

MEETING OF THE SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

11 SEPTEMBER 2025
COUNCIL CHAMBER, CIVIC CENTRE, CHELMSFORD CITY COUNCIL
COMMENCING AT 2PM

AGENDA

1. Welcome from Chairman
2. Apologies for absence and substitutions
3. Minutes of the Joint Committee meeting held on 26 June 2025
4. Public Question Time
5. Operational and Performance Report (Verbal update - Russell Panter)
6. Financial Report (Michael Packham)
7. Progress on Business Plan 2025/26 (Nick Binder)
8. AOB

Date and time of next meeting
11 December 2025 at 2pm in the Marconi Room

MINUTES
of the
SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE
held on 26th June 2025 at 2pm

Members present:

Councillor Aidan McGurran – Basildon Borough Council
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:

Nick Binder - Chelmsford City Council
William Butcher – Chelmsford City Council
Brett Edwards – Basildon Borough Council
Stuart Jarvis – Castle Point Borough Council
Mike Packham – Chelmsford City Council
Russell Panter – Chelmsford City Council
Dan Sharma-Bird – Chelmsford City Council

1. Welcome and Introductions

Nick Binder welcomed those present to the meeting.

2. Apologies for Absence

Apologies were received from Carol Carr (Brentwood Borough Council), Cllr Andrew Cross (Rochford District Council), Cllr Mike Fuller (Castle Point Borough Council), Jo Heynes (Essex County Council), Nicola Syder (Maldon District Council), Sharon Braney (Rochford District Council) and Alan Underdown (Basildon Borough Council).

3. Election of Chairman for the ensuing Municipal year

A nomination was made by members by the Joint Committee and seconded, for Councillor Shaw.

AGREED that the Chairman for the ensuing Municipal year would be Councillor Shaw.

4. Election of Vice Chairman for the ensuing Municipal year

A nomination was made by members by the Joint Committee and seconded, for Councillor Sherlock.

AGREED that the Vice Chairman for the ensuing Municipal year would be Councillor Sherlock.

5. Minutes of the Joint Committee Meeting 13 March 2025

The minutes of the meeting 13 March 2025 were confirmed as a correct record.

6. Public Question Time

No public questions were received.

7. 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, three posts, one each at Brentwood, Chelmsford and Maldon were set to be filled soon. The Joint Committee also heard that new bodycams had been purchased along with two vans that had been purchased on favourable terms at the end of their lease. It was also noted that new flowbird machines had been purchased by Basildon for use in their car parks.

The Joint Committee heard that camera enforcement options continued to be explored with Brentwood and that service level agreements with Basildon and Maldon had also recently been looked at. There had also been a customer engagement project, involving officers carrying cards with QR codes, directing residents to the relevant web pages for resident permits and season ticket applications. The Joint Committee also noted that the footway parking bill was moving through the legislative stages and that no further information had been received from the British Parking Authority on increased PCN charges to date. The Joint Committee also heard that most areas were performing well against the business plan, with the overall position slightly above expectations.

In response to a question on the proposed camera enforcement and red route on Brentwood High Street, officers confirmed that work was expected on this later in the year and that meetings had been taking place with Essex Highways and that works to improve the road surface would also be required and that it would be important for Brentwood Borough Council to engage with the businesses on the High Street. In response to a further question, it was noted that the bill on pavement parking was still in its early stages and it was not

clear yet how it would affect local authorities, in terms of if additional Traffic Regulation Order's would be required for significant parts of the public highway or not.

RESOLVED that the operational and performance update be noted.

(2.03pm to 2.20pm)

8. Financial Outturn 2024/25

The Joint Committee received a financial outturn detailing the financial position of the South Essex Parking Partnership for the period covering 1st April 2024 to 31st March 2025. The report also provided the details of the actual costs incurred and income received.

Members were advised of the closing positions for the account, including the TRO account, in the last financial year for the Partnership. They heard that by 31st March 2025, there was a surplus of £195,670 for SEPP and a deficit of £340,702 for the TRO account. This resulted in an overall deficit position of £145,032. The closing position for the Partnership on 2023/24 was a surplus of £33,634, including the TRO account. The key variation compared to 23/24 had been lower than anticipated PCN income, but that expenditure had been broadly in line with 23/24.

The Joint Committee heard that the income levels from PCN had dropped between 2023/24 and 2024/25, receiving £108,770 less in 2024/25. They also heard that expenditure on items funded from the SEPP reserves had all been within the requested funding with a total amount of £650,833. The net position for the Partnership, including the TRO account, after use of reserves, was a deficit of £795,865. The Partnership currently have a cumulative cashable position of £801,740 which did not include £478,316 of outstanding fines that were yet to be collected.

RESOLVED that the financial outturn for 2024/25 be noted.

(2.20pm to 2.22pm)

9. Financial Report 2025/26

The Joint Committee received a financial report regarding the financial position of South Essex Parking Partnership for the period covering 1st April 2025 to 9th June 2025. The report also provided details of the actual costs and income received in this period.

Members were advised that the SEPP account showed a surplus of £127,750 but also a deficit of £77,757 for the TRO account. The overall surplus position for the SEPP, including the TRO account, was therefore £49,993. It was noted that it was early in the year to say what PCN levels would be at year end but early indications were that income could be at broadly the same level as achieved in 24/25. The Joint Committee also noted that there had not been any spend from reserves to date for 25/26.

RESOLVED that the financial report be noted.

(2.23pm to 2.24pm)

10. Annual Report of the South Essex Parking Partnership 2024/25

The Joint Committee received the 2024/25 Annual Report of the South Essex Parking Partnership as per required on Section 14.1.9 and 28.3 of the Joint Committee Agreement. It was also advised that the annual report was produced in line with the Traffic Management Act which placed a duty on enforcement authorities to produce and publish an annual report. The report detailed the financial position and reserves of the Partnership, team performance data, and PCN issue and recovery rates.

