300	D
Advertising	£36	£24	£5	£20	£7	£6	£100	D
Postages	£9,852	£6,815	£1,852	£6,815	£2,815	£1,852	£30,000	D
Mobile Phones	£1,375	£941	£290	£1,013	£434	£246	£4,300	B
Radios	£0	£3,400	£0	£0	£0	£0	£3,400	
Insurance	£2,627	£1,817	£494	£1,817	£751	£494	£8,000	E
Bank Charges	£9,852	£6,815	£1,852	£6,815	£2,815	£1,852	£30,000	D
County Court Fees	£6,820	£5,069	£1,152	£3,687	£1,751	£1,521	£20,000	D
TPT	£4,846	£3,248	£700	£2,669	£994	£843	£13,300	A
Software Licences	£20,587	£13,796	£2,973	£11,336	£4,224	£3,583	£56,500	A
Security Costs	£1,020	£684	£147	£562	£209	£178	£2,800	D
Accommodation (Satelite Depots)	£0	£4,100	£2,000	£8,900	£7,000	£2,000	£24,000	
	<b>£76,118</b>	<b>£59,341</b>	<b>£13,946</b>	<b>£52,766</b>	<b>£24,773</b>	<b>£15,056</b>	<b>£242,000</b>	
<b>Transport Costs</b>								
Repairs	£1,943	£2,590	£1,295	£4,533	£1,943	£1,295	£13,600	C
Vehicle Insurance	£4,286	£5,714	£2,857	£10,000	£4,286	£2,857	£30,000	C
Fuel	£2,857	£3,810	£1,905	£6,667	£2,857	£1,905	£20,000	C
Vehicle Lease Charges	£8,857	£11,810	£5,905	£20,667	£8,857	£5,905	£62,000	C
	<b>£17,943</b>	<b>£23,924</b>	<b>£11,962</b>	<b>£41,867</b>	<b>£17,943</b>	<b>£11,962</b>	<b>£125,600</b>	
<b>Total Direct Expenditure</b>	<b>£553,007</b>	<b>£427,022</b>	<b>£139,120</b>	<b>£421,626</b>	<b>£182,135</b>	<b>£112,791</b>	<b>£1,835,700</b>	
<b>Indirect Expenditure</b>								
Central Support	£67,774	£45,417	£9,788	£37,320	£13,907	£11,794	£186,000	
Corporate Support	£3,680	£2,466	£531	£2,027	£755	£640	£10,100	D
	<b>£71,454</b>	<b>£47,884</b>	<b>£10,319</b>	<b>£39,346</b>	<b>£14,662</b>	<b>£12,435</b>	<b>£196,100</b>	
<b>Total Direct &amp; Indirect Expenditure</b>	<b>£624,461</b>	<b>£474,906</b>	<b>£149,439</b>	<b>£460,972</b>	<b>£196,797</b>	<b>£125,225</b>	<b>£2,031,800</b>	
<b>Income</b>								
PCN's	-£528,000	-£490,000	-£87,000	-£286,000	-£146,000	-£130,000	-£1,667,000	
Resident Permits/Visitor Tickets	-£296,000	-£188,000	-£29,000	-£152,000	-£24,000	-£6,000	-£695,000	
Pay & Display	-£115,000	-£52,500	£0	£0	£0	£0	-£167,500	
	<b>£939,000</b>	<b>£730,500</b>	<b>£116,000</b>	<b>£438,000</b>	<b>£170,000</b>	<b>£136,000</b>	<b>-£2,529,500</b>	
<b>Total Net Budget (surplus)</b>	<b>(£314,539)</b>	<b>(£255,594)</b>	<b>£33,439</b>	<b>£22,972</b>	<b>£26,797</b>	<b>(£10,775)</b>	<b>(£497,700)</b>	

### **3.2: Breakdown of budget costs 2023/24**

A breakdown of the budget costs can be found in **Appendix A** (page 19). This information provides the Joint Committee with more detailed information regarding the predicted expenditure costs for 2023/24.

This covers the allocation of salaries, an explanation of the factors used to allocate total direct and indirect costs and a breakdown of known direct costs such as cyclical maintenance, accommodation and vehicle costs.

Information is also provided on the expected Penalty Charge Notice (PCN) income and PCN issue rates. Please note this information is based on historical performance and outcomes and considers the current performance and assumptions on business recovery. No PCN targets are set for staff and this estimate can fluctuate, depending on the level of parking compliance.

### **3.3: TRO operation cost budget 2023/24**

The following table sets out the proposed budget for the 2023/24 TRO operational costs only (does not include sign and line maintenance funding and funding for new TROs)

<b>TRO operational budget 2022/23</b>	
<b>Direct Expenditure</b>	
- Employees	138,200
- Supplies and Services	Note A
- Third Party Payments	Note A
- Transport costs	2,000
<b>Total Direct Expenditure</b>	<b>138,200</b>
<b>Indirect Expenditure</b>	
Central Support	30,000
<b>Total Indirect Expenditure</b>	<b>30,000</b>
<b>Total budget</b>	<b>168,200</b>

#### **Note A**

These items of spend relate to the signs and lines maintenance and new TRO funding which is allocated from Part 2 of the surplus sharing model.

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

For current services 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.

It is recognised that there are fixed and ongoing commitments in relation to ongoing TRO costs therefore any in year surplus must cover the below costs (see **table 1** below, Part 2 Breakdown). Therefore, a priority is to ensure that these costs are always covered within the 55% split.

