

MEETING OF THE SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

27 June 2019 – 14.00

Council Chamber, Civic Centre, Chelmsford City Council



SOUTH ESSEX

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 | Appointment of Sub Committee (to approve funding for Signs and Lines & Traffic Regulation Orders) | Chairman |
| 6 | Appointment of Sub Committee (to consider objections against an Advertised TRO) | Chairman |
| 7 | Minutes of the Joint Committee meeting 8 March 2018 | Chairman |
| 8 | Public Question Time | Chairman |
| 9 | Operational report | Russell Panter Nick Binder |
| 10 | Financial outturn 2018/19 | Kar-Wai Chan |
| 11 | Annual Report of the South Essex Parking Partnership 2018/19 | Nick Binder |
| 12 | Basildon proposal for allocated funding | James Hendry |
| 13 | Forward Plan – next Sub Committee Meeting to consider objections against an advertised TRO – date and time to be agreed | Nick Binder |
| 14 | Date and time of next meeting: 5 September 2019 – 14.00 – Council Chamber | Chairman |

MINUTES

of the

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

on 7 March 2019 at 2:00 p.m.

Present:

| | |
|---------------------------------|------------------------------|
| Councillor Jon Cloke | Brentwood Borough Council |
| Councillor R Mitchell | Essex County Council |
| Councillor Ron Pratt (Chairman) | Maldon District Council |
| Councillor Michael Steptoe | Rochford District Council |
| Councillor Malcolm Sismey | Chelmsford City Council |
| Councillor Paul Varker | Castle Point Borough Council |

In attendance:

| | |
|------------------|------------------------------|
| Nick Binder | Chelmsford City Council |
| Trudie Bragg | Castle Point Borough Council |
| Liz Burr | Essex County Council |
| William Butcher | Chelmsford City Council |
| Kar-Wai Chan | Chelmsford City Council |
| Jonathan Desmond | Rochford District Council |
| Brian Mayfield | Chelmsford City Council |
| Russell Panter | Chelmsford City Council |
| Hugh Reynolds | Basildon Borough Council |

1. **Welcome and Introductions**

The Chairman welcomed everyone present to the meeting of the South Essex Parking Partnership Joint Committee.

2. **Apologies for Absence and Substitutions.**

It was reported that apologies had been received from Councillor Kevin Blake, David Green, James Hendry and Shaun Scrutton. Hugh Reynolds and Jonathan Desmond were attending as the substitutes for James Hendry and Shaun Scrutton

3. **Minutes of the Joint Committee Meeting on 6 December 2018**

The minutes of the meeting held 6 December 2018 were confirmed as a correct record and signed by the Chairman.

4. **Public Question Time**

Mr Andrew Sosin asked whether enforcement action was possible in the Causeway, near the Vineyards shopping centre, where there were problems with parking across a dropped kerb that provided access to a sheltered accommodation unit. Nick Binder said that the situation would be investigated.

5. **Operational and Performance Report**

Russell Panter, SEPP's Enforcement Operations Manager, presented a report on the operation of the South Essex Parking Partnership since the last meeting. The report covered the following matters:

School Parking Initiative/PREDAS/Joint Enforcement

The Committee was given an update on progress with these initiatives, all of which were showing encouraging results.

Staffing – Training and Recruitment

The Committee was informed that there were five vacant posts of Civil Enforcement Officer. It was intended to review staffing structures in 2019 to enable CEOs to work across the SEPP area and cover absences and vacancies.

Vehicles and Equipment

An update was given on plans for revised vehicle leasing arrangements and the introduction of charge banks for mobiles and hand-held computers. In response to a question it was confirmed that CEOs had body cameras.

Councillor Mitchell asked whether the PREDAS scheme took into account the possibility that vehicles might be parked in front of a dropped kerb with the property owner's permission. Russell Panter said that when residents signed up to the scheme the potential for visitors to receive a PCN during the restricted times was explained to them. Each household was given two permits, however, that could be displayed on the vehicles, which would avoid the issue of a PCN, as would the display of Carers' Permits.

Officers were also asked to look at the situation at Holt Farm school, where there were problems with residents accessing their properties via a car park which was used by parents at drop-off and collection times.

AGREED that the Operational and Performance Report be noted.

(2.10pm to 2.35pm)

6. **Financial Report**

Kar-Wai Chan reported on the financial position of South Essex Parking Partnership for the period up to January 2019.

The Partnership currently had an overall surplus of £414,200 on a cash basis for the year to date. Members were informed that a continuing rise in the income from PCNs now suggested that the surplus on the overall partnership account at the end of the financial year was likely to be higher than in 2017/18.

The Committee was informed that the figures relating to the cost of employees included the cost of back office staff. With regard to the deficit in Rochford, this was largely attributable to a decrease in the number of PCNs issued during a period of long-term sickness among the CEOs and the inclusion of the costs of the school parking initiative in the accounts. The financial position would improve as staffing levels returned to normal and income from more recently issued PCNs was received.

AGREED that the financial report for the period to January 2019 be noted.

(2.35pm to 2.38pm)

7. **External Audit Arrangements**

The Committee was informed that it was intended to revise the audit arrangements for the Partnership in 2019 to ensure that there was a proper segregation of duties by those who carried out the audit of its financial systems and risks and prepared its financial statement. It was proposed that Chelmsford City Council's internal audit function would carry out a risk-based review of the Partnership's operations and control environment in 2019. Separately, a qualified accountant would review the Partnership's financial statement, and the City Council's external auditor would look at the SEPP accounts alongside those of the Council.

AGREED that the separate external audit of the Partnership be replaced with a review by Chelmsford City Council's internal audit review of SEPP's controls and systems with the terms of reference to be agreed with the South Essex Parking Partnership Manager; and separately, an assessment of the Partnership be made as part of the statutory external audit of the City Council's accounting arrangements.

(2.38pm to 2.41pm)

8. **Update on Business Plan for 2018/19**

Nick Binder presented a report on progress against the approved Business Plan for 2018/2019.

Based on the projected income and expenditure, it was estimated that there would be an operational fund of £397,000 at the end of the financial year.

The Plan's business objectives were largely being met and the Partnership's performance remained good and in line with targets. PCNs were currently 13% higher than in the previous year; programmed maintenance work had been completed; new residents parking and traffic management schemes had been introduced; new hand-held computers had been issued to all Civil Enforcement Officers; and contracts had been awarded for the replacement of on-street pay and display machines and a new digital platform for recording signs and lines and traffic orders. Sickness levels were higher but mainly attributable to instances of long-term sickness.

During discussion of the report, the Committee was informed that reference to PCNs stopped after being issued related to those successfully appealed against, written off or dismissed for other reasons. Non-recovery cases were those that, for example, might be with bailiffs, had been incorrectly issued or were for cases of loading and unloading which had not been apparent at the time of issue of the PCN.

AGREED that the update on the Partnership's Business Plan for 2018/19 be noted.

(2.41pm to 2.48pm)

9. **Policy on Parking Restrictions Requiring a TRO**

In line with the practice to keep SEPP's policy document on how to deal with requests for parking restrictions requiring a TRO up to date and the process as efficient as possible, the Joint Committee was asked to consider the latest recommended changes. They related to:

- the arrangements for sending requests in respect of PR1 And PR2 routes to the County Council and obtaining its input to them, and
- the proposed provision of visual information on the most common types of parking problems and requests and the likely outcome of the Technician's recommendation.

The suggestion was made that consideration be given to allowing local businesses to obtain permits to park in residents parking areas where space was available during the working day.

AGREED that the proposed amendments to the policy document on the procedure for dealing with requests for parking restrictions requiring TROs, as detailed in the report to the meeting, be approved.

(2.48pm to 3.10pm)

10. **Receipt of Approved Allocated Funding**

The Joint Committee considered a proposed process by which each Partner Authority would receive the funding allocated to it for projects and schemes under Section 55 of the Road Traffic Regulation Act 1984. The latest funding, agreed by the Committee on 6 December 2018, equated to £116,000 per authority.

In approving the suggested approach, members said that the need to bring schemes to the Joint Committee for approval should be monitored for a period and consideration given to delegating that function to officers if it appeared that the vast majority of schemes met the criteria.

AGREED that the process described in the report to the meeting by which each Partner Authority receives the funding allocated to it be approved, and that the South Essex Parking Partnership Manager be authorised to release the funds to the relevant authority once an approved scheme has been completed and signed off.

(3.10pm to 3.20pm)

11. **Sub-Committee Arrangements**

AGREED that the quorum for meetings of the Sub-Committee to consider objections against an advertised TRO, and the Sub-Committee to consider funding for new TROs and maintenance of signs and lines be two elected members in each case.

(3.20pm to 3.23pm)

12. **Date and Time of Next Meeting**

It was noted that the next meeting of the Joint Committee would be on 27 June 2019 at 2.00pm. at the Chelmsford City Council offices.

The meeting closed at 3.24pm

Chairman

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

27 June 2019

AGENDA ITEM 9

| | |
|------------------|------------------------------------|
| Subject | Operational and Performance Report |
| Report by | Parking Enforcement Manager |

Enquiries contact: Russell Panter, russell.panter@chelmsford.gov.uk

Purpose

This report provides an update on the operation of the South Essex Parking Partnership for period 1 April 2019 to 31 May 2019

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 C of the Joint Committee Agreement 2011

1.0 Introduction

- 1.1 This report seeks to update the Joint Committee on the performance and operation of the South Essex Parking Partnership (SEPP).

2.0 Operational

- 2.1 Health & Safety training is set to be organised for the new financial year which will see all Civil Enforcement Officers (CEO's) attending an IOSH Working Safely training course.
- 2.2 The Parking Enforcement Manager has been working with the newly appointed School Parking Liaison Officer and some additional sites have been selected to introduce PREDAS and we are in early consultation with the schools and residents.