The Joint Committee were informed that costs of the partnership continued to increase, whilst income stayed flat and this had led to the increase in resident permit fees and pay and display charges in 2024/25. It was also noted that the main function of the partnership was to deliver enforcement and a surplus in this area was then normally used to cover Traffic Regulation Order costs. It was also highlighted that the £400k set reserve had been maintained, but that it was important that a rise in PCN Charges would be agreed by government in the near future to assist with rising costs. It was noted that PCN income had been down in 2024/25, partly due to vacancies, but that the amount fully paid had been in line with the national average, only 6% had been cancelled due to challenge, 1.5% for errors and only 0.08% of motorists had gone to the independent adjudicator. An error in the report was also highlighted to the Committee in the executive summary of the Annual Report where the figure of £155,050 allocated during the year for new schemes requiring a new TRO needed to be switched with the figure of £34,500 allocated during the year for essential maintenance of signs and lines.

RESOLVED that the Annual Report 2024/25 be approved with the above amendment.

(2.25pm to 2.37pm)

11. Update on the School Parking Initiative

The Joint Committee received a verbal update on the School Parking Initiative. The Joint Committee were informed that Rayleigh Primary School had recently joined the 3pr gold scheme and that banners would be put in place soon and that St Margarets School in Basildon had also shown an interest in joining the gold scheme. The Joint Committee heard that other schools were being contacted and there were around 60 schools now signed up to the 3pr scheme. It was noted that an audit of signed up schools would be carried out too to ensure that it was working well and that findings would be reported to a future meeting.

In response to questions, it was confirmed that primary schools in Ingatestone could be reached out to and that success of the scheme was measured via complaint levels and liaison with Civil Enforcement Officers visiting sites.

RESOLVED that report be noted.

(2.38pm to 2.42pm)

12. Funding decisions made under delegated authority

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 so far in 2025/26. It was noted that the individual funding decisions were detailed in the Appendix and from the allocated sum of £200,000, a total amount of £162,000 had been approved and allocated under the arrangements, leaving £38,000 for the remainder of the financial year.

RESOLVED that the decisions made under delegated authority be noted.

(2.43pm to 2.47pm)

13. Date and time of next meeting

RESOLVED that the next meeting of the Joint Committee be on 11th September 2pm, in the Marconi Room, at the Chelmsford City Council offices.

The meeting closed at 2.47pm

Chairman

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

11th September 2025

AGENDA ITEM 6

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 1st September 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 1st September 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 £153,639 for SEPP and a deficit of £208,407 for the TRO account, on a cash basis for the financial year to the 1st September 2025 before taking into account items funded from the Reserve. This results in an overall deficit position for the Partnership including the TRO account of £54,768. This is £104,671 worse than last reported.

Looking at a comparison between this year and last year (April to August), and PCN income in particular, the Partnership received a total of £670,440 in 25/26, whereas in 24/25 the Partnership over the same period (April to August) received £615,643. PCN income to date in 25/26 therefore represents just under 109% of the income collected in 24/25, so if these trends continue income will exceed 24/25 levels. It is however likely that PCN income levels won't reach the budgeted level of £1,731,000 unless there is a pick up throughout the remainder of the year.

The impact of the inflationary increases to residents parking charges can be seen from a comparisons between this year and last year over the same period as above. In 24/25, the Partnership received a total of £283,119 from residents parking up to the end of August, whereas in 25/26, £352,102 has been received over the same period. This represents 124% of the 24/25 income level and is on target to achieve the £750,000 budgeted level for 25/26.

- 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 1st September 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 @ 01/09/2025

Appendix 1 South Essex Parking Partnership - Summary position @ 01/09/2025									
Actual 25/26	Chelmsford £	Brentwood £	Maldon £	Basildon £	Rochford £	Castle Point £	Total £	TROs £	Total £
Direct Expenditure									
- Employees	209,547	138,039	46,501	155,825	69,140	41,704	660,755	64,029	724,784
- Premises	0	0	0	0	0	0	0	0	0
- Supplies and Services	36,207	36,709	5,026	26,070	8,105	5,718	117,835	133,461	251,296
- Third Party Payments	27,140	20,171	4,584	14,670	6,968	6,051	79,585	0	79,585
- Transport costs	8,347	11,129	5,564	20,301	8,347	5,564	59,252	18	59,270
Total Direct Expenditure	281,239	206,049	61,676	216,866	92,560	59,038	917,427	197,508	1,114,935
Indirect Expenditure									
Central Support	28,965	21,504	4,904	15,635	7,419	6,455	84,884	10,899	95,782
Total Indirect Expenditure	28,965	21,504	4,904	15,635	7,419	6,455	84,884	10,899	95,782
Total Expenditure	310,205	227,552	66,580	232,501	99,979	65,493	1,002,310	208,407	1,210,717
Income received to 01/09/25									
PCN's	220,953	174,695	35,740	129,577	46,540	62,934	670,440	0	670,440
Residents' Parking Permits (to end of January)	168,258	86,489	12,239	73,164	7,521	4,432	352,103	0	352,103
Pay & Display	54,201	20,190	0	0	0	0	74,390	0	74,390
Other	21,504	14,411	3,106	11,841	4,413	3,742	59,017	0	59,017
Total Income	464,916	295,784	51,084	214,582	58,474	71,109	1,155,950	0	1,155,950
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below	(154,711)	(68,232)	15,496	17,919	41,505	(5,615)	(153,639)	208,407	54,768

Memorandum: Items funded from Reserves

	Actuals £
	0
Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves	54,768
Net After Use of Reserves	54,768

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SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

11 SEPTEMBER 2025

AGENDA ITEM 7

Subject	Update on Business Plan for 2025/26
Report by	Parking Partnership Manager

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

Purpose

This report updates the Joint Committee on progress against the Business Plan approved for 2025/26.

Options

This report is for information.

Recommendation(s)

1. That the Joint Committee notes this report

Consultees

Lead officers from each of the Partner Authorities as set out in Appendix B of the Joint Committee Agreement 2022.