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.

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

\*These figures will be reviewed on an ongoing basis and any changes will be agreed between ECC and the Lead Authority

Note: The surplus generated in one year will be allocated for spend in the subsequent year.

### **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. It is proposed the new Panel is led by the ECC cabinet member, with the two chairmen possibly with one other member from each of the three partners. 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

### **3.5 Maintaining a reserve**

It is an important part of the development of the business plan to consider the level and purpose of any reserves held by the Partnership. An assessment of the level of reserves will need to consider factors such as the risks facing the Partnership and the capacity to deal with in year budget pressures and other unforeseen events. However, there is no precise methodology to establish the correct level of reserves and this is a matter for judgement for the Partnership's Treasurer to propose to the Joint Committee.

Taking into account the impact of the account and loss of income during the Covid-19 pandemic and the uncertainty on how the account will perform as

normality returns it was agreed when proposing the new Joint Committee Agreement that a reserve of £400,000 would be maintained and carried forward into the new term of the agreement.

It is recommended that the level of reserve remains at £400,000 for financial year 2023/24.

### **3.6: Estimated outturn position for 2023/24**

The estimated outturn position for 2023/24 by applying the new surplus management arrangements is as follows

Part 1: £400,000 reserve maintained – carry forward from SEPP operational account.

The estimated outturn position for 2023/24 from the parking enforcement operation is £497,700

A 55% split of this amount equates to £273,735 which is insufficient to contribute to the £428,000 TRO and innovations costs identified in table 1. In the event that the 55% share does not cover the required costs, those costs will be covered but the remainder will be allocated to Part 3.

From the estimated £497,700 outturn position, £428,000 will cover to the costs in part 2 and the remaining £69,700 will contribute to Part 3

## 4: Objectives and actions for 2023/24

The following section provides the objectives and actions proposed for the forthcoming year.

### 4.1: Business objectives for 2023/24

The following table provides the business objectives the Partnership aims to achieve in 2023/24

Objective for 2023/24	Linked to business aim	Action and measure
<b>1: Monitor the effects of the business recovery and adjust the business case to ensure service provision meets demand.</b>  <b>Continue to gauge the potential long term operational and financial impact of the change of working patterns / environments and parking requirements following the Covid 19 pandemic.</b>	Support the core principles of TMA 2004  Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit  Maintain a contingency reserve	Monthly performance and financial monitoring
<b>2: Continued focus on performance and sickness absence management at a local level to ensure best use of staff resource and improve attendance levels and subsequently maintain expected levels of patrol coverage.</b>  <b>Provide a professional service, ensuring full compliance with TMA 2004 and high levels of customer service.</b>  <b>Key Performance Indicators:</b> <ul style="list-style-type: none"><li>• 75% of PCNs issued are successfully recovered</li><li>• CEOs to achieve an average performance score of 33</li><li>• PCNs which have been cancelled due to an CEO error, not to exceed 0.8%</li></ul>	Support the core principles of TMA 2004  Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit  Maintain a contingency reserve	Monthly 1to1 performance reviews with staff  Identify training needs  Manage sickness in accordance with Chelmsford City Council Sickness Management Policy  Monthly PCN issue rates recorded and monitored against estimate  Quarterly performance figures provided to lead officers  Update on Business Plan to Joint Committee

<p><b>3: Ensure CEO patrol rotas are continually reviewed to ensure best use of staff time in key areas.</b></p> <p><b>Continue to provide ad-hoc out of hours enforcement to concentrate enforcement on known problem areas.</b></p> <p><b>Review enforcement outside of the core operational hours and review level of resource required to ensure staff have enough support during these periods</b></p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Monthly 1to1 performance reviews with staff</p> <p>Monthly PCN issue rates recorded and monitored against estimate</p> <p>Quarterly performance figures provided to lead officers</p> <p>Update on Business Plan to Joint Committee</p> <p>Monitor SLAs with partner authorities to deliver out of hours enforcement on behalf of the Partnership</p>
<p><b>3: Partnership CEOs to support Castle Point, and Rochford at key times and to provide holiday cover.</b></p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Monthly 1to1 performance reviews with staff</p> <p>Monthly PCN issue rates recorded and monitored against estimate</p> <p>Quarterly performance figures provided to lead officers</p> <p>Update on Business Plan to Joint Committee</p>
<p><b>4: Maldon to continue additional CEO patrol coverage with the use of the Community Safety Officers outside of normal working hours and during peak summer season.</b></p> <p><b>Maintain communications between the Council and the Partnership passing on intelligence regarding events (such as the Maldon Mud Race. Burnham Carnival etc.) when additional enforcement is required</b></p> <p><b>Introduce targeted action days to deal with Hot Spots (schools etc.) allocating Council resources in addition to the Partnership staff</b></p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>Monthly 1to1 performance reviews with staff</p> <p>Monthly PCN issue rates recorded and monitored against estimate</p> <p>Quarterly performance figures provided to lead officers</p> <p>Update on Business Plan to Joint Committee</p>