- 2.3 More 'Joint Enforcement' patrols have taken place at Brentwood and also several 'ad-hoc' late night and Sunday patrols by SEPP enforcement officers have continued to be productive. Still receiving lots of reports about out of hours contraventions despite high numbers of Penalty Charge Notices being issued. The Service Level Agreement with Brentwood Borough Council is being finalised which will enable the Brentwood Community Safety Officers to issue PCNs for parking contraventions noted during their normal patrols and will provide a more sustained regular out of hours service provision. The Joint Committee has approved £100,000 funding over the next three-year period to contribute to the cost of this additional service.
- 2.4 Riverside Truck Rental have now started to lease vehicles to SEPP via Basildon Borough Council. This is done in partnership with BBC who lease the vehicle using their fleet framework with Riverside and then hire the vans to SEPP. So far this partnership has worked very efficiently.
- 2.5 Currently reviewing uniform supplier due to poor performance and service from our existing main supplier. Early signs are the new supplier are providing better service and deliveries along with high quality uniform at good value.
- 2.6 Unfortunately, there has recently been two incidents on street which resulted in physical assault against the CEOs, both of which are being investigated by the police. Often difficult to get immediate police response but non-emergency response has improved again after a very lean spell. The staff are well support following any incidents and they have access to the Employee Assistance Program should further support be required.

3.0 Staffing

- 3.1 Interviews for the five vacant CEO positions have now taken place and were very successful. We were able to offer four of the five vacancies and the one remaining will be filled by agency staff for the foreseeable future.
- 3.2 First phase of staff review is underway with some recent transfers and an additional post created. This will allow for a more robust and efficient resource to maintain service provision and create a more flexible system of staff deployment.
- 3.3 In discussions with one of our Agency providers with regard to recruitment and a new process which allows for the agency to provide staff to fill vacancies and to work for a three-month period before applying for the role. This allows for the employer to trial any future employees and gives a guarantee that staff applying for roles are experienced and have the right experience and skills. This is early stages and only discussions at this time.
- 3.4 The Traffic Regulation Order Team are back up to full strength with the recent addition of two new staff members and the new School Parking Liaison Officer is now in post and continuing the good work with the School Parking Initiative.

4.0 Performance

- 4.1 During the first two months of the financial year the amount of PCNs issued is currently 2.5% up against the estimate in the 2019/20 Business Plan and down slightly by 3% compared to the previous year.

5 Conclusion

The operation is continuing to perform very well with no particular issues to note. The appointment of the new staff into the vacant positions will further improve the level of patrol coverage and service provision. The current level of performance remains consistent with the previous years of operation and is a good indication that the aims and objectives, as set out in the Annual Business Plan, will be achieved.

6. List of Appendices

Nil

6.1 Background Papers

Nil

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

27 JUNE 2019

AGENDA ITEM 10

| | |
|------------------|--|
| Subject | Financial Outturn 2018/19 |
| Report by | Accountancy Officer, Chelmsford City Council |

Enquiries contact: Kar-Wai Chan, Accountancy Officer, 01245 606625, karwai.chan@chelmsford.gov.uk

Purpose

To report on the financial position of the South Essex Parking Partnership for the year ending 31st March, 2019.

Options

Recommendation(s)

It is recommended that the revenue outturn position for 2018/19 be noted.

| | |
|-------------------|--|
| Consultees | South Essex Parking Partnership Manager Accountancy Officer |
|-------------------|--|

1. Introduction

- 1.1 This report sets out the summary of the financial position for the South Essex Parking Partnership for the period 1st April 2018 to 31st March 2019.

2. Financial summary

- 2.1 The attached spreadsheet (Appendix 1) provides details of the actual costs incurred and income received and is showing a surplus of £549,010 on a cash basis for the year ending 31st March 2019 before allowing for items funded from reserves. £182,580 has been used from the reserve to fund the items listed within Appendix 1. The agreed funding for Pay and Display machines has not been included within these figures, as the machines are now planned to be installed in 2019/20.

The higher surplus compared to previous years has mainly been driven by higher PCN income. 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.

- 2.2 The Partnership now has a cumulative cashable position, for on street operations, of £2,438,070. This amount does not include £370,457 of outstanding fines yet been collected after allowing for bad debt provision.

Some of the cashable funding has already been earmarked and an update to the planned use of the reserve will be provided by the Parking Partnership Manager in item 11, Annual Report of the South Essex Parking Partnership 2018/19.

List of Appendices

Appendix 1 – SEPP & TRO Financial summary 2018/19 Outturn

Appendix 2 – SEPP Reserve Summary 2018/19

Background Papers

Nil

| Appendix 1 South Essex Parking Partnership - Summary position @ March 2019 | | | | | | | | | |
|--|------------------|------------------|-----------------|-----------------|----------------|-----------------|------------------|----------------|------------------|
| Actual 18/19 | Chelmsford | Brentwood | Maldon | Basildon | Rochford | Castle Point | Total | TROs | Total |
| | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| Direct Expenditure | | | | | | | | | |
| - Employees | 315,880 | 275,720 | 86,330 | 240,070 | 108,320 | 65,770 | 1,092,090 | 112,870 | 1,204,960 |
| - Premises | 0 | 4,080 | 0 | 0 | 0 | 0 | 4,080 | 0 | 4,080 |
| - Supplies and Services | 36,110 | 28,620 | 5,110 | 18,180 | 7,930 | 5,510 | 101,460 | 26,220 | 127,680 |
| - Third Party Payments | 52,240 | 39,480 | 11,990 | 34,740 | 18,150 | 10,680 | 167,280 | 113,300 | 280,580 |
| - Transport costs | 20,810 | 19,370 | 6,360 | 47,900 | 16,530 | 10,530 | 121,500 | 700 | 122,200 |
| Total Direct Expenditure | 425,040 | 367,270 | 109,790 | 340,890 | 150,930 | 92,490 | 1,486,410 | 253,090 | 1,739,500 |
| Indirect Expenditure | | | | | | | | | |
| Central Support | 79,680 | 18,920 | 3,780 | 13,830 | 6,340 | 2,510 | 125,060 | 13,540 | 138,600 |
| Total Indirect Expenditure | 79,680 | 18,920 | 3,780 | 13,830 | 6,340 | 2,510 | 125,060 | 13,540 | 138,600 |
| Total Expenditure | 504,720 | 386,190 | 113,570 | 354,720 | 157,270 | 95,000 | 1,611,470 | 266,630 | 1,878,100 |
| Income received to 31st March 2019 | | | | | | | | | |
| PCN's | 578,890 | 446,720 | 98,200 | 270,790 | 119,460 | 101,900 | 1,615,960 | 0 | 1,615,960 |
| Residents' Parking Permits | 271,720 | 185,140 | 27,380 | 154,930 | 16,900 | 3,880 | 659,950 | 0 | 659,950 |
| Pay & Display | 113,230 | 47,840 | 0 | 0 | 0 | 0 | 161,070 | 0 | 161,070 |
| Other | -10,320 | 0 | 0 | 0 | 0 | 0 | -10,320 | 450 | -9,870 |
| Total Income | 953,520 | 679,700 | 125,580 | 425,720 | 136,360 | 105,780 | 2,426,660 | 450 | 2,427,110 |
| Net (Surplus) / Deficit - Cash Basis | (448,800) | (293,510) | (12,010) | (71,000) | 20,910 | (10,780) | (815,190) | 266,180 | (549,010) |

Memorandum: Items funded from Reserves

| | Actuals |
|---|----------------|
| | £ |
| Replacement Enforcement Handheld computers | 47,130 |
| 3PR Expenditure | 23,200 |
| Funds to validate TROs against on-street signs and lines and map electronically | 112,250 |
| | 182,580 |

Appendix 2

South Essex Parking Partnership - Cumulative Surplus / Deficit - Cash basis @31/03/2019

| | Chelmsford | Brentwood | Maldon | Basildon | Rochford | Castle Point | TRO | Use of Reserve | 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) |
| (Surplus) / Deficit | (1,923,740) | (1,408,830) | (8,100) | (209,670) | 82,940 | (6,770) | 853,520 | 182,580 | (2,438,070) |

(370,457.34) o/s Fines

(4.68) rounding adj

(2,808,532.02) SEPP Reserve Balance C/fwd

SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

27 June 2019

AGENDA ITEM 11

| | |
|------------------|-----------------------------|
| Subject | Annual Report 2018/19 |
| 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 2018/19 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 2018/19

| | |
|-------------------|--|
| Consultees | Lead Officers from each of the Partner Authorities as set out in Appendix C of the Joint Committee Agreement 2011. |
|-------------------|--|

1. Introduction

- 1.1 Section 14.1.9 and 29.3 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 2018/19 Annual Report is attached as Appendix 1.

2. The Annual Report 2018/19

- 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 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 to the report.

3 Financial position

- 3.1 Section 3 of the report provides the financial outturn for the 2018/19 Partnership account. The report provides comparisons against the original 2018/19 Business Plan 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 area. 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.

- 3.2 The Partnership has again performed very well during the 2018/19 financial year. The key points for the year are:

- An overall surplus achieved of £366,430 after the deduction of the TRO operational costs, signs and lines maintenance and new TRO costs, and the items of spend from the reserve.
- £36,640 increase in expenditure and £166,420 increase in income, compared to 2017/18.

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

- 3.3 The Parking Partnership has carefully managed the surplus achieved to date ensuring that the cost of operating the TRO function could be realistically achieved without the risk of operating the overall function in a deficit position.

The Parking Partnership continues to invest back into the operation and section 3.4 of the report provides information on the areas of spend where £1,786,000 of the partnership operational fund has been allocated. Table 6 on page 14 provides an account of the partnership reserve fund to date against the revised cost to complete approved schemes. Considering the outstanding items of spend, the Partnership has an operational fund of £580,783 to invest back into the operation and allocate funding which is in accordance with section 55 of the RTRA 1984

4 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 2018/19 are:

- 49,430 on-street Penalty Charge Notices (PCNs) issued resulting in a 13% increase compared to 2017/18.
- 76% of PCNs paid, exceeding the expected level of 75%.
- 225 sign and line maintenance schemes completed and 30 new Traffic Regulation Orders (TROs) implemented.
- £77,000 allocated during the year for the maintenance of signs and lines and £136,500 for schemes requiring a new TRO.

