

MEETING OF THE SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

Thursday 26 June 2025 – 14.00
Marconi Room, Civic Centre, Chelmsford City Council



AGENDA

1	Welcome and introductions	Nick Binder
2	Apologies for absence and substitutions	Nick Binder
3	Election of Chairman for the ensuing Municipal year	Nick Binder
4	Election of Vice Chairman for the ensuing Municipal year	Chairman
5	Minutes of the Joint Committee Meeting 13 March 2025	Chairman
6	Public Question Time	Chairman
7	Enforcement Operations update	Russell Panter (verbal update)
8	Financial outturn 2024/25	Michael Packham
9	Financial Report 2025/26	Michael Packham
10	Annual Report of the South Essex Parking Partnership 2024/25	Nick Binder
11	Update on the School Parking Initiative	Jack Sharpe (verbal update)
12	Funding decisions made under delegated authority	Nick Binder
13	Date and time of next meeting: Thursday 11 September 2025– 14.00 – Marconi Room	Chairman

MINUTES
of the
SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE
held on 13th March 2025 at 2pm

Members present:

Councillor Simon Morgan – Maldon District Council
Councillor Daryll Sankey – Brentwood Borough Council
Councillor Laureen Shaw – Essex County Council
Councillor Terry Sherlock – Chelmsford City Council

Officers present:

Freddey Banks-Ayres – Chelmsford City Council
Nick Binder - Chelmsford City Council
William Butcher – Chelmsford City Council
Carole Carr – Brentwood Borough Council
Jo Heynes – Essex County Council
Stuart Jarvis – Castle Point Borough Council
Russell Panter – Chelmsford City Council
Mike Packham – Chelmsford City Council

1. Welcome and Introductions

The Chair welcomed those present to the meeting.

2. Apologies for Absence

Apologies were received from Cllr Andrew Cross (Rochford District Council), Cllr Mike Fuller (Castle Point Borough Council), Cllr Alan Ball (Basildon Borough Council), Nicola Sydor, (Maldon District Council), Sharon Braney (Rochford District Council) and Alan Underdown (Basildon Borough Council).

3. Minutes of the Joint Committee Meeting 10 October 2024

The minutes of the meeting 15 January 2025 were confirmed as a correct record.

A copy or list of all schools in the scheme to be sent. It's in the annual report this is to be sent to Cllr Stankey.

4. Public Question Time

No public questions were received.

(2.00pm to 2.02pm)

5. Operational and Performance Report (Verbal Update)

The Joint Committee received a verbal update on enforcement operational matters. The Joint Committee were informed that in relation to recruitment there had been two posts filled and were waiting on start dates, and two vacancies in Chelmsford that had been filled with agency. The Joint Committee also heard that new handheld devices were now in action and feedback had been positive with a highlight on the higher quality of photos taken in low light. In relation to Full Hybrid vehicles, 4 MG vehicles had been ordered to replace the Citroen Berlingo's due to the expired lease.

A summary of ongoing projects was provided. The Joint Committee was informed that there would be new contraventions set out in the Traffic Management Act 2004 for obstruction of a footway, officers expressed that they would like to have more powers given to Local Governments to enforce this rather than a full blanket ban, more information was to be provided on this as it developed.

In relation to PCN Charges it was shared that there had been a statement from Brighton & Hove City Council and BPA lobbying to make changes to PCN charges. The increase in charges on Band A and B by £30 in London was in the final stages and would possibly be applied in London by April 2026. The proposed changes set out in the lobbying document was for outer London to introduce an inflationary framework to avoid the lengthy process of consultation and review. In response to question it was shared that devolution and LGR would not have a huge impact on enforcement as it would have been established in statute.

School Parking Initiative – the new 'Park & Stride' scheme for parents of Rayleigh Primary School had been delayed. Assemblies had been held in some schools, but some parents have complained that they were not aware of the scheme, so more work is needed in this area.

RESOLVED that the operational and performance update be noted.

(2.03pm to 2.27pm)

6. Financial Report

The Joint Committee received a financial report regarding the financial position of South Essex Parking Partnership for the period covering 1st April 2024 to 28th February 2025. The report also provided details of the actual costs and income received in this period.

Members heard that there was a surplus of £358,190 for SEPP and a deficit of £305,879 for the TRO account. The overall position for the Partnership was a surplus of £52,311 which was reported to be £118,412 less than that reported in January 2025.

It was reported that the Partnership had received a total of £1,352,909 in 2024/25 from PCN income. In the same period in 2023/24, members were advised that the Partnership had

received £1,487,263. It was advised that income levels from PCN's would not reach the levels achieved in 2023/24 or 2024/25.

It was advised that there had been one further item of reserve spend since last reported in January, which was a £135,000 allocation of Operational Fund to Castle Point Borough Council. It was noted that after taking the total reserve spend of £579,500 into account, the total position for the partnership was a deficit of £527,189.

RESOLVED that the financial report be noted.

(2.28pm to 2.30pm)

7. Annual Business Plan 2025/26

The Joint Committee received a report on the current progress on the business plan. It was noted that the Business Plan 2024/25 estimated that the enforcement account could expect a final surplus position of £357,900 to contribute to the operational costs of Traffic Regulation Order (TRO) function, the maintenance of signs and lines and the implementation of new traffic management schemes which require a traffic Regulation. The £400,000 reserve held in the reserve account would also be maintained. These projected outturns would be dependent on operating the function to the agreed expenditure costs and the amount of income received, in particular, PCN income which equates to 65% of the overall projected income.

The amount of PCNs issued across the Partnership was 4.3% down against the 2022/23 outturn and down by 11.5% against the estimated figure in the 2024/25 Business Plan, this was due to difficulties around staffing and recruitment.

The overall recovery rate for PCNs paid was 75% of the PCNs issued. The expected outturn for the Partnership was between 75% to 77%. In 2023/24 the outturn recovery rate was 80%. This was considered a good outcome as a high volume of PCNs issued were still within the initial recovery stage. The rate of PCN cancellation remains within the expected level at 11%.

RESOLVED that the Annual Business Plan 2025/26 update be noted.

(2.30pm to 2.44pm)

8. Funding decisions made under delegated authority for 2024-25 sign and line maintenance and new Traffic Regulation Orders.

The Joint Committee considered a report detailing the funding decisions made under delegated authority by the South Essex Parking Partnership Manager in consultation with the SEPP Joint Committee Chairman and Vice Chairman for the allocation of the 2024/25 funding for signs and lines maintenance and traffic management schemes requiring a new TRO.

The Business Plan allocated £200,000 for the essential maintenance of parking related signs and lines and new parking schemes which require a new TRO. From the allocated sum of £200,000 a total amount of £189,550 has been approved and allocated under these arrangements, leaving £10,450 available for the remainder of the financial year.

In response to questions, it was advised that liaison with Essex, in relation to street works, was upkept to avoid street lining and then relining if the road was to be dug up for gasworks etc.

RESOLVED that the decisions made under delegated authority be noted.

(2.45pm to 3.13pm)

9. Date and time of next meeting:

RESOLVED that the next meeting of the Joint Committee be on 26th June 2pm, at the Chelmsford City Council offices.

The meeting closed at 3.13pm

Chairman

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

26th June 2025

AGENDA ITEM 8

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

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

Purpose

To report on the financial position of the South Essex Parking Partnership for the year ending 31st March 2025

Options

Recommendation(s)

That the report be noted.

Consultees	Service Accountant South Essex Parking Partnership Manager
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1. Introduction

- 1.1 This report sets out the summary of the financial position for the South Essex Parking Partnership for the period covering 1st April 2024 to 31st March 2025.

2. Financial summary

- 2.1 Appendix 1 provides details of the actual costs incurred and income received, and is showing a surplus of £195,670 for SEPP and a deficit of £340,702 for the TRO account, for the financial year ending 31st March 2025 before taking into account items funded from reserves. This resulted in an overall deficit position for the Partnership including the TRO account of £145,032.

As a comparison to the last financial year, the Partnership and TRO account made a surplus of £33,634, a figure £178,666 better than 24/25. The key variation from 24/25 compared to 23/24 was PCN income which is detailed further below. Expenditure was broadly in line with that incurred in 23/24.

PCN income for 24/25 totalled £1,507,459, compared to a total of £1,616,229 for 23/24, which was £108,770 higher.

The expenditure on the items funded from the SEPP reserves were all within requested funding. The Memorandum, Items funded from Reserves details the amounts committed during the year that will be taken from reserves. The reserve use in 24/25 is made up of the following. Amounts allocated to partners from the Operational Fund as follows: £186,000 to Essex County Council, £232,500 to Chelmsford City Council, £26,000 to Rochford District Council and £135,000 to Castle Point Borough Council. There was also a use of £33,000 for out of hours enforcement, £36,507 for purchase of new handheld computers and printers and £1,826 for consultation work regarding the new parking restrictions in Beaulieu for the new train station. All of these result in a total use of reserves in 24/25 of £650,833.