<b>5: Continue to operate the service level agreement with Brentwood Borough Council to engage the services of the Brentwood Community Safety Officers to provide enforcement patrols to assist with weekend and out of hours coverage.</b>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>Monthly 1to1 performance reviews with staff</p> <p>Monthly PCN issue rates recorded and monitored against estimate</p> <p>Quarterly performance figures provided to lead officers</p> <p>Update on Business Plan to Joint Committee</p>
<b>6: Review current operational expenditure and processes and determine if further efficiencies / improvements can be made</b>	<p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Update on Business Plan to Joint Committee</p> <p>Ongoing action: Obtain competitive quotes for all services and supplies provided. Ensure best value for money is achieved.</p> <p>Explore alternative methods of delivering the service utilising digital and on-line technology</p>
<b>7: Identify the proposed resident parking schemes, which are agreed and approved. Determine the additional income gained from the resident permit charges and adjust each area account to reflect the change.</b>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p>	<p>Review the outcome of consultations with residents and business. All schemes agreed at local level to be prioritised and submitted to the Sub Committee for approval. Review the first year of permit sales and adjust Partnership account to reflect additional income.</p> <p>Update on Business Plan to Joint</p>

	<p>Maintain a contingency reserve</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	Committee
<p><b>8: Identify and prioritise schemes in areas which provide the greatest benefit to the overall aims and objectives of the Parking Partnership</b></p> <p><b>Produce and implement a programme of essential maintenance works for signs and lines and TROs requiring attention.</b></p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p> <p>Maintain signs and lines and TROs to an acceptable level ensuring suitable funding is available</p>	<p>Review the outcome of consultations with residents and business. All schemes agreed at local level to be prioritised and submitted to the Sub Committee for approval.</p> <p>Submit essential maintenance schemes to the Signs and Lines funding Sub Committee for consideration and approval</p> <p>Update on Business Plan to Joint Committee</p>
<p><b>9: Ensure that new developments requiring parking related restrictions / schemes contribute to the implementation of the scheme via section 106 arrangements or the Community Infrastructure Levy</b></p>	<p>Maintain signs and lines and TROs to an acceptable level ensuring suitable funding is available</p>	<p>Ongoing: Partnership lead officers to maintain local relationships with planning departments and Essex County Council Highways.</p>

<b>10: Continue to develop and roll out the School Parking Initiative across all Partnership areas, to improve parking behaviours at school drop off and pick up times</b>	Support the core principles of TMA 2004	Engage with as many schools as possible to promote the scheme.  Develop and test new ideas and validate the schemes which are operational.
<b>11. Meet with Officers from NEPP and ECC to determine any additional services that can be delivered by the Partnerships on behalf of ECC under separate Service Level Agreements.</b>	Support the core principles of TMA 2004  Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit  Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit	Arrange meetings with relevant officers and start initial discussions.
<b>12. Implement the trial CCTV camera enforcement project in Sawyers Hall Lane to monitor the School Keep Clear markings</b>	Support the core principles of TMA 2004  Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit  Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit	Gain supplier Quotes  Agree a project plan and completion date

### **4.3 SEPP Operational surplus carried forward from previous Joint Committee Agreement.**

Any surplus remaining at the end of the 2011 Joint Committee Agreement will remain the responsibility of the SEPP Joint Committee to determine how this surplus is used and allocated in accordance with Section 55 of the RTRA 1984.

The following table shows the current financial position of this SEPP operational fund and the remaining cost to complete the outstanding areas of spend.

<b>Operational Reserve</b>	<b>Allocated</b>	<b>Remaining</b>
<b>Parking reserve held 31 March 2022</b>		£2,134,770
£28,000 allocated to provide full cost of launching 3PR in schools and replenishing promotional materials to schools signed up to the initiative (zero cost to school).	£28,000	£28,000
£46,500 Chelmsford allocation remaining of the £816,000 Shared between the seven Partnership Authorities for highway and car park improvements	£46,000	£46,500
£150,000 to be allocated in financial year 2022/23 for the sign and line maintenance	£150,000	£0.00
£50,000 to be allocated in financial year 2022/23 for implementing new schemes which require a TRO	£50,000	£0.00
£30,000 for the replacement of CCTV Body Worn cameras for Enforcement Officers	£30,000	£0.00
£60,000 replacement handheld computer (HHC) Equipment and Printers for enforcement officers.	£60,000	£60,000
£65,000 for pilot CCTV enforcement of School Keep Clear markings in Sawyers Hall Lane	£65,000	£65,000
£1,303,000 shared equally (£186,00 each) between the seven partner authorities for highway and car park improvements which are in accordance with section 55 (as amended) of the Road Traffic Regulations Act 1984.	£1,303,000	£1,303,000
Maintain £400,000 reserve.	£400,000	£400,000
<b>Total</b>	<b>£2,132,000</b>	<b>£1,902,000</b>

## **5: Risks to the Partnership**

From the outset of the Parking Partnership, the Joint Committee approved the action plan which identified the risks to the Partnership and requested that the Parking Partnership Manager undertake an annual review of the Partnerships risk in conjunction with the Business Plan.

It is important that these risks are regularly monitored, and the action plan implemented to ensure that the long-term business objectives are not compromised.

The risks have been updated to reflect the new Joint Committee Agreement working arrangements

**Appendix B**, page 26, provides the identified risks and the Risk Action Plan

It is recommended that the Joint Committee approve the risks identified and the action plan to address the top three risks.

## **6: Contracts register**

The Partnership should ensure that key contractual arrangements are monitored annually to enable adequate time to be allowed to re-tender as appropriate. It is an important part of the business planning process that a contracts register should be monitored, to ensure that enough consideration is given to key contracts, expiry dates and ongoing requirements.