4.3 The financial position of the Partnership account has enabled the South Essex Parking Partnership to fund a new and exciting project called the School Parking Initiative. Section 4.3.1 page 21 of the report provides information on the progress of this initiative and the character called 3PR which has been designed to help deliver a positive message about school parking and provides advice and guidance to children, parents and the residents living near schools on safe and considerate parking practices and alternative methods of travel to school.

To help deliver this message, the Parking Partnership has created a website (www.schoolparking.org.uk) which provides all the information required to make a big difference to the school and the surrounding area.

Following the success of the initiative, the South Essex Parking Partnership has been working in partnership with the North Essex Parking Partnership to launch the scheme within the North Essex area. The scheme is now available to all interested schools within the County of Essex and is at zero cost to the school; another good example of Partnership working, shared resource and investment into schemes which meet the aims and objectives of the Parking Partnerships.

The success of this new initiative has also been recognised by the British Parking Association when the North and South Essex Partnerships were awarded the Best Communication Award at the 2019 British Parking Awards held in March this year.

4.4 Section 4.3.2, page 24 provides information on the enforcement patrol and PCN contravention data.

Overall the enforcement officers have visited 303,179 streets, carried out 243,380 observations and issued 49,427 PCNs which equates to an average of 8.2 PCNs issued per day per CEO.

5 PCN issue and recovery rates

- 5.1 Section 5, page 42 of the report provides statistical information relating to the amount of PCNs issued and recovered in financial year 2018-19.

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 0.6% of PCNs written off due to CEO error, 10% written off due to untraceable drivers, only 7% of the total PCNs issued being cancelled as a result of a challenge or representation, and 0.07% of motorists who appeal to the independent adjudicator because they do not agree with the Partnerships decision.

Another positive indicator of the fair decisions of the CEOs is that 64% of motorists pay the PCN at the discounted amount, suggesting that the motorist do not dispute the validity of the PCN in the first instance.

6 Conclusion

- 7.1 The aims and objectives of the Parking Partnership have again been achieved in another satisfactory year of operation. The Partnership has provided a cost effective, self- sufficient operational model while maintaining a high level of service provision.

Taking into consideration the operational costs of the TRO function including the additional signs and lines maintenance and items funded from the reserve, the Partnership account produced a surplus of £366,430 to contribute to the Partnership operational fund.

- 7.2 The amount of overall income has increased by £166,420 compared to previous year. The main contributing factor has been the increase in PCNs issued this year (up 13%), resulting in an additional £161,670 of PCN income compared to the previous year.

The overall performance of the Partnership for the financial year 2018/19 has been very successful ensuring that it is well placed with the necessary funding to deliver the TRO function and to continue the delivery of the service effectively and efficiently into 2019/20 and throughout the term of the contract.

- 7.3 The TRO function continues to provide the Partnership with greater opportunity to maintain local influence on traffic management schemes, provide greater consistency of the application of TROs across the Partner areas, maintain a higher level of compliance with the maintenance of signs and lines and provide traffic management schemes, which meet the aims and objectives of the Parking Partnership. In 2018/19 £213,500 was allocated for new TROs and sign and line maintenance and 225 sign and line sign maintenance schemes and 30 new TRO schemes were completed.

- 7.4 The financial position of the Partnership account has enabled the South Essex Parking Partnership to provide £1,786,000 funding towards IT and on-line systems to improve the service delivery, fully fund the maintenance of the parking related road signs and lines and new TROs, fully fund the School Parking Initiative and allocate funding to highway and car park improvements across the Partnership areas.

The new School Parking Initiative has now been adopted by the North Essex Parking Partnership and is now available to all schools across Essex. The success of this new initiative has been recognised by the British Parking Association when the North and South Essex Partnerships were awarded the Best Communication Award at the 2019 British Parking Awards held in March this year.

The four key elements of the Parking Partnership, The Joint Committee, The TRO team, The Back Office and the Civil Enforcement Officers have all contributed, through effective performance to another successful year.

It is recommended that the Joint Committee;

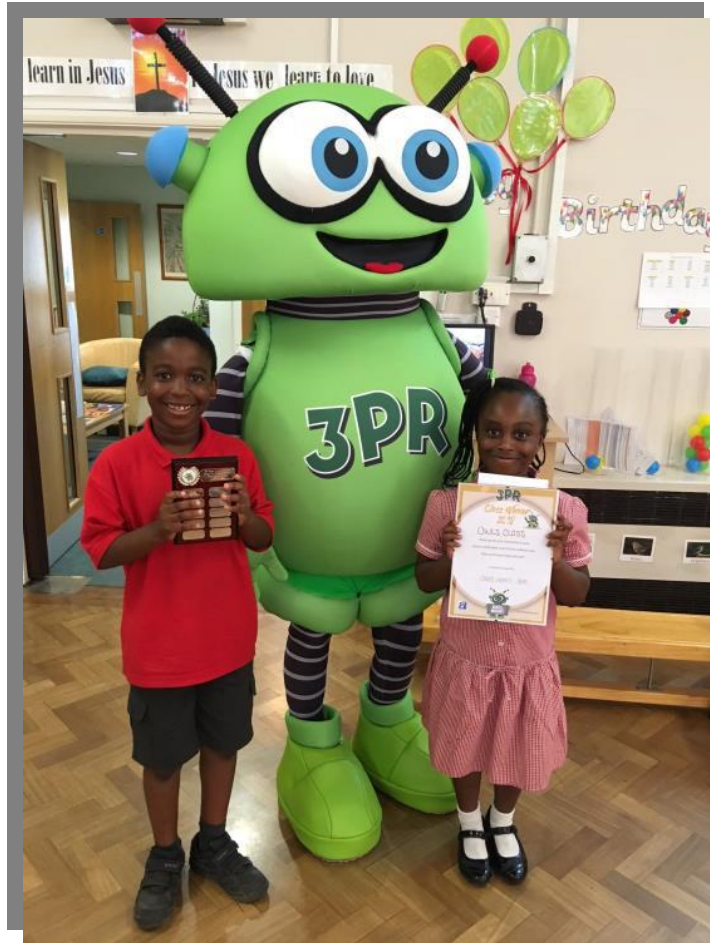
- Approves the Annual Report for 2018/19

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Appendix 1 Annual Report 2018/19

Background Papers

The South Essex Parking Partnership Joint Committee Agreement 2011



Annual Report 2018/19

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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 from financial year 2018/19 are:

- An overall surplus achieved of £366,430 after deduction of the TRO operational costs, signs and lines maintenance, new TRO costs and deduction of special project costs.
- £36,640 increase in expenditure and £166,420 increase in income, compared to 2017/18.
- 49,430 on-street Penalty Charge Notices (PCNs) issued resulting in a 13% increase compared to 2017/18.
- 76% of PCNs paid, exceeding the expected level of 75%.
- 225 sign and line maintenance schemes completed and 30 new Traffic Regulation Orders (TROs) implemented.
- £77,000 allocated during the year for the maintenance of signs and lines and £136,500 for schemes requiring a new TRO.

The overall performance of the Partnership for the financial year 2018/19 has been very successful ensuring that it is well placed to continue the delivery of the service effectively and efficiently into 2019/20 and throughout the term of the agreement.

1 Introduction

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

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 2018-19 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 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 made provision for the Partnership to accept delegation of the parking related TRO function.

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

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

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

The key opportunities are:

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

Each municipal year the Joint Committee nominates Joint Committee Members to represent two Sub Committees. One, for the purpose of reviewing and allocating funding for maintenance works and new TROs, and the other to receive and consider any objections to proposed new schemes.

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

3 Financial performance 2018/19

The following section will give an overview of the financial outcome for financial year 2018/19. It determines the financial position compared against the original 2018/19 business case and against the performance of 2017/18.

3.1 Financial outturn for 2018/19 enforcement operation

The following table (**Table 1 page 8**) gives the overall enforcement operation financial outturn for 2018/19. It also identifies the financial outturn position for each individual partnership City / District / Borough.

The overall 2018/19 total expenditure is £1,611,470 and the income achieved is £2,426,660 resulting in a positive net gain surplus of £815,190 to be off set against the full TRO operational costs.