Once the £650,833 use of reserves is taken into account, the net position for the Partnership including the TRO account is a deficit of £795,865 as can be seen in Appendix 1.

This deficit position has been taken from the cumulative cashable position for on street operations. The Partnership now has a cumulative cashable position of £801,740. This amount does not include £478,316 of outstanding fines yet to be collected after allowing for a bad debt provision.

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

Whilst most costs reflect actual spend, where this is not specifically identifiable against an individual authority, the figures have been allocated based on the previously agreed method of allocation within the Annual Business Plan, and show the position for each Partner over the 1st April 2024 to 31st March 2025 period.

List of Appendices

Appendix 1 – SEPP & TRO Financial Summary – 2024/25 Outturn

Appendix 2 – SEPP Reserve Summary 2024/25

Background Papers

Nil

Appendix 1 South Essex Parking Partnership - Outturn 2024/25									
Actuals 24/25	Chelmsford £	Brentwood £	Maldon £	Basildon £	Rochford £	Castle Point £	Total £	TROs £	Total £
Direct Expenditure									
- Employees	502,177	291,539	82,273	326,116	153,677	101,550	1,457,332	145,605	1,602,937
- Premises	0	0	2,500	8,858	0	0	11,358	0	11,358
- Supplies and Services	81,104	71,863	32,373	45,937	29,497	16,041	276,816	169,080	445,896
- Third Party Payments	26,183	19,460	4,423	14,153	6,723	5,838	76,779	0	76,779
- Transport costs	20,454	25,959	12,936	45,935	19,503	12,954	137,741	17	137,758
Total Direct Expenditure	629,918	408,822	134,505	440,999	209,399	136,384	1,960,026	314,702	2,274,728
Indirect Expenditure									
Central Support	69,100	51,300	11,700	37,300	17,700	15,400	202,500	26,000	228,500
Total Indirect Expenditure	69,100	51,300	11,700	37,300	17,700	15,400	202,500	26,000	228,500
Total Expenditure	699,018	460,122	146,205	478,299	227,099	151,784	2,162,526	340,702	2,503,228
Income Received									
PCN's	537,811	393,097	68,982	263,644	126,571	117,354	1,507,459	0	1,507,459
Residents' Parking Permits	315,514	144,917	27,803	184,777	19,563	7,957	700,532	0	700,532
Pay & Display	106,047	42,658	0	0	0	0	148,705	0	148,705
Other	547	366	79	301	112	95	1,500	0	1,500
Total Income	959,919	581,038	96,864	448,722	146,246	125,407	2,358,196	0	2,358,196
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below	(260,901)	(120,916)	49,340	29,577	80,853	26,377	(195,670)	340,702	145,032

(a)

Memorandum: Items funded from Reserves	
	Actuals £
Out of Hours Enforcement Services from Brentwood Borough Council	33,000
Purchase of new handheld computers and printers	36,507
Work on consultation and publications for parking restrictions in Beaulieu for the new station	1,826
Essex County Council Allocation of Operational Fund	186,000
Chelmsford City Council Allocation of Operational Fund	232,500
Rochford District Council Allocation of Operational Fund	26,000
Castle Point Borough Council Allocation of Operational Fund	135,000
	650,833
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves	145,032
Net After Use of Reserves	795,865

(a)

Appendix 2

South Essex Parking Partnership - Cumulative Surplus / Deficit - Cash basis @31/03/2025

	Chelmsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	TRO	Use of Reserve	SFC Compensation	ECC Initial Cashflow Assistance	Total
2011/12	(119,640)	(95,000)	20,710	32,810	29,190	27,920					(104,010)
2012/13	(122,760)	(119,360)	13,260	7,440	16,710	21,160					(183,550)
2013/14	(148,700)	(122,260)	(1,450)	(33,310)	8,880	23,190					(273,650)
2014/15	(153,520)	(176,710)	(9,280)	(4,110)	28,410	12,280					(302,930)
2015/16	(236,770)	(168,680)	(12,540)	(22,590)	(5,570)	(22,570)	(16,990)				(485,710)
2016/17	(288,670)	(187,300)	(16,390)	(83,140)	(20,460)	(44,750)	308,900				(331,810)
2017/18	(404,880)	(246,010)	9,600	(35,770)	4,870	(13,220)	295,430				(389,980)
2018/19	(448,800)	(293,510)	(12,010)	(71,000)	20,910	(10,780)	266,180	182,580			(366,430)
2019/20	(384,480)	(265,620)	(4,920)	(122,310)	8,050	(8,310)	404,830	129,380			(243,380)
2020/21	(81,860)	(51,950)	44,750	49,730	67,720	3,750	365,640	344,220	(450,640)		291,360
2021/22	(296,930)	(216,580)	18,350	100,260	41,050	(5,360)	408,110	352,000	(145,580)		255,320
2022/23	(299,740)	(299,040)	15,440	74,030	51,680	(7,490)	335,400	208,700	0	(100,000)	(21,020)
2023/24	(296,850)	(254,270)	55,140	95,300	58,440	(2,630)	311,240	591,820	0	0	558,190
2024/25	(260,900)	(120,920)	49,340	29,580	80,850	26,380	340,700	650,830	0	0	795,860
(Surplus) / Deficit	(3,544,500)	(2,617,210)	170,000	16,920	390,730	(430)	3,019,440	2,459,530	(596,220)	(100,000)	(801,740)

(478,315.71) o/s Fines

14.96 rounding adj

(1,280,040.75) SEPP Reserve Balance C/fwd

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

26th June 2025

AGENDA ITEM 9

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

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

Purpose

To report on the financial position of the South Essex Parking Partnership up to 9th June 2025

Options

Recommendation(s)

That the report be noted.

Consultees	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 1st April 2025 to 9th June 2025.

2. Financial summary

- 2.1 Appendix 1 provides details of the actual costs incurred and income received, and is currently showing a surplus of £127,750 for SEPP and a deficit of £77,757 for the TRO account, on a cash basis for the financial year to the 9th June 2025 before taking into account items funded from the Reserve. This results in an overall surplus position for the Partnership including the TRO account of £49,993.

Looking at a comparison between this year and last year (April to May), and PCN income in particular, the Partnership received a total of £254,298 in 25/26, whereas in 24/25 the Partnership over the same period (April to May) received £249,342. At this early point in the year, it is difficult to say where PCN levels will be for year end, but early indications are that income could be at broadly the same level as achieved in 24/25.

- 2.2 There has not been any spend from reserves to date for 25/26

Whilst most costs reflect actual spend, where this is not specifically identifiable against an individual authority, the figures have been allocated based on the previously agreed method of allocation within the Annual Business Plan, and show the position for each Partner over the 1st April 2025 to 9th June 2025 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 @ 09/06/2025

Appendix 1 South Essex Parking Partnership - Summary position @ 09/06/2025									
Actual 25/26	Chelmsford £	Brentwood £	Maldon £	Basildon £	Rochford £	Castle Point £	Total £	TROs £	Total £
Direct Expenditure									
- Employees	82,012	53,747	19,761	65,928	29,802	16,373	267,622	25,592	293,214
- Premises	0	0	0	0	0	0	0	0	0
- Supplies and Services	10,241	6,154	1,457	5,057	2,176	1,489	26,574	47,232	73,807
- Third Party Payments	19,818	14,730	3,348	10,712	5,088	4,419	58,115	0	58,115
- Transport costs	770	1,027	513	2,562	770	513	6,157	18	6,175
Total Direct Expenditure	112,841	75,658	25,079	84,260	37,837	22,794	358,468	72,842	431,310
Indirect Expenditure									
Central Support	13,063	9,698	2,212	7,051	3,346	2,911	38,281	4,915	43,196
Total Indirect Expenditure	13,063	9,698	2,212	7,051	3,346	2,911	38,281	4,915	43,196
Total Expenditure	125,903	85,356	27,290	91,311	41,183	25,705	396,749	77,757	474,506
Income received to 09/06/25									
PCN's	101,717	80,427	15,867	52,921	20,576	25,733	297,241	0	297,241
Residents' Parking Permits (to end of January)	62,645	39,692	5,166	28,206	2,928	1,844	140,481	0	140,481
Pay & Display	20,311	7,668	0	0	0	0	27,980	0	27,980
Other	21,424	14,357	3,094	11,797	4,396	3,728	58,797	0	58,797
Total Income	206,097	142,145	24,127	92,925	27,899	31,306	524,499	0	524,499
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below	(80,193)	(56,789)	3,163	(1,614)	13,284	(5,600)	(127,750)	77,757	(49,993)

(a)

Memorandum: Items funded from Reserves

	Actuals £
	0
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves	(49,993)
Net After Use of Reserves	(49,993)

(a)

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

Thursday 26 June 2024

AGENDA ITEM 10

Subject	Annual Report 2024/25
Report by	Parking Partnership Manager

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

Purpose

This report seeks approval of the Joint Committee for the 2024/25 Annual Report of the South Essex Parking Partnership.