The following table provides details of the key contracts and expiry dates and current actions required

Contractor	Expiry date	Action required
Sign and Line Maintenance Framework Agreement.  Contractors included on the framework are:  D Line markings Ltd Highline Road markings Ltd Signway Supplies Ltd W&H Romac Ltd	Expires on 2 July 2024. With option for two further years extension	

Henderson and Taylor		
Chipside Ltd for the provision of Civil Enforcement Services (back office and frontline IT software and hardware systems and systems support)	Expires 31 <sup>st</sup> August 2025.	
Chipside Ltd for MiPermit cashless and virtual resident permit systems and support.	Expires 31 <sup>st</sup> August 2025.	

## 7: Summary

The business objectives for 2023/24 have been set to ensure the Partnership maintains the current level of performance and continues to provide a high level of service delivery.

The financial position of the Partnership and the budget set for 2023/24 has ensured that the enforcement operation, the TRO function and the funding for the signs and lines maintenance can be fully funded from the Partnership account with sufficient reserves to cover any shortfalls should they arise.

For financial year 2023/24 it is estimated that there will be £200,000 funding available for maintenance of signs and lines and new TROs.

This Annual Business Plan sets out four key recommendations for approval by the Joint Committee.

### 7.1: Recommendations for Joint Committee approval

- agree the 2023/24 budgets and the proposed actions and objectives
- agree to write off all specific Parking Authority deficits, including those over £35,000, should they arise.
- agree to maintain a reserve of £400,000 for financial year 2023/24
- approve the risks identified and the action plan to address the top three risks in **Appendix B**.

## Appendix A

### Breakdown of budget costs 2023/24

#### Allocation of Salaries

##### MANAGEMENT

	hrs	Salary + on costs		Total
Total	37	£79,400		£79,400

##### CEO MANAGEMENT

	Hrs	Salary + on costs		Total
Total	37	£54,300		£54,300

##### CENTRAL BACK OFFICE

1 x Office Supervisor 8 x FTE Case Officers 1x Digital and projects Manager 1 x School Parking Liaison Officer and project support	Hrs	Salary + on costs		Total
	407	£371,600		£371,600
<b>CIVIL ENFORCEMENT OFFICERS</b>				
<b>CHELMSFORD</b>				
1x Team Leader 9.5 FTE CEOs				
Total	388.5	£280,100		£280,100
<b>BRENTWOOD</b>				
1x Team Leader 5.5 FTE CEOs				
Total	201	£233,100		£233,100

<b>BASILDON</b>				
1x Team Leader 6 FTE CEOs				
Total	259	<b>£221,600</b>		<b>£221,600</b>
<b>CASTLE POINT</b>				
1.7 FTE CEOs				
Total	64	<b>£53,000</b>		<b>£53,000</b>
<b>ROCHFORD</b>				
3 FTE CEOs				
Total	111	<b>£98,700</b>		<b>£98,700</b>
<b>MALDON</b>				
2 FTE CEOs	64	<b>£65,700</b>		<b>£65,700</b>
Maldon Park Rangers	22	<b>£19,400</b>		<b>£19,400</b>
Total	84	<b>£85,100</b>		<b>£85,100</b>

#### Estimated Penalty Charge Notice (PCN) income

<b>Estimated PCN income (£)</b>	<b>23/24 Estimate</b>
Chelmsford	£528,000
Brentwood	£490,000
Maldon	£87,000
Basildon	£286,000
Rochford	£146,000
Castle Point	£130,000
<b>TOTAL</b>	<b>£1,667,000</b>

## **Factors applied to allocate total direct and indirect costs**

The budget contains total direct and indirect costs that require apportioning across the six Partnership areas. This apportionment relies on four percentage factors dependant on what the expenditure relates too. These are explained below:

### **A. Percentage of PCNs issued.**

It is estimated that 51,174 PCNs will be issued by the Partnership during 2023/24. The table illustrates the allocation split.

	<b>Estimated PCN issue</b>	<b>% of PCN allocation</b>
Chelmsford	16,700	32.63
Brentwood	14,800	28.92
Maldon	2,650	5.18
Basildon	8,700	17
Rochford	4,424	8.65
Castle Point	3,900	7.62

### **B. Percentage of Civil Enforcement Officers (CEOs)**

The total number of CEOs working across the Partnership area is 29.7 Full Time Equivalent (FTE) officers

	<b>No of CEOs</b>	<b>% of CEOs</b>
Chelmsford	10.5	35.35
Brentwood	5.5	18.52
Maldon	2	6.73
Basildon	7	23.57
Rochford	3	10.10
Castle Point	1.7	5.72

### **C. Vehicle percentage**

The total amount of enforcement vehicles in use across the Partnership area is 23 (including the CCTV vehicle).