Table 1 2018/19 Outturn – Enforcement operation

| Appendix 1 | | | | | | | |
|--|-------------------|------------------|-----------------|-----------------|-----------------|---------------------|------------------|
| South Essex Parking Partnership - Summary position @ March 2019 | | | | | | | |
| Actual 18/19 | Chelmsford | Brentwood | Maldon | Basildon | Rochford | Castle Point | Total |
| | £ | £ | £ | £ | £ | £ | £ |
| Direct Expenditure | | | | | | | |
| - Employees | 315,880 | 275,720 | 86,330 | 240,070 | 108,320 | 65,770 | 1,092,090 |
| - Premises | 0 | 4,080 | 0 | 0 | 0 | 0 | 4,080 |
| - Supplies and Services | 36,110 | 28,620 | 5,110 | 18,180 | 7,930 | 5,510 | 101,460 |
| - Third Party Payments | 52,240 | 39,480 | 11,990 | 34,740 | 18,150 | 10,680 | 167,280 |
| - Transport costs | 20,810 | 19,370 | 6,360 | 47,900 | 16,530 | 10,530 | 121,500 |
| | | | | | | | |
| Total Direct Expenditure | 425,040 | 367,270 | 109,790 | 340,890 | 150,930 | 92,490 | 1,486,410 |
| | | | | | | | |
| Indirect Expenditure | | | | | | | |
| Central Support | 79,680 | 18,920 | 3,780 | 13,830 | 6,340 | 2,510 | 125,060 |
| | | | | | | | |
| Total Indirect Expenditure | 79,680 | 18,920 | 3,780 | 13,830 | 6,340 | 2,510 | 125,060 |
| | | | | | | | |
| Total Expenditure | 504,720 | 386,190 | 113,570 | 354,720 | 157,270 | 95,000 | 1,611,470 |
| | | | | | | | |
| Income received to 31st March 2019 | | | | | | | |
| PCN's | 578,890 | 446,720 | 98,200 | 270,790 | 119,460 | 101,900 | 1,615,960 |
| Residents' Parking Permits | 271,720 | 185,140 | 27,380 | 154,930 | 16,900 | 3,880 | 659,950 |
| Pay & Display | 113,230 | 47,840 | 0 | 0 | 0 | 0 | 161,070 |
| Other | -10,320 | 0 | 0 | 0 | 0 | 0 | -10,320 |
| Total Income | 953,520 | 679,700 | 125,580 | 425,720 | 136,360 | 105,780 | 2,426,660 |
| | | | | | | | |
| Net (Surplus) / Deficit - Cash Basis | (448,800) | (293,510) | (12,010) | (71,000) | 20,910 | (10,780) | (815,190) |

3.2 Comparison of actual 2018/19 outturn against agreed 2018/19 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 2017, the Annual Business Plan for 2018/19 was approved. This Business Plan estimated an overall Partnership surplus of £560,000 which would be used to contribute to the TRO operational costs and would result in an estimated surplus in the region of £397,000 to contribute to the operational fund.

Table 2: 2018/19 Enforcement outturn comparison against 2018/19 Business Plan estimate

| | 2018/19 Business case original estimate (cash basis) | 2018/19 actual outturn (cash basis) | Position against original estimate. Deficit / (surplus) |
|----------------------------|--|-------------------------------------|---|
| Expenditure | £1,616,724 | £1,611,470 | (£5,254) |
| Income | £2,176,300 | £2,426,660 | (£250,360) |
| Deficit / (surplus) | (£559,576) | (£815,190) | (£255,614) |

Table 3: Actual 2018/19 outturn compared to 2017/18 actual outturn

| | 2017/18 actual outturn (cash basis) | 2018/19 actual outturn (cash basis) | Position against previous year. Deficit / (surplus) |
|---------------------------|-------------------------------------|-------------------------------------|---|
| Expenditure | £1,574,830 | £1,611,470 | £36,640 |
| Income | £2,260,240 | £2,426,660 | (£166,420) |
| Deficit/ (surplus) | (£685,410) | (£815,190) | (£129,780) |

There has been an increase (up 7.3% compared to previous year) in the level of income received. The main contributing factor has been the increase in PCNs issued this year which is up 13.3% compared to the previous year.

The clear aim and intention of the Parking Partnership was to reduce the amount of unsustainable deficit under previous agency agreements and deliver a new service at zero cost to ECC, while retaining a high level of service provision and ensuring sufficient capital funds are available to invest back into the operation and fully fund the Traffic Regulation Order function and the maintenance of parking related signs and lines. The Partnership to date has met this objective and demonstrates the benefits of partnership working and shared resource.

3.3 TRO function 2018/19 financial outturn

Table 4 provides details of the TRO operational costs. These costs are deducted from the 2018/19 enforcement operation account and the outturn is shown in **Table 5**.

Table 4: 2018/19 financial outturn for the TRO function.

| 2018/19 TRO account | |
|---|----------------|
| Direct Expenditure | |
| - Employees | 112,870 |
| - Supplies and Services | 26,220 |
| - Third Party Payments | 113,300 |
| - Transport costs | 700 |
| Total Direct Expenditure | 253,090 |
| Indirect Expenditure | |
| Central Support | 13,540 |
| Total Indirect Expenditure | 13,540 |
| Total Expenditure | 266,630 |
| Income received to 31st March 18 | |
| Other | 450 |
| Total Income | 450 |
| Net (Surplus) / Deficit - Cash Basis | 266,180 |

Table 5: 2018/19 overall Parking Partnership account outturn

| Overall outturn position | 2018/19 actual outturn |
|--|-------------------------------|
| Enforcement operation | |
| Expenditure | £1,611,470 |
| Income | (£2,426,660)) |
| Total- deficit/ (surplus) | (£815,190) |
| TRO operation | |
| Expenditure | £266,630 |
| Income | £450.00 |
| Total- deficit/ (surplus) | £266,180 |
| Outturn position - deficit/ (surplus) | (£549,010) |

Included in the final accounts for 2018/19 are the items of spend allocated from the Partnership reserves which total £182,580, taking this into account the overall outturn position including the additional cost for the TRO function and sign and line maintenance is a surplus position of **£366,430**.

3.4 Investment and improving the service

The Parking Partnership has carefully managed the surplus achieved to date ensuring that the cost of operating the TRO function could be realistically achieved without the risk of operating the overall function in a deficit position.

The Parking Partnership continues to invest in easily accessible IT systems to provide a better customer experience for our parking customers, our back-office staff and Civil Enforcement Officers (CEOs)

The MiPermit system was introduced to provide residents, living in a residents parking zone, with a fast and effective method for managing, purchasing and allocating their resident permits and visitor tickets, via an on-line account. The new system does not require residents to display a paper permit as the permits allocated are virtual permits (paperless). The CEOs can identify valid permits from the registration details of the vehicle. This is achieved by real time data being sent to the

CEOs handheld devices. The new system reduces the level of administration to manage the schemes. Full details on how the system works can be found at the following link: <http://www.chelmsford.gov.uk/about-chelmsford-resident-permit-scheme>

The Response Master package provides back office staff with a system to produce consistent correspondence when dealing with challenges against a PCN, in addition this system provides a front-end portal for members of the public to review and gauge the likely outcome of a challenge.

To compliment these new systems the enforcement staff have been issued with lightweight smart phone handheld computer devices which operate on Apple and Android systems and have the benefit of receiving and providing real time data in a fast and efficient manner, this has significantly improved how the virtual permit data is downloaded and viewed.

In 2018/19 the Partnership has allocated the Partnership Fund into the following areas:



£80,000
to provide the full cost of launching 3PR in schools throughout South Essex

£85,000
to replace on-street pay and display machines



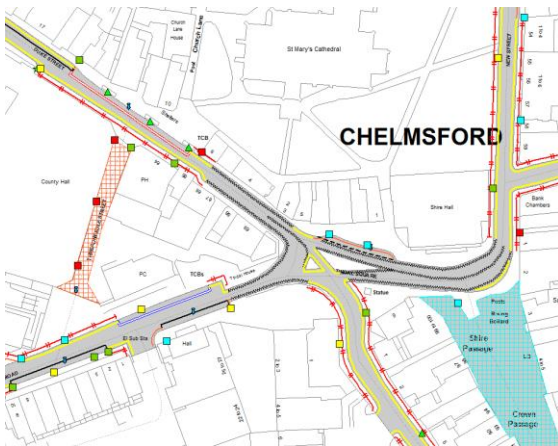


£70,000

for the replacement of enforcement handheld computers.

£600,000

To fund sign and line maintenance and implementation of new traffic management schemes up to March 2021



£135,000

for a new digital TRO mapping system

£816.000

Shared between the 7 Partnership Authorities for highway and car park improvements which are in accordance with section 55 (as amended) of the Road Traffic Regulations Act 1984 (RTRA 1984)

3.5 Operational Fund

Table 6 shows the current financial position of the SEPP operational fund / reserve and the revised cost to complete the outstanding areas of spend.

Table 6

| Amount at 31 March 2019 | Sub total |
|--|-------------------|
| Parking reserve | £2,438,070 |
| £85,000 to invest in replacement on-street pay and display machines | £2,353,070 |
| £57,000 remaining to provide full cost of launching 3PR in schools (zero cost to school). £450 - £500 per schools – covers approx. 168 schools | £2,296,070 |
| £150,000 allocated in financial years 2018/19 and 2019/20, totaling £300,000 for the sign and line maintenance | £1,996,070 |
| £50,000 allocated in financial years 2018/19 and 2019/20, totaling £100,000 for implementing new schemes which require a TRO | £1,896,070 |
| £816,000 Shared between the 7 Partnership Authorities for highway and car park improvements which are in accordance with section 55 (as amended) of the Road Traffic Regulations Act 1984 (RTRA 1984) | £1,080,070 |
| £150,000 to be allocated in financial year 2020/21 for the sign and line maintenance | £930,070 |
| £50,000 allocated in financial year 2020/21 for implementing new schemes which require a TRO | £800,070 |
| £100,000 to cover costs until 2022 to provide additional out of hours and weekend enforcement patrols to cover areas of known parking problems | £780,070 |
| Maintain £200,000 reserve | £580,070 |
| Total Partnership operational fund | £580,783 |

Considering the outstanding items of spend, the Partnership has an operational fund of **£580,783** to invest back into the operation and allocate funding which is in accordance with section 55 of the RTRA 1984

4 The four key areas of performance

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

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

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

4.1 The Joint Committee

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

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

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

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

The main items approved by the Joint Committee in the financial year 2018/19 are as follows:

| Joint Committee Meeting | Items approved |
|-------------------------|---|
| 28 June 2018 | <ul style="list-style-type: none"> ➤ Financial outturn 2017/18 ➤ Annual Governance Statement ➤ Annual Report 2017/18 ➤ Authorisation to engage in a Framework Agreement for sign and line contractors |
| 6 September 2018 | <ul style="list-style-type: none"> ➤ SEPP enforcement operation policies reviewed |
| 6 December 2018 | <ul style="list-style-type: none"> ➤ 2019/20 Business Plan ➤ Allocation of the Operational Fund |
| 7 March 2019 | <ul style="list-style-type: none"> ➤ Approved Version 5 of the TRO Implementation Policy ➤ |

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

Separate sub-committee meetings for the purpose of considering TRO proposals/objections, and funding for new TROs and signs and lines maintenance are normally held after the Joint Committee Meetings. Additional Sub Committee meetings will be arranged dependant on the number of schemes, which require a decision.