Options

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

Recommendation(s)

It is recommended that the Joint Committee;

- Approves the Annual Report 2024/25

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

- 1.1 Section 14.1.9 and 28.3 of the Joint Committee Agreement states that the Joint Committee will be responsible for approving an Annual Report to be made available to Partner Authorities and other interested parties. The Joint Committee may also decide to publish the report. The 2024/25 Annual Report is attached as Appendix 1.

2 The Annual Report 2024/25

- 2.1 The Annual Report is produced in line with the Traffic Management Act (TMA 2004), which through Statutory Guidance, places a duty on enforcement authorities to produce and publish an Annual Report within 6 months of the end of the financial year.

The South Essex Parking Partnership (SEPP) has two main areas of responsibility, the on-street parking enforcement operation and the Traffic Regulation Order (TRO) function which includes the maintenance of parking related signs and lines and the implementation of parking traffic management schemes which require a new TRO. This annual report provides an overview of the performance of these operations and a comparison to the previous year performance. This includes all financial and statistical data as recommended in the operational guidance of TMA 2004.

The performance figures for each individual Partnership area are included in Appendix A in the report.

3 Financial position

- 3.1 Section 3 of the report provides the financial outturn for the 2024/25 Partnership account. The report provides comparisons against the original approved Business Plan for 2024/25 and the outturn for the previous financial year. Table 1 on page 8 of the report provides the financial information for the overall enforcement operation account and the position for each individual Partnership areas. Table 4 (page 10) shows the financial outturn for the TRO function and Table 5 (page 11) provides the overall partnership outturn after the TRO costs have been deducted and the comparison to the previous financial year.

- 3.2 The financial performance for 2024/25 is reflective of the recent inflationary pressures which has resulted in the increased operational and staff costs together with the impact of central government not increasing PCN charges since 2008. These factors are starting to put pressure on the overall final outturn position. The key points for the year are:

- An overall surplus achieved of £195,670 from the enforcement operation account to contribute to the costs of TRO function and maintenance of signs and lines .
- £52,940 increase in enforcement operational expenditure and £108,773 (-6.73%) reduction in PCN income, compared to 2023/24.
- An overall income reduction of £96,260 (-3.92%) compared to the previous year.

The tables (2 & 3) on page 9 and tables (4 & 5) on page 10 show the financial comparisons in detail.

- 3.3 Section 3.4 of the report provides the information as to how the surplus from the 2024/25 account is distributed into three key parts under the terms of the 2022 Joint Committee Agreement.
- 3.3 Table 6 on page 12 of the reports sets out the financial reserve held by the Joint Committee and the remaining costs to complete the outstanding areas of approved spend. These funds include the reserves held that were carried forward into the new Joint Committee Agreement. These reserves remain the sole responsibility of the Joint Committee to manage and allocate.

Considering the outstanding items of spend from previous allocations, the Partnership holds the agreed reserve of £400,000 with a remaining £626.00 to invest back into the operation and allocate funding which is in accordance with section 55 of the RTRA 1984.

Team performance

- 4.1 Section 4 of the Annual Report provides an overview of the four key areas (Joint Committee, TRO function, Civil Enforcement Officers and Back Office), which contribute to the success of the Partnership. The report provides an overview for each area and provides overall Partnership performance statistics relevant to the operation.

The performance figures for each individual Partnership area are included as Appendix A to the Annual Report.

- 4.2 The key points for 2023/24 are:

- 47,932 on-street Penalty Charge Notices (PCNs) issued resulting in a 1.94% decrease compared to 2023/24.
- 72% of PCNs issued fully paid.
- 193 sign and line maintenance schemes completed, and new TROs created containing 35 roads with new parking schemes.
- £155,050 allocated during the year for new schemes requiring a new TRO.
- £34,500 allocated during the year for essential maintenance of signs and lines.

- 4.3 Section 4.3.1 (page 17) of the report provides an overview of the School Parking Initiative – 3PR. The financial position of the parking partnership has enabled the continued investment into 3PR and the School Parking Initiative and supports 51 schools within various SEPP areas.

The initiative is achieved through:

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

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

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

- 4.4 Section 4.3.2, page 19 provides information on the enforcement patrol and PCN contravention data.

Overall the enforcement officers have visited 226,654 streets, carried out 210,696 observations and issued 47,932 PCNs which equates to an average of 9.19 PCNs issued per day per CEO.

5 PCN issue and recovery rates

- 5.1 Section 5, page 22 of the report provides statistical information relating to the amount of PCNs issued and recovered in financial year 2024-25.

It is essential that PCNs are legally issued and correctly recovered using the legislation of TMA 2004. Failure to do so will result in a high number of representations, appeals to adjudicators and PCNs written off due to CEO error. The Partnership carries out the operation in a consistent, professional manner and in accordance with TMA 2004. This is demonstrated with only 1.5% of PCNs written off due to CEO error, only 6% of the total PCNs issued being cancelled as a result of a challenge or representation, and 0.08% of motorists who appeal to the independent adjudicator because they do not agree with the Partnerships decision. The amount of PCNs written off for other reasons such as where vehicles are untraceable and bailiff recovery is unsuccessful is 6%

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

6 Conclusion

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

It is recommended that the Joint Committee;

- Approves the Annual Report for 2024/25

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Appendix 1 Annual Report 2024/25
<u>Background Papers</u>
The South Essex Parking Partnership Joint Committee Agreement 2022



SOUTH ESSEX

Annual Report 2024/25



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Executive Summary

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

Summary of key performance factors during financial year 2024/25 are:

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

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

1 Introduction

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

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

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

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

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

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

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

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

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

This annual report provides an overview of the 2024-25 performance of the overall SEPP operation and provides a comparison to the previous years of operation. This includes all financial and statistical data as recommended in the operational guidance of TMA 2004.

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

2 Operational overview

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

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

There are two areas of financial responsibility:

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

The primary function of the enforcement operation is to:

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

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

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

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

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

The key opportunities are:

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

A policy, 'How the SEPP will deal with requests for new parking restrictions' provides staff, officers, Councillors and members of the public with a consistent policy and approach to dealing with new requests. This policy can be viewed at [sepp-policy-introducing-new-parking-restrictions-2020.pdf \(chelmsford.gov.uk\)](https://chelmsford.gov.uk/sepp-policy-introducing-new-parking-restrictions-2020.pdf)

3 Financial performance 2024/25

The following section will provide an overview of the financial outcome for financial year 2024/25 and a comparison of the financial position against the original 2024/25 business case and the performance of 2023/24. The financial information is broken down into three areas:

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

3.1 Financial outturn for 2024/25 enforcement operation

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

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

Table 1 2024/25 Outturn – Enforcement operation

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

3.2 Comparison of actual 2024/25 outturn against agreed 2024/25 budget

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

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

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

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

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

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

3.3 TRO function 2024/25 financial outturn

Table 4 provides details of the TRO operational costs.

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

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

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

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

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

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

Part 1

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

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

Part 2

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

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

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

Part 3

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

In terms of the outturn for the enforcement account 2024/25 and the surplus sharing arrangements as set out above the surplus will be applied as follows:

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

3.5 SEPP operational fund (reserves) 2024/25

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

Table 6

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

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

Considering the outstanding items of spend and reserve maintained, the Partnership has an operational fund of £400,000 reserve plus an additional £626.00 to invest back into the operation and allocate funding which is in accordance with section 55 of the RTRA 1984.

4 The four key areas of performance

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

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

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

4.1 The Joint Committee

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

The Joint Committee consists of one nominated Councillor from Basildon, Brentwood, Castle Point, Chelmsford, Maldon, Rochford and the Cabinet Member or deputy for Highways and Transportation at ECC. The Joint Committee is responsible for approving

Partnership policies, the Annual Business Plan, the Resident Parking Schemes, Traffic Regulation Orders for new parking schemes, maintenance of signs and lines, and managing the Parking Partnership financial account.