	No of vehicles	% of vehicles
Chelmsford	3	13.04
Brentwood	5	21.74
Maldon	2	8.70
Basildon	8	34.78
Rochford	3	13.04
Castle Point	2	8.70

### **D. Percentage of total number of PCNs and resident permits issued**

	PCNs	Resident permits	total	%
Chelmsford	16,700	4450	21,150	34.90
Brentwood	14,800	1900	16,700	27.56
Maldon	2,650	280	2,930	4.83
Basildon	8,700	2600	11,300	18.65
Rochford	4,424	150	4,574	7.55
Castle Point	3,900	50	3,950	6.52

## **E. Percentage of Civil Enforcement Officers and Back Office Staff**

The total number of CEOs and Back office staff working across the Partnership area is 41.7 FTE officers

	No of staff	% of staff
Chelmsford	16	38.37
Brentwood	7.9	18.94
Maldon	2.5	6
Basildon	9.2	22.06
Rochford	3.8	9.11
Castle Point	2.3	5.52

## **Breakdown of 2021/22 known direct costs**

Cyclical Maintenance		Annual cost
Chelmsford	Pay and display machine maintenance contract for 11 on street pay and display machines	£4,900
Brentwood	Pay and display machine maintenance contract for 7 on street pay and display machines	£3,500
	TOTAL	£8,400

<b>Accommodation</b>		
<b>Brentwood</b> 1 x team leader 2 x Civil Enforcement Officers	Enforcement Hub – Bentwood Borough Council	£4,100
<b>Maldon</b> 2 x Civil Enforcement Officers	Maldon District Council Offices – Promenade depot	£2,000
<b>Basildon</b> 1 x Team Leader 7 x Civil Enforcement Officers	Barley Lands Depot. Also includes office for Enforcement Operations Manager. Dedicated secure CCTV data and viewing room. CCTV vehicle garage space.	£8,900
<b>Rochford</b> 3 x Civil Enforcement Officers	Hockley Road Council Offices, Rayleigh.	£7,000
<b>Castle Point</b> 1.7 x Civil Enforcement Officers	Farmhouse Canvey Island	£2,000
	<b>Total</b>	<b>£24,000</b>

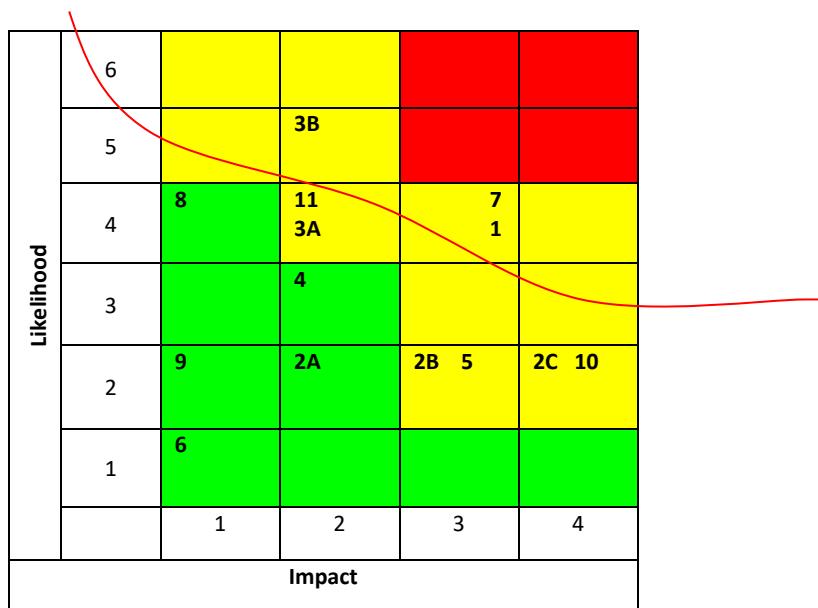
<b>Vehicle Lease costs</b>		Annual cost
<b>Chelmsford</b>	3 x lease vehicles	£8,857
<b>Brentwood</b>	5 x lease vehicles	£11,810
<b>Maldon</b>	2 x lease vehicles	£5,905
<b>Basildon</b>	7 x lease vehicles  1 x CCTV vehicle owned by the partnership	£20,667
<b>Rochford</b>	3 x lease vehicles	£8,857
<b>Castle Point</b>	2 x lease vehicles	£5905
	<b>TOTAL</b>	<b>£62,000</b>

## APPENDIX B

### South Essex Parking Partnership Risk Assessment Exercise 2023-2024

As part of the risk assessment exercise the group considered risks currently faced by the Partnership between 2023- 2024. Only non-operational risks were included (apart from 2B).

A detailed plan of action has been created for the top three risks: 1, 3B and 7, as seen below.



Identified risks	Impact	Likelihood
<b>1. Legislative changes</b>  If central government reduces levels of PCN charges. Change in enforcement legislation.	3 - Critical	4 – significant
<b>2. Financial risk from a significant reduction of income due to:</b>  a. Consumers' behaviour b. Operational non-collection (e.g. staff sickness, weather) c. Deficit	2 – Marginal 3 – Critical 4 Catastrophic	2 – Very low 2 – Very low 2 – Very low
<b>3. Political risks</b>  a. Committee not agreeing, e.g. the annual Business Plan b. Political change- political representation changing	2 –Marginal 2 –Marginal	4 – Significant 5 – High
<b>4. A Partner authority of the Partnership leaves</b>	2 – Marginal	3 – Low

Identified risks	Impact	Likelihood
If a Partner authority left, services would still be run in that area, but that local authority would not be represented and unable to influence local decisions. One-year notice period needs to be given.		
<b>5. The Lead Authority leaves the partnership</b>  The Lead Authority, Chelmsford, would still need to give one year of notice period.	3- Critical	2 – Very low
<b>6. Full compliance</b>  Currently the recovery rates are at a national average.	1 – Negligible	1 – Almost impossible
<b>7. Inability to enforce due to lack of signs and lines</b>	3 – Critical	4 - Significant
<b>8. Business objectives not documented clearly</b>  For ease of reference these should be clearly defined and included in all the relevant documents.	1 – Negligible	4- Significant
<b>9. Public response to changes in charges</b>	1- Negligible	2 – Very low
<b>10. Legal challenge to the way in which enforcement is being carried out / wrong legal advice</b>	4-Catastrophic	2 –Very low
<b>11. Economic impact on the partnership</b>	2 – Marginal	4 – Significant