The signs and lines maintenance sub-committee is responsible for considering and allocating funding for essential maintenance works, which relate to existing parking restrictions and new proposals for parking controls, which require a TRO.

The TRO sub-committee considers and hears objections against an advertised TRO and will make a final decision if the scheme or schemes will be progress as advertised, progress with amendments or will be declined.

The main items approved, during 2018/19 at the Sub Committee Meetings for Funding new TRO Schemes and Signs and Lines Maintenance are as follows:

| Sub Committee Meeting for signs and lines funding | Items approved |
|---|--|
| 6 September 2018 | <ul style="list-style-type: none"> ➤ Batch 15 maintenance works (£76,967) ➤ £90,500 funding for new TROs |
| 7 March 2019 | <ul style="list-style-type: none"> ➤ £46,000 funding for new TROs |

The proposed TROs considered, during 2018/19 at the Sub Committee meetings for considering objections to a proposed TRO are as follows:

| TRO Sub Committee | Items considered. |
|-------------------|---|
| 8 August 2018 | <ul style="list-style-type: none"> ➤ George Close, Canvey Island (Castle Point) – agreed to be made as advertised ➤ Sandown Road, Thundersley (Castle Point) – agreed to be made as advertised ➤ Gills Avenue, Canvey Island (Castle Point) – agreed to be made as advertised ➤ Crescent Road, Crescent Close, Crescent Gardens, Gordon Close and Raven Lane, Billericay (Basildon) – agreed to be made as advertised ➤ Everest Ride, Hillary Mount, Hunts Mead, St Edith's Court and Tensing Gardens, Billericay (Basildon) – agreed to be made as advertised ➤ Crompton Close and Howard Chase, Basildon – agreed to be made as advertised ➤ Tabors Avenue, Great Baddow, Chelmsford – agreed to be made as advertised ➤ Beeleigh Road and Silver Street, Maldon – Order to be withdrawn ➤ |
| 6 December 2018 | <ul style="list-style-type: none"> ➤ Butts Lane, Maldon – Order made with modifications |

| | |
|------------------|--|
| | <ul style="list-style-type: none"> ➤ King Street, Maldon – agreed to be made as advertised ➤ Princes Road, Maldon – Order made with modifications ➤ Millfields access road, Burnham-on-Crouch – Order withdrawn ➤ High Street, Burnham-on-Crouch – agreed to be made as advertised ➤ Alderwood Way and Summerwood Close – agreed to be made as advertised ➤ Konny Brook and Blackwater, Thundersley – agreed to be made as advertised ➤ May Avenue, Whiteways, Maurice Road, Lottem Road, Hellendoorn Road, Margraten Avenue, Shellbeach Road, Keer Avenue, Weel Road, Gafzelle Drive, Marine Avenue, Station Road and Seaview Road, Canvey Island. – agreed to be made as advertised ➤ The Avenue and Church Road, Hadleigh – Order made with modifications ➤ Cherrydown West, Clay Hill Road, Coddendam Green, Codenham Straight, Fauners, Gobions, Langleys, Latchetts Shaw, Takley End, Waldegrave, Witchards and Wynters, Basildon – Order made with modifications ➤ The Gore, Audley Way, Braybrooke, Brempons, Butneys, Culverdown, Hinckfield Place, Landermere, Long Gages, Neville Shaw, Pomfret Mead, Rokells, Roselaine and Roodegate, Basildon – Order made with modifications. |
| 14 February 2019 | <ul style="list-style-type: none"> ➤ Leamington Road and Cheltenham Road, Hockley – made as advertised ➤ Wimhurst Close, Plumberow Avenue, Mount |

| | |
|--|--|
| | <p>Avenue, Orchard Avenue and Appleyard Avenue, Hockley – made with modifications</p> <ul style="list-style-type: none"> ➤ Queens Road and Broad Oak Way, Rayleigh – made as advertised ➤ Heron Gardens, Rayleigh - made as advertised |
|--|--|

4.2 The TRO functions

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

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

The team works very closely with the CEOs who are best placed, during their patrolling activity, to identify and note areas requiring attention. **Table 9** shows the work processed during 2018/19.

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 7: work processed by the TRO during 2018/19

| | Basildon | Brentwood | Castle Point | Chelmsford | Maldon | Rochford | Total |
|---|----------|-----------|--------------|------------|--------|----------|-------|
| Number of lines and signs maintenance schemes processed | 44 | 56 | 37 | 47 | 12 | 29 | 225 |
| Requests for parking restrictions | 74 | 56 | 49 | 96 | 28 | 72 | 375 |
| No of residents informally consulted | 1039 | 536 | 209 | 1638 | 51 | 609 | 4082 |
| No of Variation Orders completed | 3 | 10 | 2 | 9 | 3 | 3 | 30 |
| Suspensions implemented | 3 | 8 | 2 | 52 | 7 | 2 | 74 |

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 and commuter parking; to provide parking provision for retail and businesses and 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 week day 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

In 2017, the South Essex Parking Partnership created the new and exciting project called the School Parking Initiative to actively engage with the schools, the children, the parents and the local residents to promote a good working relationship to understand the needs of everyone.



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 of 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.

The concept of the project is to create a '3PR Zone' outside of the school, parents are advised to park elsewhere and walk their children into the '3PR Zone'. The 3PR Zone will be monitored by '3PR Patrols' the patrols will be children from the school. Every child that walk, scoots or cycles into the zone will receive a '3PR Token', tokens are then collected in class groups and every week and/or month the class with the most tokens will receive the '3PR Class Winners' trophy and certificate. At the end of the academic year, the class that has received the trophy the most times will be crowned '3PR Parking Champions'. Where possible we will look to find a suitable location to run a 'Park and Stride' or a 'Walking Bus'. More information can be found at <http://www.essex.gov.uk/Education-Schools/Travel-School/Pages/Walking-to-School.aspx>

To help deliver this message, the Parking Partnership has created a website (www.schoolparking.org.uk) which provides all the information required to make a big difference to the school and the surrounding area. Schools in Essex can register their interest through this site and set up an account. Schools with an account will have access to case studies and can share learnings from the initiative.

Following the success of the initiative, the South Essex Parking Partnership has been working in Partnership with the North Essex Parking Partnership to launch the scheme within the North Essex area. The scheme is now available to all interested schools within the County of Essex and is at zero cost to the school; another good example of Partnership working, shared resource and investment into schemes which meet the aims and objectives of the Parking Partnerships.

The success of this new initiative has also been recognised by the British Parking Association when the North and South Essex Partnerships were awarded the Best Communication Award at the 2019 British Parking Awards held in March this year.



The following schools in the SEPP area have introduced 3PR and the School Parking Initiative.

| School | Authority area |
|---|----------------|
| Abacus Primary School | Basildon |
| St Anne Line Infant & Nursery School | Basildon |
| St Anne Line Junior School | Basildon |
| Wickford Infant School | Basildon |
| Wickford Junior School | Basildon |
| Leigh Beck Infant & Nursery School | Castle Point |
| Leigh Beck Junior School | Castle Point |
| Montgomerie Primary School | Castle Point |
| Hadleigh Infant and Nursery School | Castle Point |
| Hadleigh Junior School | Castle Point |
| Barnes Farm Infant School | Chelmsford |
| Barnes Farm Junior School | Chelmsford |
| Maltese Road Primary School | Chelmsford |
| Lawford Mead Primary School | Chelmsford |
| Little Waltham CEVA Primary School | Chelmsford |
| St Pius X Catholic Primary School | Chelmsford |
| Wyburns Primary School | Rochford |
| Wentworth Primary School | Maldon |

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 amount 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 8 Annual Patrol Performance 2017/18

| | |
|-------------------------------------|---------|
| Patrol visits to streets | 303,179 |
| Observations (PCN not issued) | 243,380 |
| PCNs issued | 49,427 |
| Average PCNs issued per day | 222 |
| Average PCNs issued per day per CEO | 8.2 |

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 (19,885) of 01 and 02 contravention PCNs issued.

The Partnership has contributed to improving the quality and accessibility of public transport by issuing 504 PCNs to unauthorised vehicles parked in a bus stop and met the needs of people with disabilities by patrolling blue badge only parking areas resulting in 2,809 PCNs issued. Residents who encounter commuter parking problems have had the benefit of regular daily patrols of the Resident Parking Zones resulting in 12,508 PCNs issued to unauthorised vehicles in contravention of code 12 and 19.