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

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

The main items approved by the Joint Committee in the financial year 2024/25 are as follows:

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

The Joint Committee is supported by the South Essex Parking Partnership Manager and the Lead Officers who represent each partnership area and ECC. These officers will attend regular meetings with the purpose of shaping the Partnership policies, procedures, and business plans for approval by the Joint Committee Members.

All reports and minutes from the Joint Committee Meetings can be viewed on-line at [Committee meeting \(chelmsford.gov.uk\)](https://chelmsford.gov.uk/Committee%20meeting)

4.2 The TRO function

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

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

The team works very closely with the CEOs who are best placed, during their patrolling activity, to identify and note areas requiring attention. **Table 10** shows the work processed during 2024/25.

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

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

Table 9: work processed by the TRO team during 2024/25

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

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

4.3 The Enforcement Operation

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

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

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

Another long-term challenge faced by the operation is short term invasive parking. This type of parking exists, for example, where there is a school, local shops or a train station. These locations will attract a motorist who is only stopping for a few minutes to collect someone or pick something up. This type of parking, and in particular 'school-run' parking, is challenging because it will exist at the same time every weekday at numerous schools for a short period of time.

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

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

The normal enforcement operation will operate between 08.00 to 20.00 hrs. The

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

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

4.3.1 3PR and The School Parking Initiative

The 3PR School Parking Initiative was launched in 2017 to promote safe and considerate parking habits to school children, parents, teachers, and residents. Since then, the initiative has been launched and well received in 51 schools across South Essex.



The initiative is achieved through

- engagement with the pupils providing education, learning activities and reward schemes for good parking practices (children are the next generation of drivers)
- distribution of educational material to parents and residents on considerate parking and the impact of inconsiderate parking on the local area
- a commitment from the parents via the school charter to embrace the School Parking Initiative
- an understanding from local residents that cars will need to be accommodated on the highway at peak school times and that provided the cars park sensibly, this should be encouraged
- an understanding from the parents that inconsiderate parking is discouraged and not supported by the school
- alternative travel to school schemes

A character called 3PR has been designed to help deliver a positive message about school parking and 3PR provides advice and guidance to children, parents and the

residents on safe and considerate parking practices and alternative methods of travel to school.

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

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

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

School	District
Abacus Primary School	Basildon
Brightside Primary School	Basildon
Buttsbury Junior School	Basildon
Greensted Infant School	Basildon
Greensted Infant School	Basildon
Hilltop Infant School	Basildon
Merrylands Primary School	Basildon
Millhouse Primary School	Basildon
Ryedene Primary School	Basildon
St. Anne Line Catholic Junior School	Basildon
Wickford Primary School	Basildon
Willows Primary School	Basildon
Willowbrook Primary School	Brentwood
Mountnessing Primary School	Brentwood
St Thomas's Primary School (Sawyers Hall Lane Scheme)	Brentwood
St Helen's Primary School (Sawyers Hall Lane Scheme)	Brentwood
Canvey Junior School	Castlepoint
Holy Family Catholic Primary School	Castlepoint
Kents Hill Junior School	Castlepoint
Leigh Beck Infant School	Castlepoint
Montgomerie Primary School	Castlepoint
Northwick Park Primary School	Castlepoint
South Benfleet Primary	Castlepoint
Barnes Farm Infant School	Chelmsford

Barnes Farm Junior School	Chelmsford
Beaches Pre-School	Chelmsford
Boreham Primary School	Chelmsford
Galleywood Infants	Chelmsford
Great Waltham Primary School	Chelmsford
Lawford Mead Primary School	Chelmsford
Newlands Spring Primary School	Chelmsford
St Michaels Junior School	Chelmsford
St Pius X Catholic Primary School	Chelmsford
Stock CofE Primary School	Chelmsford
Tyrrells Primary School	Chelmsford
Westlands Community Primary School	Chelmsford
Woodville Primary School	Chelmsford
Writtle Infant School	Chelmsford
Writtle Junior School	Chelmsford
Burnham On Crouch Primary	Maldon
Southminster Primary School	Maldon
St Francis Primary School	Maldon
Wentworth Primary School	Maldon
Woodham Walter Primary School	Maldon
Barling Magna Primary School	Rochford
Glebe Primary School	Rochford
Plumberow Primary Academy	Rochford
Rayleigh Primary School	Rochford
St Nicholas CoE Primary School	Rochford
Westerings Primary School	Rochford
Wyburns Primary School	Rochford

4.3.2 Enforcement Patrol and PCN contravention data

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

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

Table 10 Annual Patrol Performance 2024/25

Patrol visits to streets	226,645
Observations (PCN not issued)	210,969
PCNs issued	47932
Average PCNs issued per day	215.9
Average PCNs issued per day per CEO	9.19

It should be noted, that the Partnership, through its core principles, has a commitment to managing the traffic network to ensure expeditious movement of traffic and improve road safety. Providing sufficient levels of parking enforcement on no waiting yellow line restrictions is fundamental to this aim and has been demonstrated by the number of 01 and 02 contravention PCNs issued (19,969).

The Partnership has contributed to improving the quality and accessibility of public transport by issuing 291 PCNs to unauthorised vehicles parked in a bus stop and met the needs of people with disabilities by patrolling blue badge only parking areas resulting in 3,225 PCNs issued. Residents who encounter commuter parking problems have had the benefit of regular daily patrols of the Resident Parking Zones resulting in 13,355 PCNs issued to unauthorised vehicles in contravention of code 12 and 19.

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

Code	Description	PCN's Issued
	Higher- Level Contraventions	
01	Parked in a restricted street	16,678
02	Loading in restricted street	3,291
12	Parked in a residents' place	13,305
14	Parked in an electric place	120
16	Parked in a permit space	151
21	Parked in a suspended bay	12
23	Wrong class of vehicle	401
25	Parked in a loading place	2,032
26	Double parking in a SEA	82
27	Dropped footway in a SEA	583
40	Disabled person's parking	3,225
45	Taxi rank	1,500
46	Clearway	73
47	Restricted bus stop or stand	291
48	Restricted school area	65
49	Cycle track or lane	56
62	Footpath parking	4

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

4.4 The Back Office

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

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

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

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

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

Table 12 Back Office work volumes processed in 2024/25

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

5 PCN issue and recovery rates

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

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

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

It is essential that PCNs are legally issued and correctly recovered using the legislation of TMA 2004. Failure to do so will result in a high number of representations, appeals to adjudicators and PCNs written off due to CEO error. The Partnership carries out the operation in a consistent, professional manner and in accordance with TMA 2004. This is demonstrated with only 1.5% of PCNs written off due to CEO error, only 6% of the total PCNs issued being cancelled as a result of a challenge or representation, and 0.08% of motorists who appeal to the independent adjudicator because they do not agree with the Partnerships decision. The amount of PCNs written off for other reasons such as where vehicles are untraceable and bailiff recovery is unsuccessful is 6%

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

Table13, provides this information.

Table 13

South Essex Parking Partnership	Total PCNs
Number of Higher level PCNs issued	42165
Number of lower level PCNs issued	5767
Number of total PCNs issued	47932
Number of PCNs paid	34645
Number of PCNs paid at discount amount	28816
Number of PCNs against which an informal or formal representation was made	7789
Number of PCNs cancelled because of an informal or a formal representation	2835
Number of PCNs written off due to CEO error	750
Number of PCNs written off for other reasons (e.g., DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	2953
Number of appeals to adjudicator	39
*Number of appeals rejected (awarded to Council)	22
*Number of appeals allowed (awarded to motorist)	3
*Number of appeals non-contested	14
% against total PCN's Issued	%
Percentage of Higher level PCNs issued	88%
Percentage of lower level PCNs issued	12%
Percentage of PCNs paid	72%
Percentage of PCNs paid at discount amount	60%
Percentage of PCNs against which an informal or formal representation was made	16%
Percentage of PCNs cancelled because of an informal or a formal representation	6%
Percentage of PCNs written off due to CEO error	1.5%
Percentage of PCNs written off for other reasons (e.g., DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	6%
Percentage of appeals to adjudicator	0.08%
*Percentage of appeals rejected	56%
*Percentage of appeals allowed	8%
*Percentage of appeals non-contested	36%