1. Introduction

- 1.1 At its meeting on 15 January 2025, the Joint Committee approved the South Essex Parking Partnership's Business Plan for 2025/26.
- 1.2 This Business Plan provided an estimated annual budget based on the operational data and financial outturns from the previous years of operation.
- 1.3 This report provides the current progress to date against the approved Business Plan.

2. Current position against projected outturn.

- 2.1 The Business Plan 2025/26 estimated that the enforcement account could expect a final surplus position of £332,000 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 currently 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.
- 2.2 The amount of PCNs issued across the Partnership is currently 13% up against the 2024/25 outturn and down by 2.8% against the estimated figure in the 2025/26 Business Plan.
- 2.3 Operating costs and expenditure are currently as expected and the overall income received from Penalty Charge Notices is currently up compared to the same period last year, but remains down against the forecast in the Business Plan

3 Business objectives for 2025/26

- 3.1 The Business Plan sets out the objectives the Partnership wishes to achieve in 2025/26. Appendix A, section 1, provides an update against each objective. Section 2 provides a comparison of the overall Parking Partnership PCN issue rates and Section 3 provides the PCN issue data for each individual partnership area.
- 4 Appendix A, Section 4, provides the current recovery rates for the overall Parking Partnership and the individual areas.

The overall recovery rate for PCNs paid is currently 72% of the PCNs issued. The expected outturn for the Partnership is in the region of 75% to 77%. In 2024/25 the outturn recovery rate was 72%. Considering that a high volume of PCNs issued are still within the initial recovery stage, the current recovery level is as expected.

The rate of PCN cancellation (9%) remains within the expected level. The outturn position for cancellation rates in 2024/25 was 13.5%

5 Conclusion

The estimated level of PCN income is currently down against the estimate in the Business Plan with recent turn over of staff being a factor in the reduction of the number of PCNs issued. This position will improve as the vacant posts have been filled and training is completed. All other expenditure and income are currently as expected and the account will remain in a positive position to cover the costs of Traffic Regulation Order (TRO) function, the necessary maintenance of signs and lines and the implementation of new traffic management schemes which require a traffic Regulation Order, whilst also in a position to retain the agreed reserve of £400,000.

List of Appendices

Appendix A: Performance and update on the Business Plan objectives for 2025/26

Background Papers

South Essex Parking Partnership Business Plan 2025/26

The South Essex Parking Partnership Joint Committee Agreement 2022

APPENDIX A



Performance and update on Business Plan objectives for 2025/26

(April 2025 to July 2025)

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1 Business Plan aims and objectives update

Objective for 2025/26	Linked to business aim	Action and measure to date
<p>1: Monitor the effects of the business recovery and adjust the business case to ensure service provision meets demand.</p> <p>Continue to gauge the potential long term operational and financial impact of the change of working patterns / environments and parking requirements.</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>The number of PCNs issued, and the amount of PCN, Pay & Display and resident parking income is being compared and monitored against the business plan estimates and the outturn from 2024/25.</p> <p>The level of recovery is being gauged against the Annual Business Plan 2025/26 which contains estimates based on the assumed recovery and performance, based on pre-Covid levels.</p>
<p>2: Continued focus on performance and sickness absence management at a local level to ensure best use of staff resource and improve attendance levels and subsequently maintain expected levels of patrol coverage.</p> <p>Provide a professional service, ensuring full compliance with TMA 2004 and high levels of customer service.</p> <p>Key Performance Indicators:</p> <ul style="list-style-type: none"> • 75% of PCNs issued are successfully recovered • CEOs to achieve an average performance score of 33 • PCNs which have been cancelled due to an CEO error, not to exceed 0.8% 	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Monthly 1 to1 meetings are taking place between the Area Team Leaders and the Civil Enforcement Officers. These meetings provide an opportunity to discuss individual performance and how the performance is contributing to the overall Business Plan.</p> <p>In addition to these meetings, six monthly operational updates are provided by the Parking Partnership Manager. These inform staff of the progress against the agreed Business Plan. Monthly area performance updates are provided to each area depot on a monthly basis.</p> <p>CEOs are not set any targets regarding the amount of PCNs they should issue. The main focus of this work is to ensure that staff make best use of their time and maintain a sufficient level of patrol coverage throughout the many areas that require parking enforcement.</p> <p>The amount of PCNs issued across the Partnership is currently 13% up against the outturn from 2024/25</p>

		<p>and 2.8% down against the estimate in the 2025/26 Business Plan</p> <p>The current level of performance is slightly down on the overall outturn position as set out in the 2025/26 Business Plan</p>
<p>3: Ensure CEO patrol rotas are continually reviewed to ensure best use of staff time in key areas.</p> <p>Continue to provide ad-hoc out of hours enforcement to concentrate enforcement on known problem areas.</p> <p>Review enforcement outside of the core operational hours and review level of resource required to ensure staff have enough support during these periods</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Area Team Leaders are modifying staff rotas to meet the needs of changing parking habits. The focus of the team is to ensure that the staff are in the right place at the right time providing essential traffic management.</p> <p>The requests for enforcement at school drop off and pick up time is increasing and the teams continue to adjust working patterns to meet these demands.</p> <p>Each area continues to provide out of hours enforcement at known problem areas. The areas are identified from feedback and reports from Councillors, Lead Officers and members of the public.</p> <p>The Parking Partnership has arrangements in place with Maldon and Brentwood for their staff to provide additional patrol coverage at known problem areas outside of the core hours.</p>
<p>3: Partnership CEOs to support Castle Point, and Rochford at key times and to provide holiday cover.</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>When resource permits, the partnership staff are being utilised to cover any staffing shortfalls due to holiday or sickness in these key areas.</p>
<p>4: Maldon to continue additional CEO patrol coverage with the use of the Community Safety Officers outside of normal working hours and during peak summer season.</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking</p>	<p>Maldon Community Service Officers continue to provide additional support to the Parking Partnership to provide out of hours parking enforcement in the Resident Parking</p>