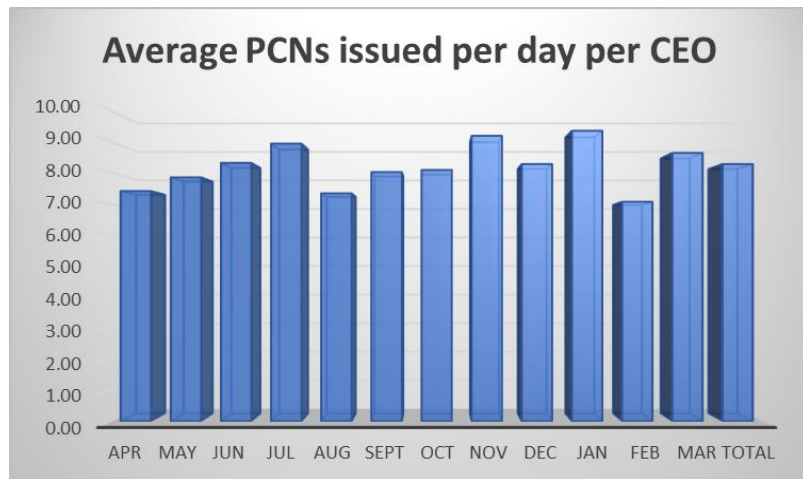
Table 9: Contraventions for PCNs issued across the South Essex Parking Partnership

Table 9

| Code | Description | PCNs issued Foot patrol | PCNs Issued CCTV | Total |
|------|---|----------------------------|---------------------|--------------|
| 01 | Parked in a restricted street | 16866 | | 16866 |
| 02 | Loading in a restricted street | 3019 | | 3019 |
| 05 | Parked after payment expired | 519 | | 519 |
| 06 | Parked without correctly displaying permit | 1265 | | 1265 |
| 07 | Feeding the meter | 44 | | 44 |
| 11 | Parked without payment | 9 | | 9 |
| 12 | Parked in a resident's place (higher level) | 12392 | | 12392 |
| 16 | Parked in a permit place | 744 | | 744 |
| 19 | Parked in a resident's place (lower level) | 116 | | 116 |
| 21 | Parked in a suspended bay | 309 | | 309 |
| 22 | Re-parked in same place | 575 | | 575 |
| 23 | Wrong class of vehicle | 2511 | | 2511 |
| 24 | Not parked correctly | 348 | | 348 |
| 25 | Parked in a loading place | 734 | | 734 |
| 26 | Double parked in a SEA | 64 | | 64 |
| 27 | Dropped footway in a SEA | 598 | | 598 |
| 30 | Parked longer than permitted | 3935 | | 3935 |
| 40 | Blue badge parking only | 2809 | | 2809 |
| 45 | Taxi rank only | 1142 | | 1142 |
| 46 | Clearway | 344 | | 344 |
| 47 | Restricted bus stop or stand | 472 | 32 | 504 |
| 48 | Restricted school area | 95 | 17 | 112 |
| 49 | Cycle track or lane | 46 | | 46 |
| 62 | Footpath parking | 26 | | 26 |
| 99 | Pedestrian crossing | 399 | | 399 |
| | Total | 49381 | 49 | 49430 |

Table 10 Average daily PCNs issued per day per CEO

| | |
|--------------|-------------|
| APR | 7.41 |
| MAY | 7.86 |
| JUN | 8.32 |
| JUL | 8.94 |
| AUG | 7.34 |
| SEPT | 8.03 |
| OCT | 8.09 |
| NOV | 9.25 |
| DEC | 8.28 |
| JAN | 9.37 |
| FEB | 7.07 |
| MAR | 8.66 |
| Total | 8.28 |



4.3.3 CCTV vehicle

The Partnership is in possession of a CCTV vehicle, based within the Basildon Borough. It complements the Basildon operation and is operated by the Basildon CEOs.

From 1 April 2015 CCTV enforcement can only be used for contraventions as per the amended Statutory Instrument. The TMA 2004 Operational Guidance has been updated as follows:

Enforcement using Approved Devices

*Traffic Management Act 2004 Regulations give limited powers to authorities throughout England to issue penalty charge notices for contraventions detected solely with a camera associated recording equipment (approved device). Any such device **must** be certified by the Secretary of State. Once certified they may be called an 'approved device'. To comply with certification the system must be used in accordance with the Guidelines issued by the Vehicle Certification Agency. From April 1, 2015 penalty charge notices **must not** be served by post on the basis of evidence from an approved device other than when vehicles are parked on:*

- *a bus lane*
- *a bus stop clearway or bus stand clearway*
- *a Keep Clear zig-zag area outside schools; or a red route*

The new regulations remove the ability to enforce 02 contraventions (no waiting and no loading double yellow line parking restrictions) with the use of a CCTV device.

Under the new legislation, the Basildon CCTV vehicle can only be used to enforce parking contraventions in bus stops and school Keep Clear markings.

Following the Government's intention to restrict the type of parking contravention that can be enforced by CCTV, the Lead Officer and Joint Committee Member for Basildon felt there were still significant benefits to operate the CCTV to promote safe and compliant parking outside schools and to ensure that bus stops are used for their intended purpose.

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 back office currently consists of 7 (FTE) PCN processing officers and the Back-Office Supervisor

All staff have completed cross-training to deliver all aspects of the Back-Office function, to enable resistance 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 11 Back Office work volumes processed in 2018/19 and compared to 2017/18

| Process | 2017/18 | 2018/19 |
|--|----------------|----------------|
| Informal and formal challenges received | 8127 | 9831 |
| Other correspondence received | 6129 | 6979 |
| Correspondence sent out including automatic system generated documents | 31,195 | 33,941 |
| Resident permits processed | 10,792 | 11,993 |
| Other permits (visitor tickets etc.) | 29,239 | 31,944 |
| Telephone calls received | 39,034 | 28,800 |

5 PCN issue and recovery rates

The following section provides statistical information relating to the amount of PCNs issued and recovered in financial year 2018-19.

The following table shows the PCN issue and recovery rates for the Parking Partnership. These recovery figures were extracted from the system on 14 May 2018. The recovery figures will improve slightly once all the outstanding cases have progressed through the various stages.

The 2018/19 recovery figures for the Partnership currently stand at 76%, which exceeds the 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 0.6% of PCNs written off due to CEO error, 10% written off due to untraceable drivers, only 7% of the total PCNs issued being cancelled as a result of a challenge or representation, and 0.07% of motorists who appeal to the independent adjudicator because they do not agree with the Partnerships decision.

Another positive indicator of the fair decisions of the CEOs is that 64% of motorists pay the PCN at the discounted amount, suggesting that the motorist do not dispute the validity of the PCN in the first instance.

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

Table12, provides this PCN overview information.

Table 12

| South Essex Parking Partnership | Total PCNs |
|--|-------------------|
| Number of Higher level PCNs issued | 42622 |
| Number of lower level PCNs issued | 6808 |
| Number of total PCNs issued | 49430 |
| Number of PCNs paid | 37579 |
| Number of PCNs paid at discount amount | 31536 |
| Number of PCNs against which an informal or formal representation was made | 9831 |
| Number of PCNs cancelled as a result of an informal or a formal representation | 3634 |
| Number of PCNs written off due to CEO error | 317 |
| Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer) | 4986 |
| Number of appeals to adjudicator | 35 |
| *Number of appeals rejected | 11 |
| *Number of appeals allowed | 7 |
| *Number of appeals non-contested | 17 |
| % against total PCN's Issued | Total PCNs |
| Percentage of Higher level PCNs issued | 86% |
| Percentage of lower level PCNs issued | 14% |
| Percentage of PCNs paid | 76% |
| Percentage of PCNs paid at discount amount | 64% |
| Percentage of PCNs against which an informal or formal representation was made | 20% |
| Percentage of PCNs cancelled as a result 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) | 10% |
| Percentage of appeals to adjudicator | 0.07% |
| *Percentage of appeals rejected | 31% |
| *Percentage of appeals allowed | 21% |
| *Percentage of appeals non-contested | 48% |

5.1 PCN issue rate comparison

The following table compares the PCN issue rates of 2018/19 against the previous three year's performance

| South Essex Parking Partnership | 2015-16 | 2016-17 | 2017-18 | 2018-19 |
|---------------------------------|---------|---------|---------|---------------|
| PCNs issued | 38,127 | 41,853 | 43,598 | 49,430 |
| Comparison with 2015-16 | | +9.8% | +14.3% | +29.6% |
| Comparison with 2016-17 | | | +4.17% | +18.10% |
| Comparison with 2017-18 | | | | +13.3% |

Overall there has been a 13.3% increase in the amount of PCNs issued compared to the previous year.

6 Conclusion

The aims and objectives of the Parking Partnership have again been achieved in another satisfactory year of operation. The Partnership has provided a cost effective, self-sufficient operational model while maintaining a high level of service provision.

Taking into consideration the operational costs of the TRO function including the additional signs and lines maintenance and items funded from the reserve, the Partnership account produced a surplus of £366,430 to contribute to the Partnership operational fund.

The amount of overall income has increased by £166,420 compared to previous year. The main contributing factor has been the increase in PCNs issued this year (up 13%), resulting in an additional £161,670 of PCN income compared to the previous year.

The overall performance of the Partnership for the financial year 2018/19 has been very successful ensuring that it is well placed with the necessary funding to deliver the TRO function and to continue the delivery of the service effectively and efficiently into 2019/20 and throughout the term of the contract.

The TRO function continues to provide the Partnership with greater opportunity to maintain local influence on traffic management schemes, provide greater

consistency of the application of TROs across the Partner areas, maintain a higher level of compliance with the maintenance of signs and lines and provide traffic management schemes, which meet the aims and objectives of the Parking Partnership. In 2018/19 £213,500 was allocated for new TROs and sign and line maintenance and 225 sign and line sign maintenance schemes and 30 new TRO schemes were completed.

The financial position of the Partnership account has enabled the South Essex Parking Partnership to provide £1,786,000 funding towards IT and on-line systems to improve the service delivery, fully fund the maintenance of the parking related road signs and lines and new TROs, fully fund the School Parking Initiative and allocate funding to highway and car park improvements across the Partnership areas.

The new School Parking Initiative has now been adopted by the North Essex Parking Partnership and is now available to all schools across Essex. The success of this new initiative has been recognised by the British Parking Association when the North and South Essex Partnerships were awarded the Best Communication Award at the 2019 British Parking Awards held in March this year.

The four key elements of the Parking Partnership, The Joint Committee, The TRO team, The Back Office and the Civil Enforcement Officers have all contributed, through effective performance to another successful year.