## Likelihood and Impact Definitions

### Impact Definitions

Score	1	2	3	4
Description	Negligible	Marginal	Critical	Catastrophic
<b>Customer Experience</b>	Reduced quality of customer experience - difficult to qualify	Unsatisfactory customer experience - readily resolvable - short term effects.	Unacceptable customer service experience - management intervention - medium term effects	Unacceptable customer experience - continued ongoing problem. High level intervention
<b>Objectives / Project</b>	barely noticeable reduction in scope, quality or timeframe	Reduction in scope or quality of project; project objectives or schedule	Significant project over run or budget over spend.	Inability to meet project objectives, reputation of the organisation seriously damaged. Project Fails.
<b>Service / Business Interruption</b>	Interruption in a service which does not impact on the delivery of direct customer care or the ability continue to provide service	Some disruption in service with unacceptable impact on customer care.	Sustained loss of service which has serious impact on delivery of customer care resulting in major contingency plans being evoked	Permanent loss of core service of facility. Disruption to facility leading to a significant "knock on" effect.
<b>Staffing and Competence</b>	Short term low staffing level temporarily reduces service quality. <b>No serious errors</b>	Late delivery of key objective / service due to lack of staff. Ongoing problems with staffing levels. <b>Moderate error</b> due to ineffective training / inadequate skills.	Uncertain delivery of key objective / service. <b>Major error</b> due to ineffective training / inadequate skills.	Non-Delivery of key objectives / services due to lack of staff. Loss of key staff. <b>Critical error</b> due to ineffective training / implementation of training.
<b>Financial - Capital</b>	Minor organisational financial loss (£1 -£100k)	Significant organisational loss (£100k-£1m)	Major organisation loss (£1m - £10m)	Severe organisational financial loss (>£10m)
<b>Financial - Revenue</b>	Minor organisational revenue loss (<-£50k)	Significant organisational revenue loss (£50k-250k)	Major organisation revenue loss (£250k - £500k)	Severe organisational financial loss revenue (>£500k)
<b>Inspection / Audit</b>	Recommendations made which can be addressed by low level of management action	Challenging recommendations that can be addressed with appropriate action plan.	Enforcement action. Critical Audit report. Lower CPA rating.	Prosecution following an inspection. Severely critical audit report. Very poor CPA rating.

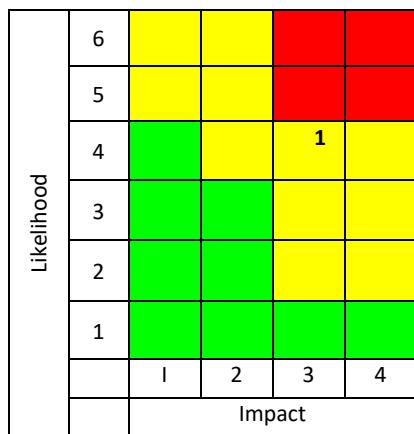
### Likelihood Definitions

Score	1	2	3	4	5	6
Description	Almost Impossible	Very Low	Low	Significant	High	Very High
Probability	Practically impossible to occur	Can't believe this would happen - will only happen in exceptional circumstances.	Not expected to happen, but definite potential exists - unlikely to occur	May occur occasionally, has happened before on occasions - reasonable chance of occurring	Strong possibility that this could occur - likely to happen	This is expected to occur frequently / in most circumstances - more likely to occur than not.
Percentage of chance of something happening	< 2%	2% -25%	25% - 50%	50% - 75%	75% - 95%	> 95%

### Mitigation Options

Treated	- through preventative measures management
Tolerated	- through ensuring adequate plans exist to respond to potentially disruptive events
Transferred	- through, as an example insurance or contractual arrangements
Terminated	- although in practice this is often not possible

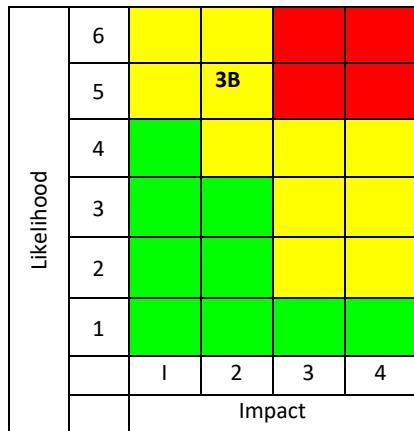
## Risk Management Action Plan



Risk Number	Current Risk Score	Target Risk Score	Description
1: <b>Legislative changes</b>	Significant / Critical	Significant/Critical Legislative changes will be determined by central government and therefore mitigating the risk is not possible. The Action is to ensure that any change in enforcement legislation is considered and the Annual Business Plans adjusted accordingly	<b>Legislative changes</b>  If central government reduces levels of PCN charges. Change in enforcement legislation.