<p>Maintain communications between the Council and the Partnership passing on intelligence regarding events (such as the Maldon Mud Race, Burnham Carnival etc.) when additional enforcement is required</p> <p>Introduce targeted action days to deal with Hot Spots (schools etc.) allocating Council resources in addition to the Partnership staff</p>	<p>enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>Zones and in the High Street outside of normal patrol hours. This arrangement is extended to provide additional enforcement during know events in the district.</p>
<p>5: Continue to operate the service level agreement with Brentwood Borough Council to engage the services of the Brentwood Community Safety Officers to provide enforcement patrols to assist with weekend and out of hours coverage.</p> <p>Engage with external supplier to provide out of hours enforcement at key times (weekend evenings) within the City of Chelmsford</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>The SEPP enforcement Team and the Brentwood Community Safety team are working well in Partnership to address issues outside of core operational hours. Joint patrols have also been set up with the police to deal with issues of anti-social behaviour and parking contraventions. These patrols have proved to be very successful.</p> <p>A new Service Level Agreement to continue this arrangement has been agreed and signed by both parties.</p>
<p>6: Review current operational expenditure and processes and determine if further efficiencies / improvements can be made</p>	<p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>The operational expenditure is currently as expected and in line with the budget in the Annual Business Plan.</p>
<p>7: Identify the proposed resident parking schemes, which are agreed and approved. Determine the additional income gained from the resident permit charges and adjust each area account to reflect the change.</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking</p>	<p>Resident permit schemes have been progressed and approved by the Sub Committee. Several new permit schemes have been introduced into the Partnership areas and the additional income received is reflected in the individual area financial outturn and</p>

	<p>enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>contributes to the running of these schemes.</p>
<p>8: Identify and prioritise schemes in areas which provide the greatest benefit to the overall aims and objectives of the Parking Partnership</p> <p>Produce and implement a programme of essential maintenance works for signs and lines and TROs requiring attention.</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p> <p>Maintain signs and lines and TROs to an acceptable level ensuring suitable funding is available</p>	<p>Schemes requiring essential maintenance continue to be identified and agreed by the delegated powers given to the SEPP manager. A significant amount of work has been completed in this area ensuring parking restrictions remain relevant and enforceable.</p>
<p>9: Ensure that new developments requiring parking related restrictions / schemes contribute to the implementation of the scheme via section 106 arrangements or the Community Infrastructure Levy</p>	<p>Maintain signs and lines and TROs to an acceptable level ensuring suitable funding is available</p>	<p>Ongoing: Partnership Lead Officers to maintain local relationships with planning departments and Essex County Council Highways.</p>
<p>10: Continue to develop and roll out the School Parking Initiative across all Partnership areas, to improve</p>	<p>Support the core principles of TMA 2004</p>	<p>The Parking Partnership School Liaison officer continues to promote this scheme and is currently engaged with many schools interested in launching the scheme.</p>

parking behaviours at school drop off and pick up times		
11. Meet with Officers from NEPP and ECC to determine any additional services that can be delivered by the Partnerships on behalf of ECC under separate Service Level Agreements.	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>Meetings continue to take place with NEPP and ECC officers. No new services have been identified to date.</p>
12. Produce a report regarding current lease costs, types of vehicles and the financial impact and logistics of installing EV charging points to move to a fully electric fleet versus the current Hybrid vehicle costs	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>Report to be presented as part of the Annual Business Plan 2026/27 to be submitted to the December Joint Committee Meeting.</p>
13. Consider implementation of red routes with CCTV enforcement to deal with consistent all day inconsiderate parking on key parts of the network and bus routes	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Discussions with partner authorities continue within this area.</p>

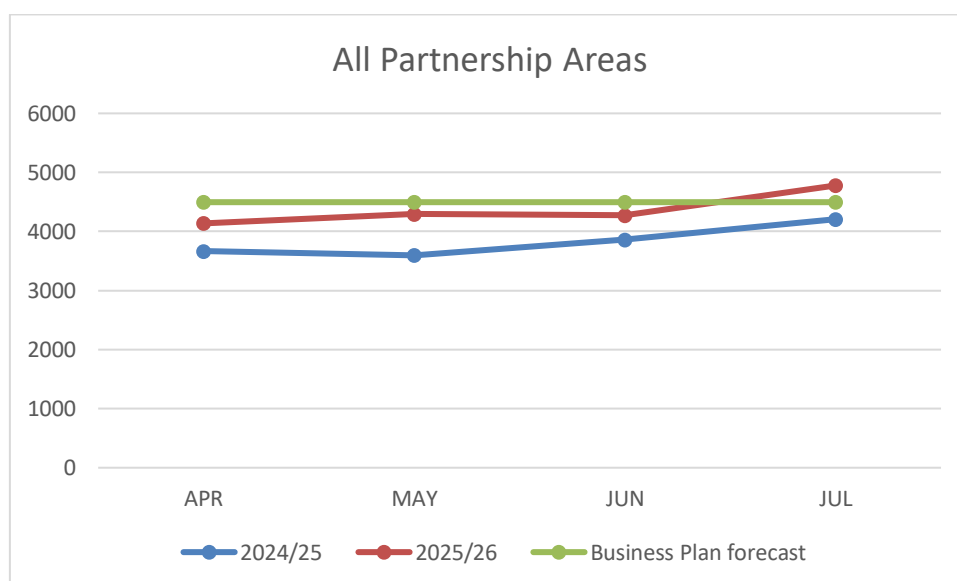
2 Overall Partnership PCN comparison

The income received from Penalty Charge Notices (PCNs) equates to 65% of the total income received. This income is not guaranteed and is dependent on the number of motorists who contravene a parking restriction and are noted by a patrolling enforcement officer.

A reduction in this level of income will have a detrimental effect on the overall account and it is therefore important to monitor this effect. The amount of PCNs issued compared to the previous years of the operation is a good benchmark to determine how the operation is performing. The following table provides the current PCN issue rate compared to the 2023/24 outturn and the Business Plan estimate.