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

2018/19 annual performance figures for each Partnership area

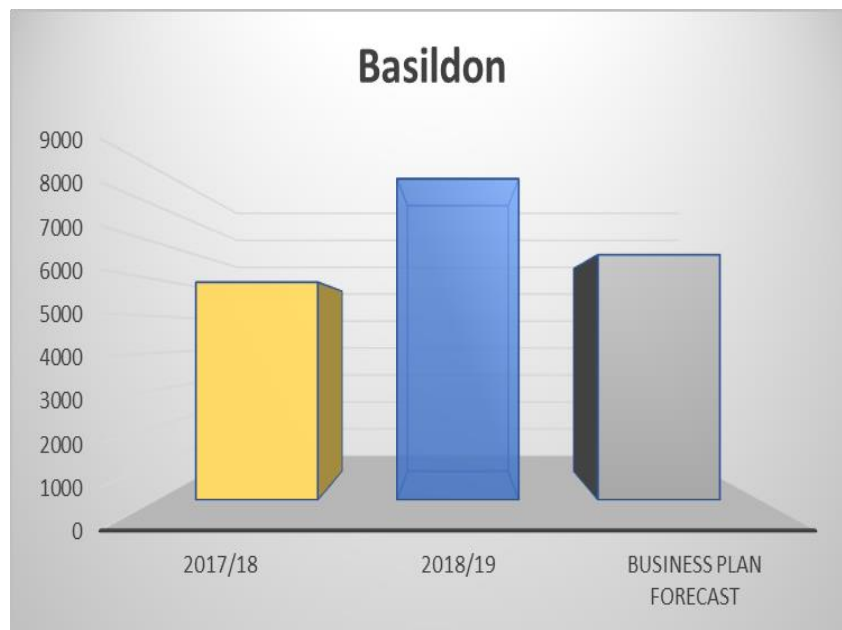
Basildon

CEO patrol data

| Code | Description | PCNs issued Foot patrol | PCNs issued CCTV |
|------|---|----------------------------|---------------------|
| 01 | Parked in a restricted street | 3089 | |
| 02 | Loading in a restricted street | 301 | |
| 07 | Feeding the meter | 1 | |
| 12 | Parked in a resident place (higher level) | 3582 | |
| 19 | Park in a residents' place | 8 | |
| 22 | Re-parked in the same place | 67 | |
| 23 | Wrong class of vehicle | 88 | |
| 24 | Not parked correctly | 48 | |
| 25 | Parked in a loading place | 96 | |
| 26 | Double parked in a SEA | 17 | |
| 27 | Dropped footway in a SEA | 219 | |
| 30 | Parked longer than permitted | 423 | |
| 40 | Blue badge parking only | 93 | |
| 45 | Taxi rank only | 264 | |
| 46 | Clearway | 258 | |
| 47 | Restricted bus stop or stand | 44 | 32 |
| 48 | Restricted school area | 10 | 17 |
| 62 | Footpath parking | 21 | |
| 99 | Pedestrian crossing | 60 | |
| | Total | 8689 | 49 |
| | | | |
| | Average PCNs issued per day | 39 | |
| | | | |
| | Number of streets visited | 35046 | |
| | No of observations made | 29684 | |
| | Average daily PCN issue rate per CEO | 6.5 | |

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

| Basildon | 2017/18 | 2018/19 | Business Plan forecast |
|--------------|---------|---------|------------------------|
| APR | 522 | 329 | 667 |
| MAY | 643 | 399 | 667 |
| JUN | 714 | 625 | 667 |
| JUL | 687 | 895 | 667 |
| AUG | 665 | 499 | 667 |
| SEPT | 524 | 677 | 667 |
| OCT | 466 | 770 | 667 |
| NOV | 597 | 921 | 667 |
| DEC | 546 | 886 | 667 |
| JAN | 561 | 840 | 667 |
| FEB | 592 | 782 | 667 |
| MAR | 536 | 1115 | 667 |
| Total | 5925 | 8738 | 6670 |



PCN issue and recovery rates

| Basildon (without CCTV) | Total PCNs |
|--|-------------------|
| Number of Higher level PCNs issued | 8142 |
| Number of lower level PCNs issued | 547 |
| Number of total PCNs issued | 8689 |
| Number of PCNs paid | 6245 |
| Number of PCNs paid at discount amount | 5292 |
| Number of PCNs against which an informal or formal representation was made | 1919 |
| Number of PCNs cancelled as a result of an informal or a formal representation | 905 |
| Number of PCNs written off due to CEO error | 70 |
| Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer) | 844 |
| % 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 | 72% |
| Percentage of PCNs paid at discount amount | 60% |
| Percentage of PCNs against which an informal or formal representation was made | 22% |
| Percentage of PCNs cancelled as a result of an informal or a formal representation | 10% |
| Percentage of PCNs written off due to CEO error | 0.8% |
| Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer) | 12% |

| Basildon CCTV Vehicle | Total PCNs |
|--|-------------------|
| Number of Higher level PCNs issued | 49 |
| Number of lower level PCNs issued | 0 |
| Number of total PCNs issued | 49 |
| Number of PCNs paid | 31 |
| Number of PCNs paid at discount amount | 31 |
| Number of PCNs against which an informal or formal representation was made | 6 |
| Number of PCNs cancelled as a result of an informal or a formal representation | 3 |
| Number of PCNs written off due to CEO error | 0 |
| Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer) | 0 |
| % against total PCN's Issued | Total PCNs |
| Percentage of Higher level PCNs issued | 100% |
| Percentage of lower level PCNs issued | n/a |
| Percentage of PCNs paid | 63% |
| Percentage of PCNs paid at discount amount | 63% |
| Percentage of PCNs against which an informal or formal representation was made | 12% |
| Percentage of PCNs cancelled as a result of an informal or a formal representation | 6% |
| Percentage of PCNs written off due to CEO error | 0% |
| Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer) | 0% |

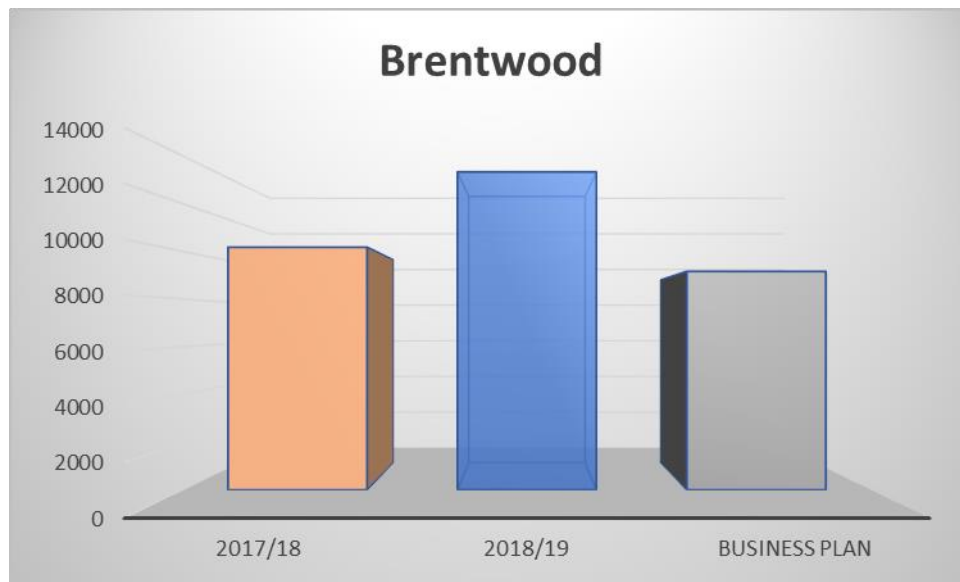
Brentwood

CEO patrol data

| Code | Description | PCNs issued |
|------|---|---------------|
| 01 | Parked in a restricted street | 5196 |
| 02 | Loading in a restricted street | 1183 |
| 05 | Parked after payment expired | 68 |
| 06 | Parked without correctly displaying ticket / permit | 346 |
| 12 | Parked in a resident place (higher level) | 2035 |
| 19 | Parked in a resident place (lower level) | 36 |
| 16 | Parked in a permit place | 318 |
| 22 | Re-parked in the same place | 325 |
| 24 | Not parked correctly | 38 |
| 23 | Wrong class of vehicle | 258 |
| 25 | Parked in a loading place | 375 |
| 26 | Double parked in a SEA | 9 |
| 27 | Dropped footway in a SEA | 44 |
| 30 | Parked longer than permitted | 1560 |
| 40 | Blue badge parking only | 939 |
| 45 | Taxi rank only | 147 |
| 47 | Restricted bus stop or stand | 320 |
| 48 | Restricted school area | 56 |
| 62 | Footpath parking | 3 |
| 99 | Pedestrian crossing | 79 |
| | Total | 13,335 |
| | | |
| | Average PCNs issued per day | 60 |
| | | |
| | Number of streets visited | 86540 |
| | No of observations made | 103758 |
| | Average daily PCN issue rate per CEO | 9.2 |

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

| Brentwood | 2017/18 | 2018/19 | Business Plan |
|--------------|---------|---------|---------------|
| APR | 713 | 1134 | 916 |
| MAY | 1021 | 1264 | 916 |
| JUN | 1100 | 1362 | 916 |
| JUL | 1180 | 1322 | 916 |
| AUG | 1072 | 1185 | 916 |
| SEPT | 1216 | 1045 | 916 |
| OCT | 1099 | 1052 | 916 |
| NOV | 999 | 1051 | 916 |
| DEC | 805 | 1005 | 916 |
| JAN | 970 | 1126 | 916 |
| FEB | 764 | 896 | 916 |
| MAR | 894 | 893 | 916 |
| Total | 10175 | 13335 | 9160 |



PCN issue and recovery rates

| Brentwood | Total PCNs |
|--|-------------------|
| Number of Higher level PCNs issued | 10962 |
| Number of lower level PCNs issued | 2373 |
| Number of total PCNs issued | 13335 |
| Number of PCNs paid | 10545 |
| Number of PCNs paid at discount amount | 8732 |
| Number of PCNs against which an informal or formal representation was made | 2540 |
| Number of PCNs cancelled as a result of an informal or a formal representation | 1130 |
| Number of PCNs written off due to CEO error | 48 |
| Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer) | 825 |
| % against total PCN's Issued | Total PCNs |
| Percentage of Higher level PCNs issued | 82% |
| Percentage of lower level PCNs issued | 18% |
| Percentage of PCNs paid | 79% |
| Percentage of PCNs paid at discount amount | 64% |
| Percentage of PCNs against which an informal or formal representation was made | 19% |
| Percentage of PCNs cancelled as a result of an informal or a formal representation | 8% |
| 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) | 6% |