5.1 PCN issue rate comparison

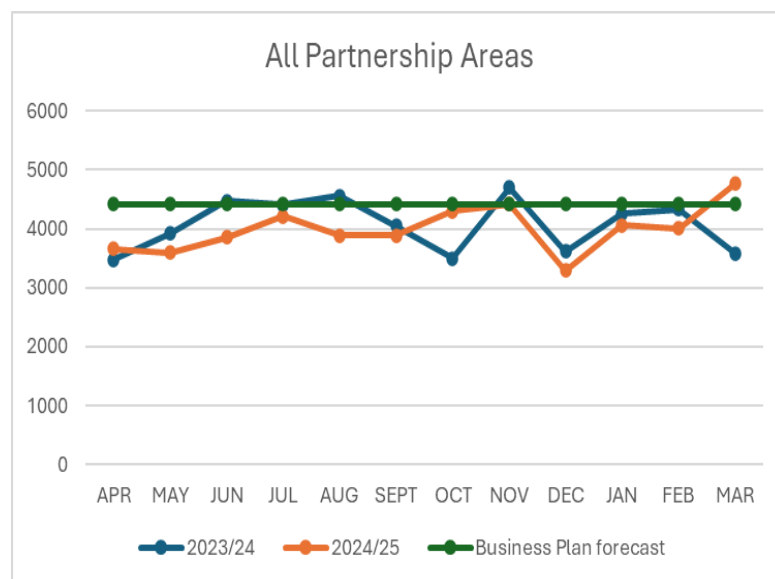
The following table compares the PCN issue rates of 2024/25 against the previous three year's performance

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

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

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

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



Links to policies, reports, and procedures

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

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

Appendix A

2024/25 annual performance figures for each Partnership area

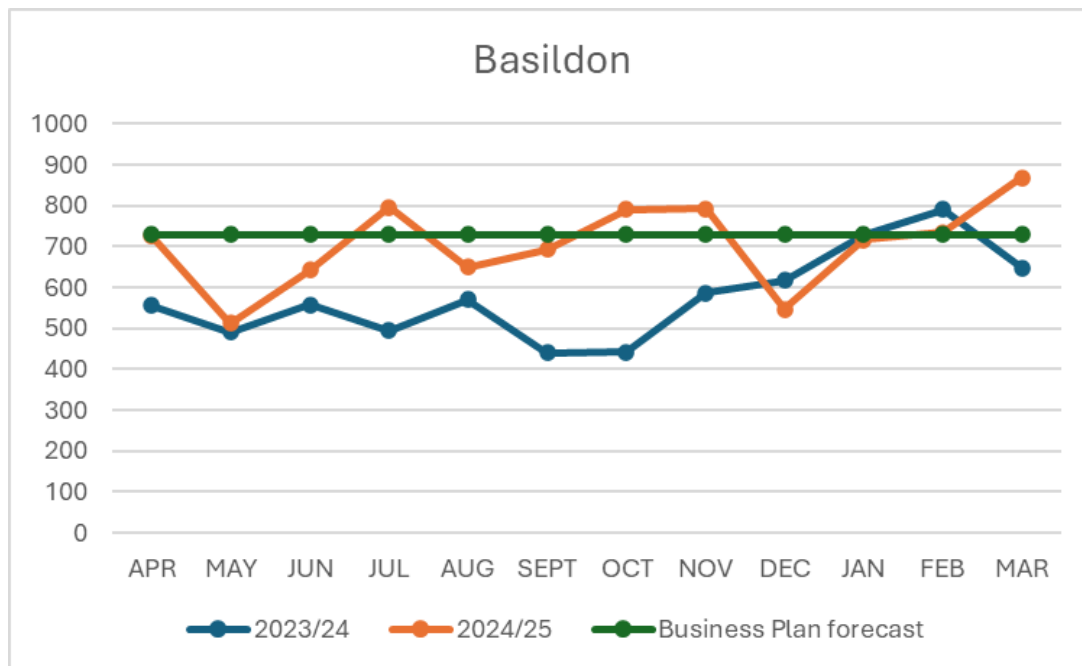
Basildon

CEO patrol data

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

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

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



PCN issue and recovery rates

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

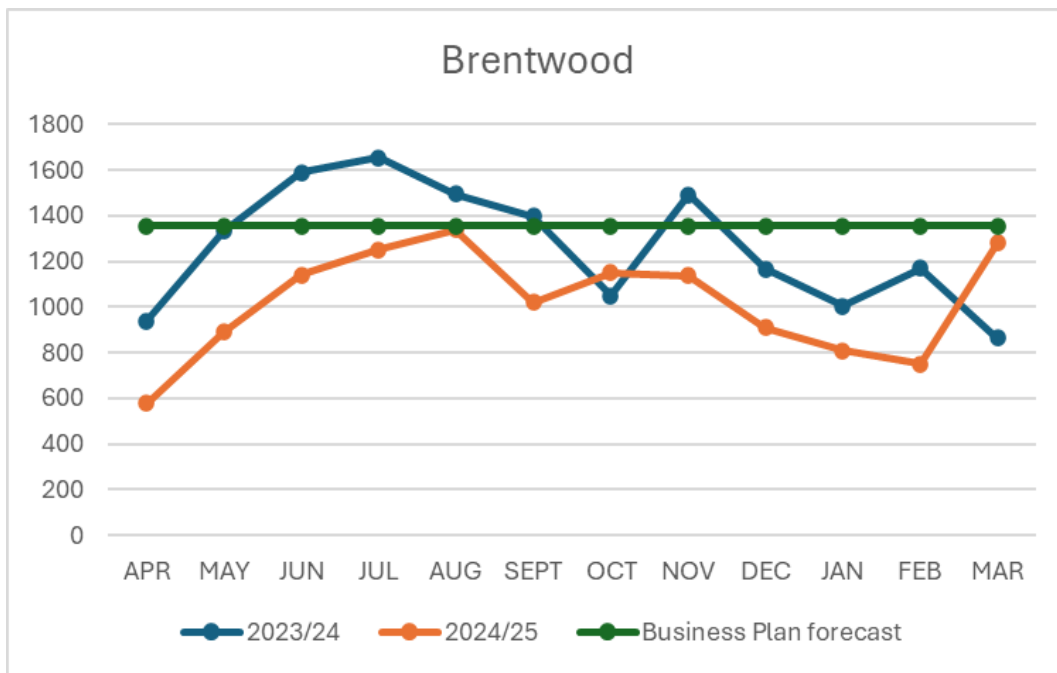
Brentwood

CEO patrol data

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

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

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



PCN issue and recovery rates

Brentwood	Total PCNs
Number of Higher level PCNs issued	10349
Number of lower level PCNs issued	1906
Number of total PCNs issued	12255
Number of PCNs paid	9025
Number of PCNs paid at discount amount	7242
Number of PCNs against which an informal or formal representation was made	2064
Number of PCNs cancelled because of an informal or a formal representation	622
Number of PCNs written off due to CEO error	113
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	767
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	85%
Percentage of lower level PCNs issued	15%
Percentage of PCNs paid	74%
Percentage of PCNs paid at discount amount	59%
Percentage of PCNs against which an informal or formal representation was made	17%
Percentage of PCNs cancelled because of an informal or a formal representation	5%
Percentage of PCNs written off due to CEO error	1%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	6%