Action/controls already in place	Level of action/control to address risk	Required management action/control	Responsibility for action	Critical success factors & KPI's	Review frequency	Key dates
An Annual Business Plan is produced and agreed annually and adjusted to reflect any changes in operational costs and income received  A reserve of £400,000 is currently maintained and reviewed annually	Adequate  Adequate	The Parking Partnership Manager and Partnership lead officers to be aware of any change in enforcement legislation.  The Parking Partnership Manager in consultation with Lead Officers to provide a financial and operational impact assessment and agree individual area actions plans to be incorporated in the Annual Business Plan and the medium to long term financial forecast.	<b>Partnership Lead Officers and Parking Partnership Manager</b>	Business Plans adjusted to recognise changes in legislation and potential impact.  Partnership Account remains in zero deficit position.	Annually  Annually	December Joint Committee Meeting and approval of Annual Business Plans

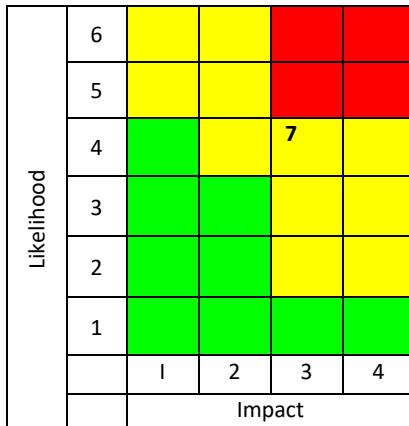
## Risk Management Action Plan



Risk Number	Current Risk Score	Target Risk Score	Description
<b>3B Political change- political representation changing</b>	High / Marginal	High/Marginal  Political change will be determined by local elections and therefore mitigating the risk is not possible. The Action is to ensure that any new Joint Committee Member gains a full understanding of the Parking Partnership at the earliest opportunity	Political change (political representation changing)

Action/controls already in place	Level of action/control to address risk	Required management action/control	Responsibility for action	Critical success factors & KPI's	Review frequency	Key dates
The Partnership lead officer representing the area to notify the Clerk and the Parking Partnership Manager within a time period of one week following any change in political representation	Adequate	Partnership lead officers to be aware of any change in political representation and take the necessary action to notify the Clerk and Parking Partnership Manager	Partnership Lead Officers	The Clerk receives notification within one week of political change	Annually	
Parking Partnership Manager to arrange meeting with new representative and lead officer within one month of notification with the purpose of providing an overview of the Parking Partnership, the aims and objectives the Partnership wish to achieve and a full explanation of the relevant individual area action plan	Adequate	Parking Partnership Manager to arrange meeting within one month of notification of change with Lead Officer and new Joint Committee Member.	Parking Partnership Manager	New Joint Committee Member is fully informed of the Partnership aims and objectives within one month of notification of change	Annually	Annual Council meetings and local elections

## Risk Management Action Plan

<b>Likelihood</b>   Impact	6	5	4	3	2	1
	6	5	4	3	2	1
	6	5	4	3	2	1
	6	5	4	3	2	1
	6	5	4	3	2	1
	6	5	4	3	2	1
	6	5	4	3	2	1
	6	5	4	3	2	1

Risk Number	Current Risk Score	Target Risk Score	Description
<b>7</b> <b>Inability to enforce due to lack of signs and lines</b>	Significant / Critical	Marginal / Low	Inability to enforce due to lack of signs and marks

Action/controls already in place	Adequacy of action/control to address risk	Required management action/control	Responsibility for action	Critical success factors & KPI's	Review frequency	Key dates
<p>Parking Partnership operates the TRO signs and lines function.</p> <p>Parking Partnership funding the TRO staff and operational costs.</p> <p>The Partnership currently allocates the funding, implements the works and ensures unenforceable areas are rectified.</p>	<p>Current funding is enough to address areas that are considered unenforceable but falls short when consideration is given to ongoing preventative maintenance of signs and lines and implementing new schemes</p> <p>Partnership lead officers and Joint Committee Members have full control over expenditure and allocation of works</p>	<p>The new surplus management requirements in the Joint Committee Agreement from 1 April 2022 ensures that a suitable reserve of £400,000 is maintained in Part 1 and the TRO and sign and line maintenance costs identified in part 2 are always covered before any spend is contributed to part 3 of the arrangement.</p> <p>In addition the Partnership will be fully responsible for operational fund which will be carried forward into the new agreement and is not subject to the new surplus sharing arrangements.</p>	<b>Parking Partnership Manager and Lead Officers</b>	<p>The Parking Partnership continues to operate the function with enough funding.</p> <p>90% of signs and lines are fully compliant and refreshed by 2023</p>	Annually	



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

**15 December 2022**

**AGENDA ITEM 10**

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

**Enquiries contact:** Nick Binder. [Nick.binder@chelmsford.gov.uk](mailto:Nick.binder@chelmsford.gov.uk)

### **Purpose**

- This report provides the Joint Committee with the proposal from Rochford District Council on how they intend to use the agreed £186,000 allocation from the SEPP operational fund in accordance with Section 55 of the Road Traffic Regulation Act 1984 (RTRA 1984)

### **Options**

The Joint Committee can approve, amend or reject the proposal

### **Recommendation(s)**

It is recommended that the Joint Committee;

- Agree that the proposed schemes totalling £160,000 are in accordance with Section 55 of the RTRA 1984 and.

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

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

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

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

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

This report provides the Joint Committee with information for the Rochford District Council proposals.