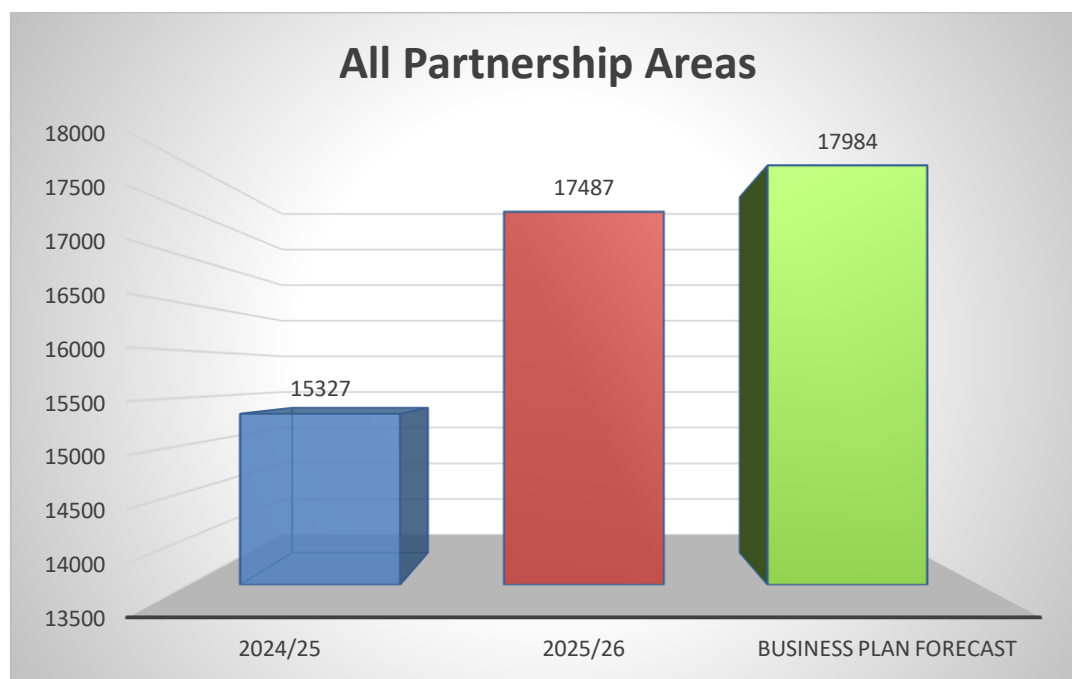
This relates to the period April 2024 to August 2024 for PCNs issued across all areas in the Parking Partnership.

Monthly 2025/26 PCN issue rate comparison against the 2024/25 outturn and the Business Plan estimate for 2025/26.



SEPP	2024/25	2025/26	Business Plan forecast
APR	3664	4137	4496
MAY	3596	4297	4496
JUN	3859	4274	4496
JUL	4208	4779	4496
Total	15327	17487	17984

Overall Partnership PCN issue comparison figure for period April 2025 to July 2025

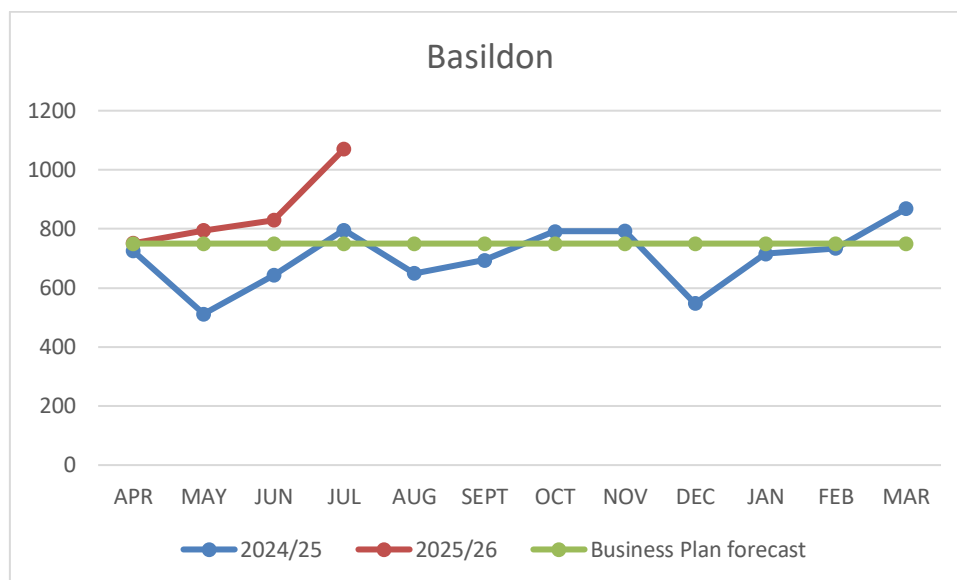


The amount of PCNs issued across the Partnership is currently 13% up against the 2024/25 performance and 2.8% down against the estimated figure in the Business Plan.

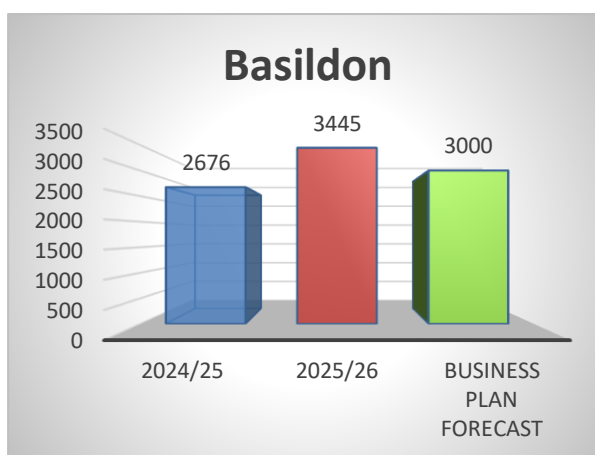
3 Individual area PCN comparison

The following tables (pages 10 to 15) provides the current PCN issue rate for each of the partner authorities compared to the 2023/24 outturn and the Business Plan estimate.