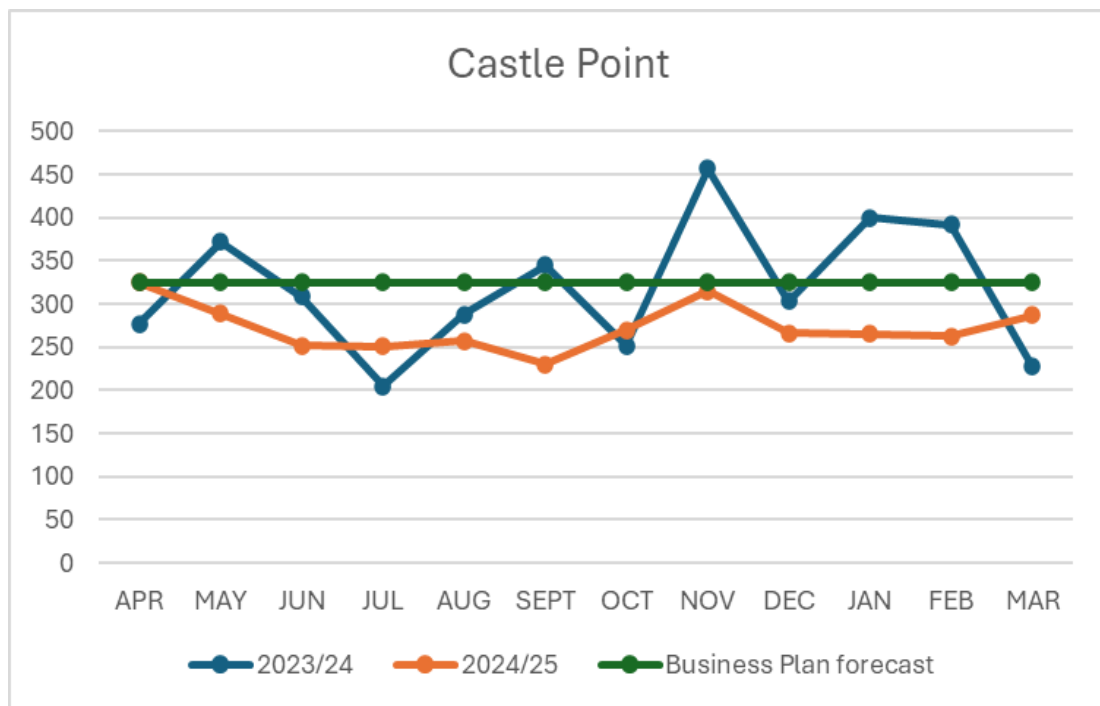
Castle Point

CEO patrol data

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

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

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



PCN issue and recovery rates

Castle Point	Total PCNs
Number of Higher level PCNs issued	2887
Number of lower level PCNs issued	383
Number of total PCNs issued	3270
Number of PCNs paid	2697
Number of PCNs paid at discount amount	2191
Number of PCNs against which an informal or formal representation was made	488
Number of PCNs cancelled because of an informal or a formal representation	219
Number of PCNs written off due to CEO error	46
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	61
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	88%
Percentage of lower level PCNs issued	12%
Percentage of PCNs paid	82%
Percentage of PCNs paid at discount amount	67%
Percentage of PCNs against which an informal or formal representation was made	15%
Percentage of PCNs cancelled because of an informal or a formal representation	7%
Percentage of PCNs written off due to CEO error	1%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	2%

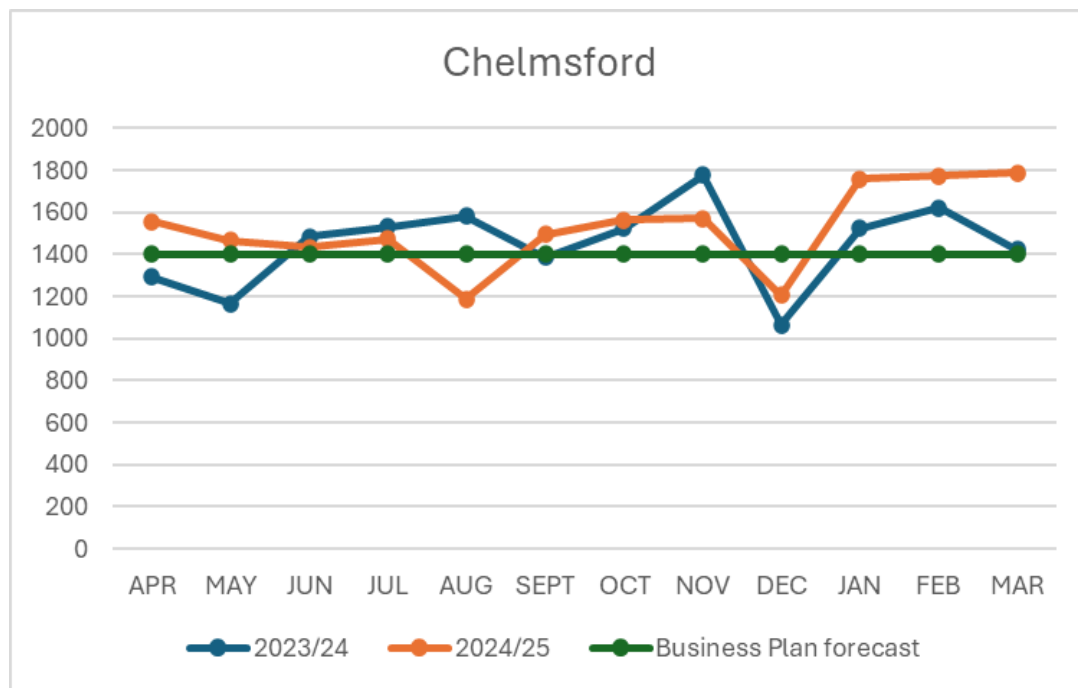
Chelmsford

CEO patrol data

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

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

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



PCN issue and recovery rates

Chelmsford	Total PCNs
Number of Higher level PCNs issued	15893
Number of lower level PCNs issued	2375
Number of total PCNs issued	18268
Number of PCNs paid	12230
Number of PCNs paid at discount amount	10300
Number of PCNs against which an informal or formal representation was made	2978
Number of PCNs cancelled because of an informal or a formal representation	1178
Number of PCNs written off due to CEO error	478
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	1304
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	87%
Percentage of lower level PCNs issued	13%
Percentage of PCNs paid	67%
Percentage of PCNs paid at discount amount	56%
Percentage of PCNs against which an informal or formal representation was made	16%
Percentage of PCNs cancelled because of an informal or a formal representation	6%
Percentage of PCNs written off due to CEO error	2.6%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	7%

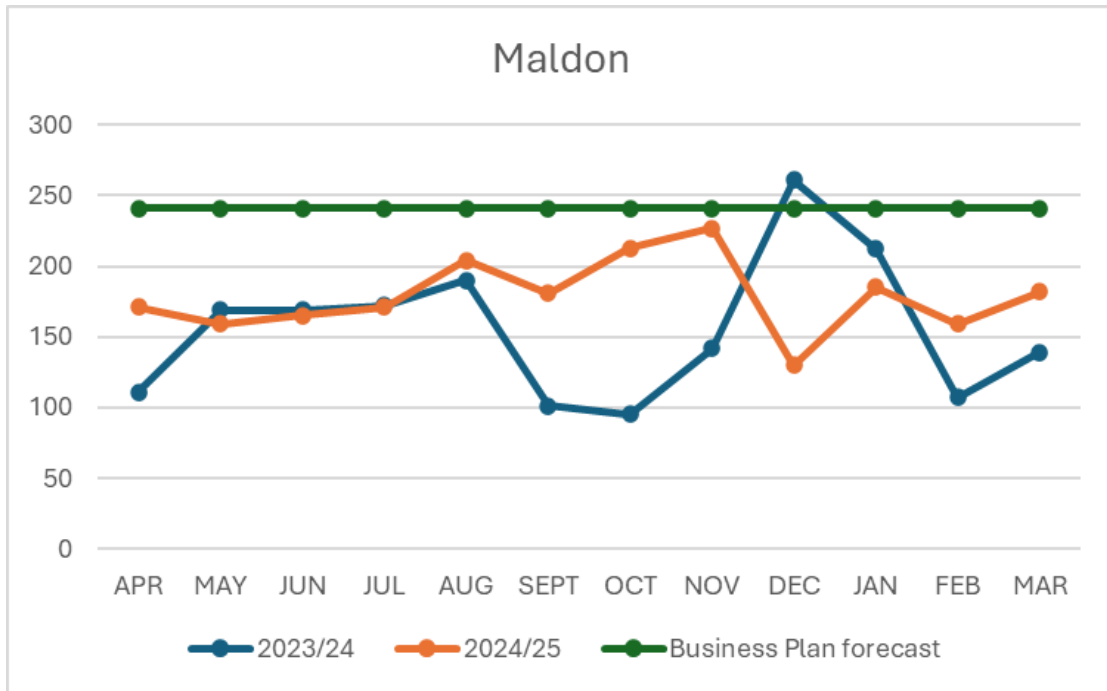
Maldon

CEO patrol data

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

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

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



PCN issue and recovery rates

Maldon	Total PCNs
Number of Higher level PCNs issued	1910
Number of lower level PCNs issued	237
Number of total PCNs issued	2147
Number of PCNs paid	1656
Number of PCNs paid at discount amount	1421
Number of PCNs against which an informal or formal representation was made	344
Number of PCNs cancelled because of an informal or a formal representation	121
Number of PCNs written off due to CEO error	50
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	116
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	89%
Percentage of lower level PCNs issued	11%
Percentage of PCNs paid	77%
Percentage of PCNs paid at discount amount	66%
Percentage of PCNs against which an informal or formal representation was made	16%
Percentage of PCNs cancelled because of an informal or a formal representation	6%
Percentage of PCNs written off due to CEO error	2%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	5%