## **2 Rochford District Council proposals**

- 2.1
1. Contribution to the annual financial support for Highway Rangers - £70,000
  2. Contribution to Active Travel England - £20,000
  3. Highway improvements for Elizabeth Gardens / Iron Well Lane to improve safety and access for School Children - £20,000
  4. Install 'No Through Route Sign' in Thorpe Road, Hawkwell – £10,000
  5. Mobile traffic lights for use by the Highway Rangers - £10,000
  6. Installation of Bollards in Rectory Road to prevent grass verge parking - £20,000
  7. Implement air quality monitoring outside selected schools - £10,000

- 2.2 The estimated cost to complete the above schemes is £160,000. If the Joint Committee approve these schemes Rochford District Council will have £26,000 remaining from their £186,000 allocation.

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

The above proposals meet the criteria of subsection 4 (d) (ii) a highway or road improvement project in the local authority area and subsection 4 (d) (iv) for the purpose of environmental improvement in the local authority area

## **Conclusion**

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

It is recommended that the Joint Committee:

- Agree that the proposed schemes totalling £160,000 are in accordance with Section 55 of the Road Traffic Regulation Act 1985 and.

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

## **Appendices**

None

## **Background Papers**

The South Essex Parking Partnership Joint Committee Agreement 2011.

The South Essex Parking Partnership Joint Committee Agreement 2022.

## SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

15 DECEMBER 2022

AGENDA ITEM 11

<b>Subject</b>	Forward plan and meeting dates for 2023/24
<b>Report by</b>	The South Essex Parking Partnership Manager

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

### Purpose

The report sets out the forward plan of agenda items for approval by the Joint Committee and the proposed meeting dates for the Joint Committee for the 2023/24 municipal year.

### Options

The Joint Committee can agree, reject or add items to the forward plan of agenda items and agree, reject or alter any of the proposed meeting dates.

### Recommendation(s)

1. That the Joint Committee agrees the forward plan of agenda items
2. That the Joint Committee agrees the future meeting dates of 13 July 2023, 28 September 2023, 14 December 2023, 14 March 2024, each commencing at 2pm
3. That the Joint Committee agrees to hold those meetings at the Chelmsford City Council offices

<b>Consultees</b>	Lead officers from each of the Partner Authorities as set out in Appendix B of the Joint Committee Agreement 2022.
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1.	<u>Introduction</u>
1.1	The consideration of the Forward Plan is a standing item of the Joint Committee's agenda.

1.2	The Joint Committee has one more meeting scheduled within this current municipal year on 16 March 2023. New dates are proposed for the municipal year 2023/24.
2.	<u>Forward Plan of Agenda Items</u>
2.1	An updated Forward Plan of Agenda Items for the scheduled meetings in 2023/24 has been prepared for consideration by the Joint Committee and is contained at Appendix A.
3.	<u>Meeting Dates for 2023/24</u>
3.1	Clause 17 of the Joint Committee Agreement sets out the arrangements for meetings. The first meeting of the Joint Committee shall be the annual meeting for the year and thereafter the first meeting held after 1 <sup>st</sup> April in any year shall be the annual meeting and the Joint Committee shall meet at least four times a year
3.2	The proposed dates for meetings of the Joint Committee are: <ul style="list-style-type: none"> <li>▪ 13 July 2023</li> <li>▪ 28 September 2023</li> <li>▪ 14 December 2023</li> <li>▪ 14 March 2024</li> </ul> commencing at 2pm
3.4	All meetings of the Joint Committee have so far been held at the Chelmsford City Council offices. This venue seems to have worked well with free parking on-site and making it easier to provide the necessary legal and democratic support to the Committee. It is proposed that this arrangement continues for 2023/24.
4.	<u>Conclusion</u>
4.1	The Joint Committee will meet at least four times in any one year and dates for the 2023/24 municipal year are proposed. A Forward Plan of Agenda Items has been prepared to ensure that the Joint Committee is fulfilling the requirements as set out in the Joint Committee Agreement.
<u>List of Appendices</u>	
Appendix A Forward Plan of Agenda Items	
<u>Background Papers</u>	
South Essex Parking Partnership Joint Committee Agreement 2022	

## **APPENDIX A FORWARD PLAN OF AGENDA ITEMS**

### **Standing items**

Apologies and substitutions  
Minutes of previous meeting  
Matters arising  
Public Question Time  
Operational and Performance Report (Russell Panter)  
Financial Report (Michael Packham)  
Forward Plan (Nick Binder)

<b>Date of meeting</b>	<b>Items</b>	<b>Lead</b>
Thursday 16 March 2023	Progress on Business Plan 2022/23	Nick Binder
Thursday 13 July 2023	Financial Outturn 2022/23 Report  Annual Report of the South Essex Parking Partnership (for the period 1 April 2022 to 31 March 2023)	Michael Packham  Nick Binder
Thursday 28 September 2023	Review of Policies <ul style="list-style-type: none"><li>▪ Discretion policy</li><li>▪ Operational protocols</li><li>▪ Parking Policy Framework including Enforcement policy</li><li>▪ TRO implementation policy</li></ul> Progress on Business Plan 2023/24	Nick Binder  Nick Binder
Thursday 14 December 2023	Business Plan 2024/25  Dates of Joint Committee meetings for 2024/25	Nick Binder  Nick Binder
Thursday 14 March 2024	Progress on Business Plan 2023/24	Nick Binder