3.1 Basildon

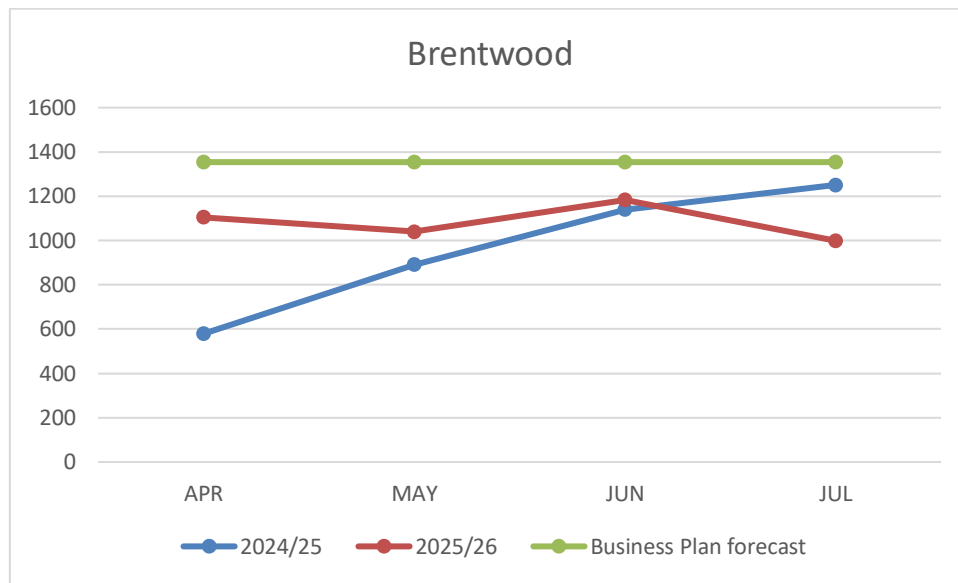


Basildon	2024/25	2025/26	Business Plan forecast
APR	725	751	750
MAY	512	795	750
JUN	643	829	750
JUL	796	1070	750
Total	2676	3445	3000

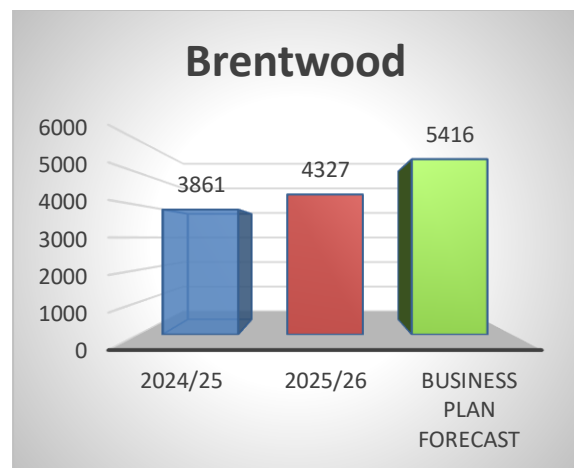


The amount of PCNs issued in Basildon is currently 25% up against the 2024/25 performance and 13% up against the estimated figure in the Business Plan.

3.2 Brentwood

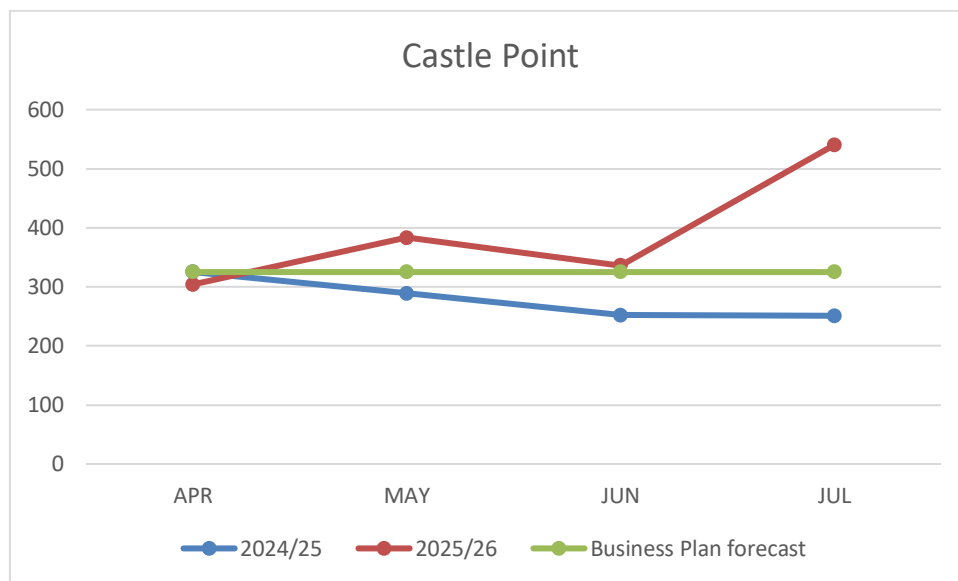


Brentwood	2024/25	2025/26	Business Plan forecast
APR	579	1105	1354
MAY	891	1040	1354
JUN	1140	1183	1354
JUL	1251	999	1354
Total	3861	4327	5416

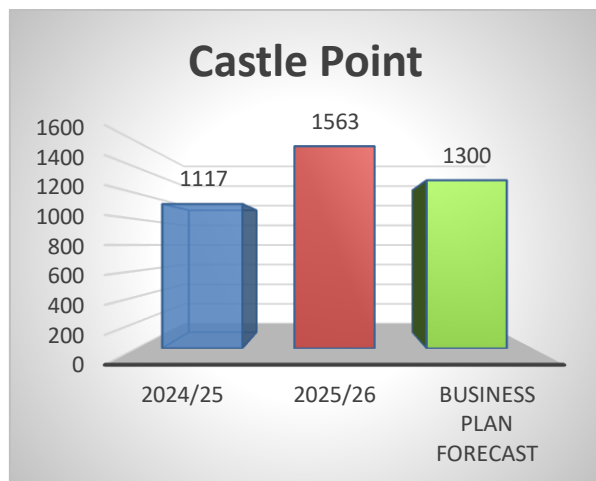


The amount of PCNs issued in Brentwood is currently 11% up against the 2024/25 performance and 22% down against the estimated figure in the Business Plan.