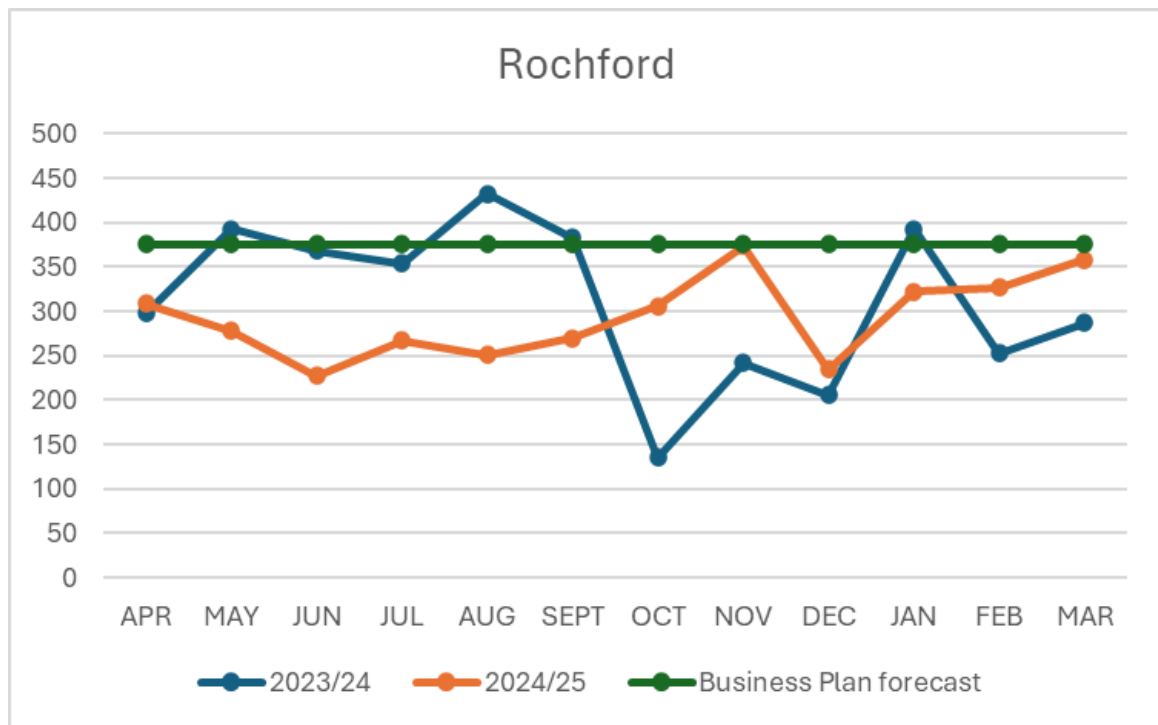
Rochford

CEO patrol data

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

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

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



PCN issue and recovery rates

Rochford	Total PCNs
Number of Higher level PCNs issued	3323
Number of lower level PCNs issued	201
Number of total PCNs issued	3524
Number of PCNs paid	2983
Number of PCNs paid at discount amount	2574
Number of PCNs against which an informal or formal representation was made	410
Number of PCNs cancelled because of an informal or a formal representation	131
Number of PCNs written off due to CEO error	14
Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	101
% against total PCN's Issued	Total PCNs
Percentage of Higher level PCNs issued	94%
Percentage of lower level PCNs issued	6%
Percentage of PCNs paid	85%
Percentage of PCNs paid at discount amount	73%
Percentage of PCNs against which an informal or formal representation was made	12%
Percentage of PCNs cancelled because of an informal or a formal representation	4%
Percentage of PCNs written off due to CEO error	0.4%
Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer)	3%

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CM1 1JE

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SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE MEETING

26 June 2025

AGENDA ITEM 12

Subject	Decisions made under delegated authority for 2025/26 sign and line maintenance and new traffic management schemes requiring a new Traffic Regulation Order (TRO).
Report by	South Essex Parking Partnership Manager

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

Purpose

To update the Joint Committee as per the Terms of reference (**Appendix A**) on the funding decisions made under delegated authority by the South Essex Parking Partnership Manager in consultation with the SEPP Joint Committee Chairman and Vice Chairman for the allocation of the 2025/26 funding for signs and lines maintenance and traffic management schemes requiring a new TRO

Options

The report is for noting

Recommendation(s)

The report is noted

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

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

- 1.2 After an operational term of 11 years, the 2011 Joint Committee Agreement expired on 31 March 2022. The newly agreed 2022 Joint Committee Agreement was signed and completed by all partners on 30 June 2022. The term of the 2022 Joint Committee Agreement is for a further 5 years with the option thereafter to extend annually up to a maximum of 8 years.
- 1.4 Section 10.4 of the 2022 Joint Committee Agreement also makes the following provisions for delegation of functions:

10. Functions to be exercised by the Joint Committee

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

- 1.5 At its meeting on 28 July 2022 the Joint Committee agreed to continue with the delegated authority as set out in the terms of reference (**Appendix A**) to approve the funding for signs and lines maintenance and TRO funding for the term of the 2022 Joint Committee Agreement.
- 1.6 This report updates the Joint Committee on the decisions made under this arrangement.

2 Decisions made under delegated authority

- 2.1 At its meeting on 15 January 2025 the Joint Committee approved the Annual Business Plan for the financial year 2025/26. The Business Plan allocated £200,000 for the essential maintenance of parking related signs and lines and new parking schemes which require a new TRO.
- 2.1 **Appendix B** lists the Batch 22 schemes totalling £155,500 where funding has been allocated for the maintenance of parking related signs and lines and **Appendix C** lists the schemes totalling £6,500 where funding has been allocated for new parking schemes requiring a new TRO. These decisions were made under the delegated authority by the South Essex Parking Partnership Manager in consultation with the SEPP Joint Committee Chairman and Vice Chairman
- 2.2 From the allocated sum of £200,000 a total amount of £162,000 has been approved and allocated under these arrangements, leaving £38,000 available for the remainder of the financial year.

3 Conclusion

Under the terms of the 2022 Joint Committee Agreement, approval was given for the delegated authority for the funding of signs and lines maintenance and new TROs as set out in the Terms of Reference (**Appendix A**)

The Joint Committee has been updated on the funding decisions made under this delegation.

List of Appendices

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

Appendix B South Essex Parking Partnership Lines & Signs Maintenance Batch 22 Funding Approval 2025/26

Appendix C 2025/26 Funding for new Traffic Regulations Orders
<u>Background Papers</u> South Essex Parking Partnership Joint Committee Agreement June 2022

Appendix A

South Essex Parking Partnership

Approval of funding for signs and lines maintenance and new Traffic Regulation Orders (TROs)

1. Terms of Reference

- In accordance with Clause 10.4 of the 2022 Joint Committee Agreement, the Joint Committee has delegated its function to approve funding for schemes requiring signs and lines maintenance and new Traffic Regulation Orders to the South Essex Parking Partnership Manager in consultation with the Chairman and Vice Chairman of the Joint Committee
- Decisions taken under this delegated authority by the South Essex Parking Partnership Manager will not exceed the level of funding agreed in the Annual Business Plan for the maintenance of signs and lines and new TROs and will be reported to the next available Joint Committee meeting.

Appendix B

South Essex Parking Partnership Lines & Signs Maintenance Batch 22 **Funding Approval 2025/26**

BASILDON		
Road	Request	Estimate
Franklins Way, Wickford	Refresh Permit Bay and check signs	£750
Cherrydown West, Basildon	Refresh LWB. SYL, DYL	£1,000
Waldegrave, Basildon	Refresh DYL	£500
Codenham Green, Basildon	Refresh DYL	£500
Gobions, Basildon	Refresh DYL	£500
Wrexham Road, Basildon	Refresh SYL	£500
Denbigh Road, Basildon	Refresh SYL	£500
Bentalls, Basildon	Refresh SYL & DYL's	£500
Davenants, Basildon	Refresh DYL's & SKC's & Bus Cages & SKC post & signs	£1,000
Lucklyn Lane, Basildon	Refresh DYL'S & SYLS	£1,000
Chester Hall Lane, Basildon	Refresh DYL'S & SYLS	£1,000
Tinkler Side, Basildon	Refresh DYL's & replace missing or damaged signs and post	£2,000
Codenham Straight, Basildon	Refresh SYL's	£500
Grapnells, Basildon	Refresh DYL's	£500
Long Riding, Basildon	Refresh SYL's (Church Road end, near school)	£500
Lower Southend Road, Wickford	Refresh SYL's, DYL's & LWB	£1,000
Stilemans, Wickford	Refresh SYL's	£500
Parklands, Billericay	Refresh SYL's	£500
Pound Lane, Bowers Gifford	Refresh DYL's (jw William Road, Page Road, Kelly Road & Bowers Court Drive)	£1,000
London Road & Ilfracombe Avenue, Bowers Gifford	Refresh DYL's	£3,000
Hemmells, Basildon	Refresh DYL's & SYL's	£1,000
Honywood Road, Basildon	Refresh DYL's	£1,000
Total		£19,250