3.3 Castle Point

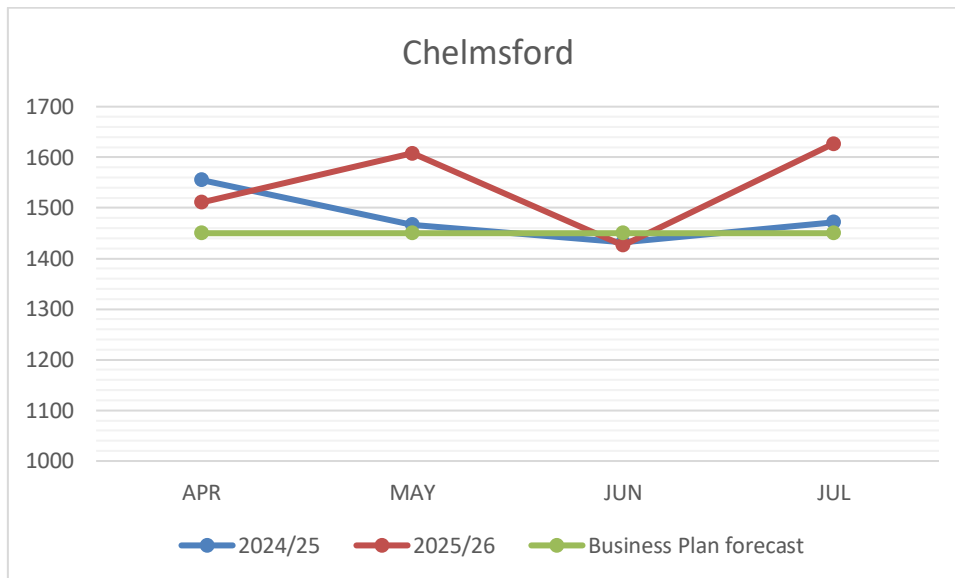


Castle Point	2024/25	2025/26	Business Plan forecast
APR	325	304	325
MAY	289	383	325
JUN	252	336	325
JUL	251	540	325
Total	1117	1563	1300

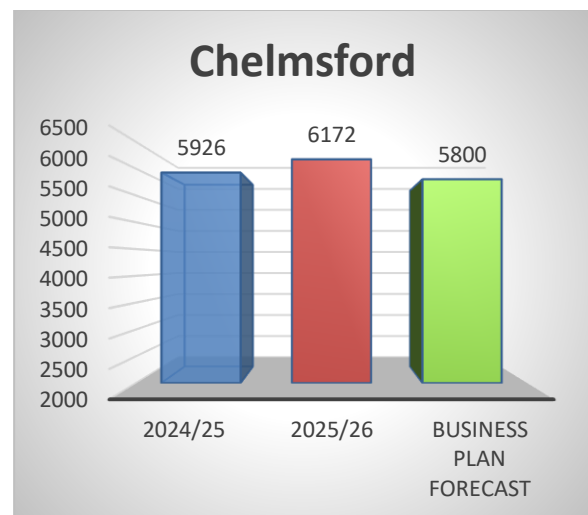


The amount of PCNs issued in Castle Point is currently 33% up against the 2024/25 performance and 18% up against the estimated figure in the Business Plan

3.4 Chelmsford

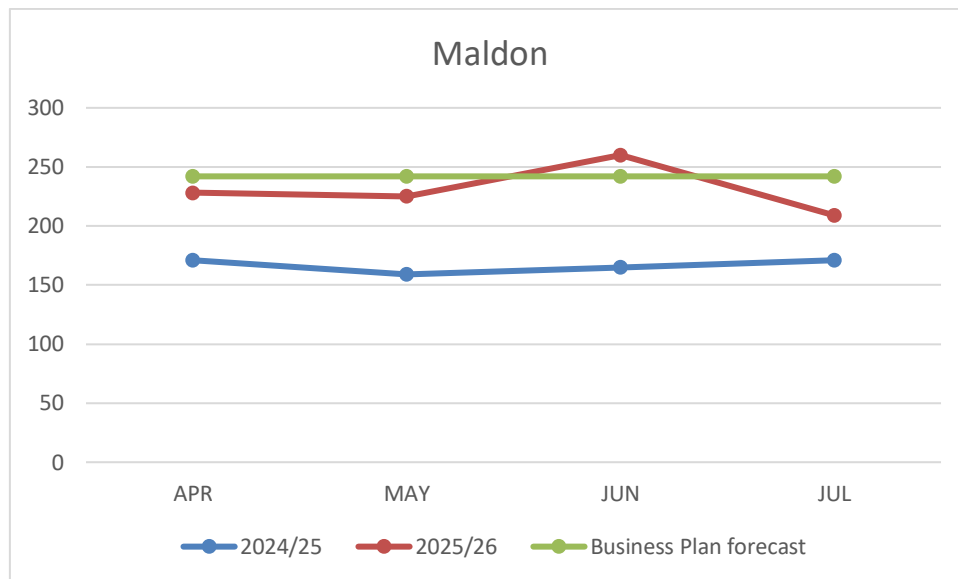


Chelmsford	2024/25	2025/26	Business Plan forecast
APR	1555	1511	1450
MAY	1467	1608	1450
JUN	1432	1426	1450
JUL	1472	1627	1450
Total	5926	6172	5800