BRENTWOOD		
Road	Request	Estimate
St Thomas Road, Brentwood	Refresh Permit bay and replace any worn or missing signs	£1,500
Zone C Brentwood	Refresh Permit bay and replace any worn or missing signs	£1,500
Walton Gardens, Hutton	Refresh SYL's & DYL's	£1,000
Oakland Gardens, Hutton	Refresh SYL's & DYL's	£500
Coram Green, Hutton	Refresh DYL's & SKC's	£1,000
Claughton Way, Hutton	Refresh DYL's & SKC's	£1,000

Whittington Road, Hutton	Refresh DYL's	£500
Wash Road, Hutton	Refresh DYL's	£750
Hutton Drive, Hutton	Refresh DYL's	£1,000
Rosen Crescent, Hutton	Refresh DYL's	£1,000
Magdalen Gardens, Hutton	Refresh DYL's	£500
Sunray Avenue, Hutton	Refresh DYL's	£500
Woodman Road, Warley	Refresh DYL, SYL & RP Bays and replace damaged or missing signs	£3,000
Hanging Hill Lane, Hutton	Refresh SKCs and replace damaged post & SKC sign	£750
Nine Ashes Road, Blackmore	Refresh SKCs and replace posts & SKC signs	£750
Western Road, Brentwood	Refresh lining	£1,000
Brook Street, Brentwood	Refresh DYL's	£500
Coptfold Road, Brentwood	Refresh DYL's	£500
10 Albert Street, Brentwood	Paint ABM (include other dropped kerbs)	£250
Wren Place, Brentwood	Repaint SYL's	£500
Rose Valley, Brentwood	DYL from Wren Place/ Gresham Road to Queens Road	£1,500
South Drive, Brentwood	Repaint DYL'S JW Headley Chase	£500
Burses Way, Hutton	Refresh SYL's & DYL's (Mount Avenue end)	£1,000
Poplar Drive, Hutton	Refresh SYL's (Not DYL's)	£1,000
Bannister Drive, Hutton	Refresh SYL's (Not DYL's)	£500
Clavering Way, Hutton	Refresh SYL's (Not DYL's)	£500
Park Road, Brentwood	Refresh Permit Bay/SYL/DYL and replace low posts/signs	£4,000
Total		£27,000

CASTLE POINT		
Road	Request	Estimate
Common Approach, Benfleet	Refresh Lines	£500
Kings Road, Benfleet	Refresh Lines & Signs	£1,000
Hillside Road, Benfleet	Refresh Lines & Signs	£1,000
Alexandra Road, Benfleet	Refresh Lines & Signs	£1,000
River View Road, Benfleet	Refresh Lines & Signs	£1,000
St Marys Road, Benfleet	Refresh Lines & Signs	£1,500
High Road, Benfleet	Refresh LWB Signs	£500
Kiln Road, Benfleet	Refresh LWB, hatching and SYL's outside dry cleaners	£750
Benfleet Road, Benfleet	Repaint SYL's & LWB outside shop entrances	£750
Hart Close, Benfleet	Refresh DYL's	£500
Overton Road, Benfleet	Refresh DYL's	£750
Church Road, Benfleet	Refresh DYL's	£3,000
Total		£12,250

CHELMSFORD		
Road	Request	Estimate
Watchhouse Road / The Street, Galleywood	Refresh Lines	£500
Barnard Road, Galleywood	Replace Disabled Bay Sign & Post	£500
New Road / Hall Close, Great Baddow	Refresh Lines	£1,000
Tabors Hill / Baddow Road, High Street, Great Baddow	Refresh Lines	£3,00
Honey Close, Great Baddow	Refresh Lines	£500
Beehive Lane / Apple Way, Great Baddow	Refresh Lines	£500
Hawk Hill, Battlesbridge	Refresh DYL o/s Phoenix Fireplaces	£2,000
Orchid Place, SWF	Refresh Lines	£3,000
Champions Way & Greenacres, SWF	Refresh Lines	£2,000
Brent Avenue / Redshank Crescent, SWF	Refresh SKC & Signs	£2,000
South Street, Great Waltham	Refresh SKC & DYL	£1,000
Aragon Road, Great Leighs	Refresh SKC	£1,000
Rectory Lane, Chelmsford	Replace any faded/damaged signs and damaged posts	£1,000
New Street, Chelmsford	Replace any faded/damaged signs and damaged posts and refresh kerb markings	£2,000
Wharf Road, Chelmsford	Refresh Lines	£1,000
Vicarage Road, Chelmsford	Refresh DYL on j/w Braemar Avenue	£500
Lower Anchor Street, Chelmsford	Replace Faded Signs	£1,000
Townfield Street / Glebe Road, Chelmsford	Refresh Lines	£2,000
Legg Street, Chelmsford	Refresh Lines	£2,000
Waterloo Lane, Chelmsford	Check and refresh/replace Lines & Signs	£2,000
Viaduct Road, Chelmsford	Check and replace Signs/Posts	£2,000
Tindal Street, Chelmsford	Refresh Kerb Markings	£1,000
Rainsford Road, Dukes Street & Broomfield Road, Chelmsford	Refresh Kerb Markings	£4,000
Rainsford Road, Chelmsford	Replace Rusty Posts	£1,000
Market Road, Chelmsford	Refresh Kerb Markings	£1,000
Hanbury Road, Chelmsford	Refresh Lines	£2,500
Brooklands Walk, Chelmsford	Refresh Lines	£500
Springfield Park Hill, Chelmsford	Replace Permit Signs	£500
Springfield Park Road, Chelmsford	Refresh Lines	£3,000
Springfield Green, Springfield	Refresh Signs O/S All Saints Church	£1,000
Seymour Street, Chelmsford	Replace Faded Signs and Rusty Posts	£1,000
Hart Street, Chelmsford	Replace Faded Signs and Rusty Posts	£1,000

Wolseley Road, Chelmsford	Refresh Lines and Signs	£2,000
Baker Street, Chelmsford	Replace Faded Signs	£500
Lady Lane, Chelmsford	Replace Faded Signs	£2,000
Hoffmans Way, Chelmsford	Replace Faded Signs	£500
Trinity Road, Chelmsford	Replace sign outside No. 6	£500
Byron Road, Chelmsford	Refresh DYL O/S Shops	£500
Navigation Road & Coates Quay, Chelmsford	Refresh Lines	£2,000
Oliver Way, Chelmsford	Refresh SKC and Signs	£1,000
Total		£56,000

MALDON		
Road	Request	Estimate
High Street, Maldon	Replace Limited Waiting / No Waiting Sign	£250
Basin Road, Heybridge	Refresh Lines	£2,000
Walden House Road, Great Totham	Refresh Lines	£1,000
Southminster	Refresh Signs	£3,000
Total		£6,250

ROCHFORD		
Road	Request	Estimate
North Street, Rochford	Replace Sign o/s Premier Wills & Refresh Lines	£2,000
Little Wheatley Chase, Rochford	Replace Incorrect Signs for SYL	£3,000
Main Road, Hockley	Refresh Kerb Markings	£1,000
Bullwood Avenue, Hockley	Replace Signs	£2,000
Southend Road, Hockley	Replace Sign & Posts	£2,000
Willow Walk, Broad Walk, Broad Close, Hockley	Refresh Lines & Signs	£3,000
Ironwell Lane, Hawkwell	Refresh Lines	£3,000
Brook Road, Rayleigh	Refresh Lines	£3,000
Roche Close, Rayleigh	Refresh Lines	£250
Station Crescent, Rayleigh	Refresh Lines & Signs	£3,000
Upway, Rayleigh	Refresh Lines & Signs	£2,000
Castle Road, Rayleigh	Replace Rusty Post	£1,000
Burrows Way, Rayleigh	Replace Signs	£1,000
Spring Gardens, Rayleigh	Replace Lines & Signs	£1,000
Meadow Way, Rayleigh	Refresh Lines & Sign	£1,500
Uplands Park Road, Rayleigh	Refresh DYL & SKC	£2,000
Victoria Road, Rayleigh	Refresh Lines	£2,000
Cotswold Avenue, Rayleigh	Refresh Lines and Signs	£2,000
Total		£34,750

AREA	TOTALS
Basildon	£19,250
Brentwood	£27,000
Castle Point	£12,250
Chelmsford	£56,000
Maldon	£6,250
Rochford	£34,750
Total	£155,500

Appendix C

2025/26 Funding for new Traffic Regulation Orders within The South Essex Parking Partnership

KEY: DYL = Double yellow line SYL = Single yellow line RP = Resident permit

TRO SCHEMES 2024/25 BRENTWOOD					
Item	Road	Town	District	Restriction	Estimated cost
1	South Drive	Warley	Brentwood	RP scheme	£3,000
2	King Edward Road & Gresham Road	Brentwood	Brentwood	Extend operational times of existing permit bays	£3,500
TOTAL - £6,500					