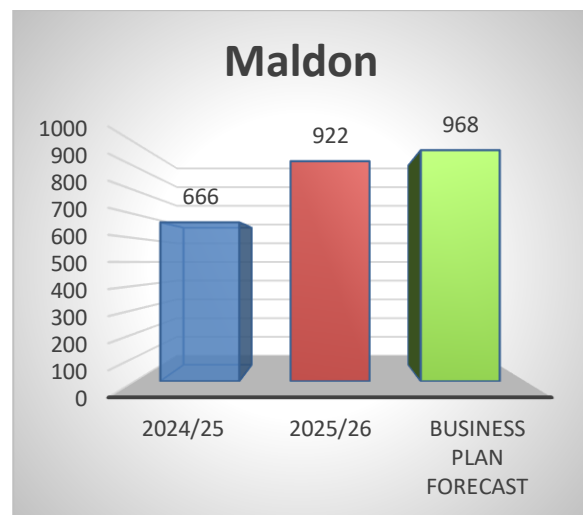


The amount of PCNs issued in Chelmsford is currently 4% up against the 2024/25 performance and 6% up against the estimated figure in the Business Plan

3.5 Maldon

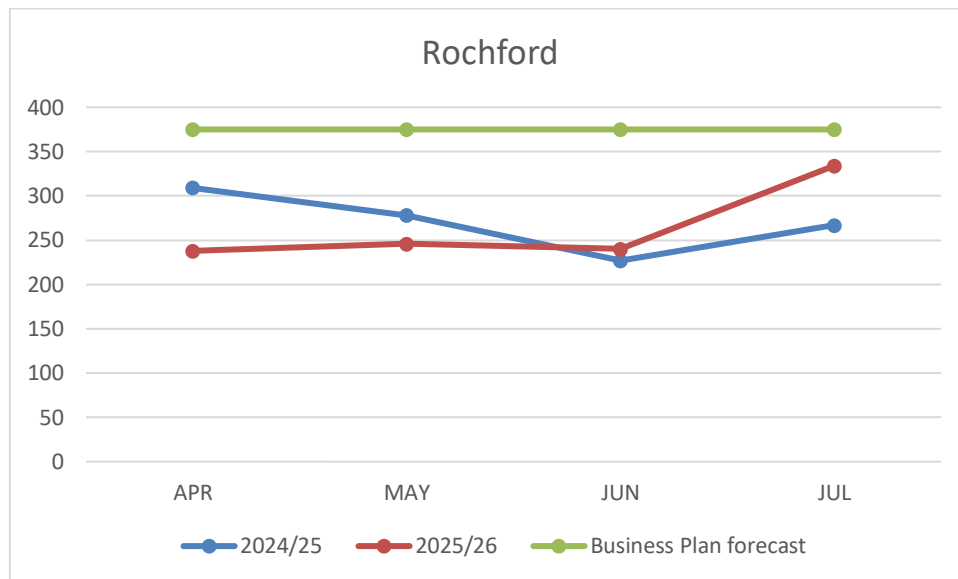


Maldon	2024/25	2025/26	Business Plan forecast
APR	171	228	242
MAY	159	225	242
JUN	165	260	242
JUL	171	209	242
Total	666	922	968

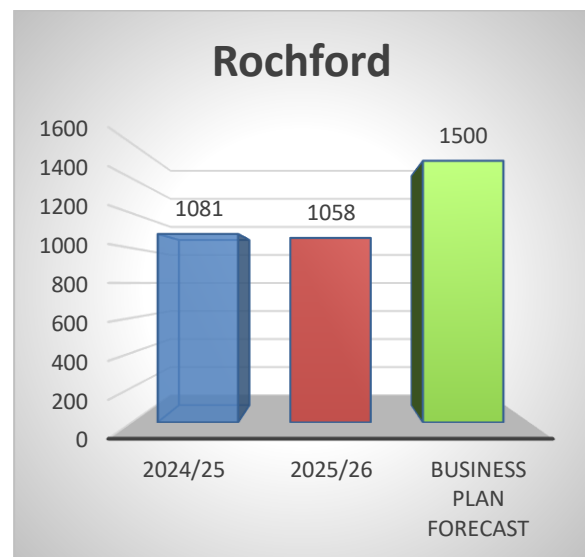


The amount of PCNs issued in Maldon is currently 32% up against the 2024/25 performance and 4.8% down against the estimated figure in the Business Plan

3.6 Rochford



Rochford	2024/25	2025/26	Business Plan forecast
APR	309	238	375
MAY	278	246	375
JUN	227	240	375
JUL	267	334	375
Total	1081	1058	1500



The amount of PCNs issued in Rochford is currently 2% down against the 2024/25 performance and 29% down against the estimated figure in the Business Plan

4 Recovery rates

The following table shows the current recovery and cancellation rates across the Partnership and for each individual area. This data relates to the period 1 April 2025 to 31 July 2025.

Back Office PCN recovery rates April 2025 to July 2025								% of stage payment received from PCNs fully paid		
	PCNs Issued	Cases stopped	%	Outstanding	%	Fully Paid	%	Discount	Full amount	Surcharge Paid
Basildon	3,445	353	10	839	24	2253	65	86.2	12.3	1.5
Brentwood	4327	372	9	931	22	3024	70	84.4	14.1	1.5
Chelmsford	6172	797	13	1557	25	3818	62	86.4	12.2	1.4
Castle Point	1563	89	6	239	15	1235	79	88.5	10.3	1.2
Maldon	922	97	11	97	11	728	79	90.8	8.1	1.1
Rochford	1058	62	6	158	15	838	79	87.8	10.9	1.3
Partnership Total	17487	1770	9	3821	19	11896	72	86.5	12.1	1.4

The overall recovery rate for PCNs paid is currently 72% of the PCN issued. The expected outturn for the Partnership is in the region of 75% to 77%. In 2024/25 the outturn recovery rate was 72%. Considering that a high volume of PCNs issued are still within the initial recovery stage, the current recovery level is as expected.

The rate of PCN cancellation (9%) remains within the expected level. The outturn position for cancellation rates in 2024/25 was 13.5%