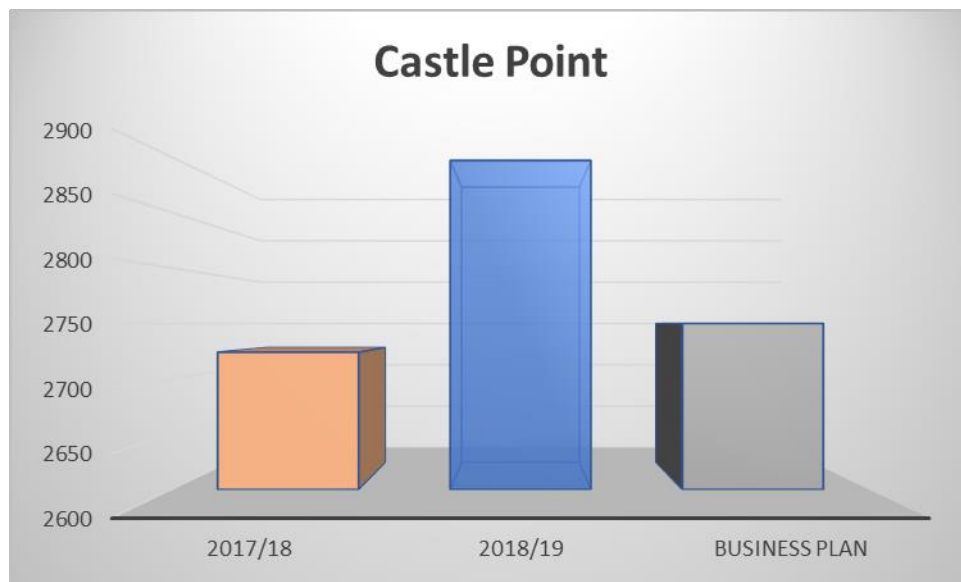
Castle Point

CEO patrol data

| Code | Description | PCNs issued |
|------|---|--------------|
| 01 | Parked in a restricted street | 1880 |
| 02 | Loading in a restricted street | 3 |
| 12 | Parked in a residents' place (higher level) | 170 |
| 22 | Re-parked in the same place | 29 |
| 23 | Wrong class of vehicle | 3 |
| 24 | Not parked correctly | 10 |
| 26 | Double parked in a SEA | 2 |
| 27 | Dropped footway in a SEA | 97 |
| 30 | Parked longer than permitted | 407 |
| 40 | Blue badge parking only | 121 |
| 45 | Taxi rank only | 91 |
| 46 | Clearway | 28 |
| 47 | Restricted bus stop or stand | 18 |
| 48 | Restricted school area | 5 |
| 49 | Cycle track or lane | 1 |
| 99 | Pedestrian crossing | 32 |
| | Total | 2897 |
| | | |
| | Average PCNs issued per day | 13 |
| | | |
| | Number of streets visited | 26257 |
| | No of observations made | 13206 |
| | Average daily PCN issue rate per CEO | 7.5 |

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

| Castle Point | 2017/18 | 2018/19 | Business Plan |
|--------------|-------------|-------------|---------------|
| APR | 246 | 279 | 275 |
| MAY | 269 | 301 | 275 |
| JUN | 236 | 168 | 275 |
| JUL | 289 | 257 | 275 |
| AUG | 409 | 248 | 275 |
| SEPT | 236 | 234 | 275 |
| OCT | 220 | 235 | 275 |
| NOV | 251 | 290 | 275 |
| DEC | 208 | 225 | 275 |
| JAN | 360 | 329 | 275 |
| FEB | 264 | 206 | 275 |
| MAR | 218 | 125 | 275 |
| Total | 2724 | 2897 | 2750 |



PCN issue and recovery rates

| Castle Point | Total PCNs |
|--|-------------------|
| Number of Higher level PCNs issued | 2451 |
| Number of lower level PCNs issued | 446 |
| Number of total PCNs issued | 2897 |
| Number of PCNs paid | 2299 |
| Number of PCNs paid at discount amount | 1932 |
| Number of PCNs against which an informal or formal representation was made | 451 |
| Number of PCNs cancelled as a result of an informal or a formal representation | 212 |
| Number of PCNs written off due to CEO error | 9 |
| Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer) | 228 |
| % 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 | 79% |
| Percentage of PCNs paid at discount amount | 67% |
| Percentage of PCNs against which an informal or formal representation was made | 16% |
| Percentage of PCNs cancelled as a result of an informal or a formal representation | 7% |
| Percentage of PCNs written off due to CEO error | 0.3% |
| Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer) | 8% |

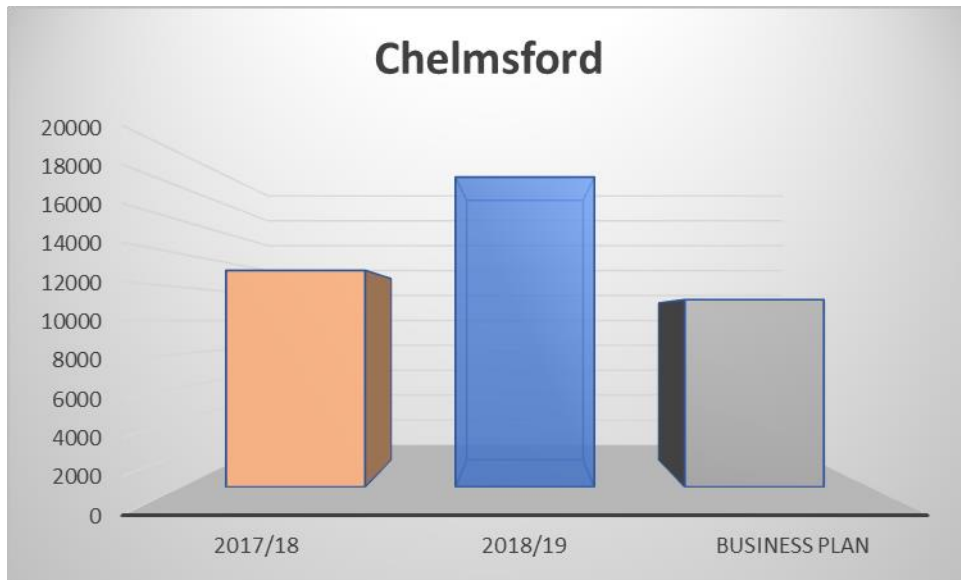
Chelmsford

CEO patrol data

| Code | Description | PCNs issued |
|------|---|--------------|
| 01 | Parked in a restricted street | 3925 |
| 02 | Loading in a restricted street | 1343 |
| 05 | Parked after payment expired | 451 |
| 06 | Parked without correctly displaying ticket / permit | 919 |
| 07 | Feeding the meter | 43 |
| 11 | Parked without payment | 9 |
| 12 | Parked in a resident's place (higher level) | 5002 |
| 16 | Parked in a permit place | 426 |
| 19 | Parked in a resident place (lower level) | 61 |
| 21 | Parked in a suspended bay | 309 |
| 22 | Re-parked in the same place | 135 |
| 24 | Not parked correctly | 210 |
| 23 | Wrong class of vehicle | 1986 |
| 25 | Parked in a loading place | 226 |
| 26 | Double parked in a SEA | 31 |
| 27 | Dropped footway in a SEA | 223 |
| 30 | Parked longer than permitted | 1201 |
| 40 | Blue badge parking only | 1413 |
| 45 | Taxi rank only | 357 |
| 46 | Clearway | 38 |
| 47 | Restricted bus stop or stand | 41 |
| 48 | Restricted school area | 10 |
| 49 | Cycle track or lane | 44 |
| 99 | Pedestrian crossing | 197 |
| | Total | 18600 |
| | | |
| | Average PCNs issued per day | 84 |
| | | |
| | Number of streets visited | 77472 |
| | No of observations made | 57241 |
| | Average daily PCN issue rate per CEO | 11 |

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

| Chelmsford | 2017/18 | 2018/19 | Business Plan |
|--------------|---------|---------|---------------|
| APR | 1229 | 1384 | 1125 |
| MAY | 1442 | 1338 | 1125 |
| JUN | 1230 | 1528 | 1125 |
| JUL | 1352 | 1545 | 1125 |
| AUG | 1306 | 1353 | 1125 |
| SEPT | 1281 | 1592 | 1125 |
| OCT | 1379 | 1565 | 1125 |
| NOV | 1285 | 1798 | 1125 |
| DEC | 1103 | 1573 | 1125 |
| JAN | 1393 | 1907 | 1125 |
| FEB | 1409 | 1239 | 1125 |
| MAR | 936 | 1778 | 1125 |
| Total | 13000 | 18600 | 11250 |



PCN issue and recovery rates

| Chelmsford | Total PCNs |
|--|-------------------|
| Number of Higher level PCNs issued | 15574 |
| Number of lower level PCNs issued | 3026 |
| Number of total PCNs issued | 18600 |
| Number of PCNs paid | 13677 |
| Number of PCNs paid at discount amount | 11444 |
| Number of PCNs against which an informal or formal representation was made | 3826 |
| Number of PCNs cancelled as a result of an informal or a formal representation | 1765 |
| Number of PCNs written off due to CEO error | 155 |
| Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer) | 1529 |
| % against total PCN's Issued | Total PCNs |
| Percentage of Higher level PCNs issued | 84% |
| Percentage of lower level PCNs issued | 16% |
| Percentage of PCNs paid | 73% |
| Percentage of PCNs paid at discount amount | 61% |
| Percentage of PCNs against which an informal or formal representation was made | 21% |
| Percentage of PCNs cancelled as a result of an informal or a formal representation | 9% |
| Percentage of PCNs written off due to CEO error | 0.8% |
| Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer) | 8% |

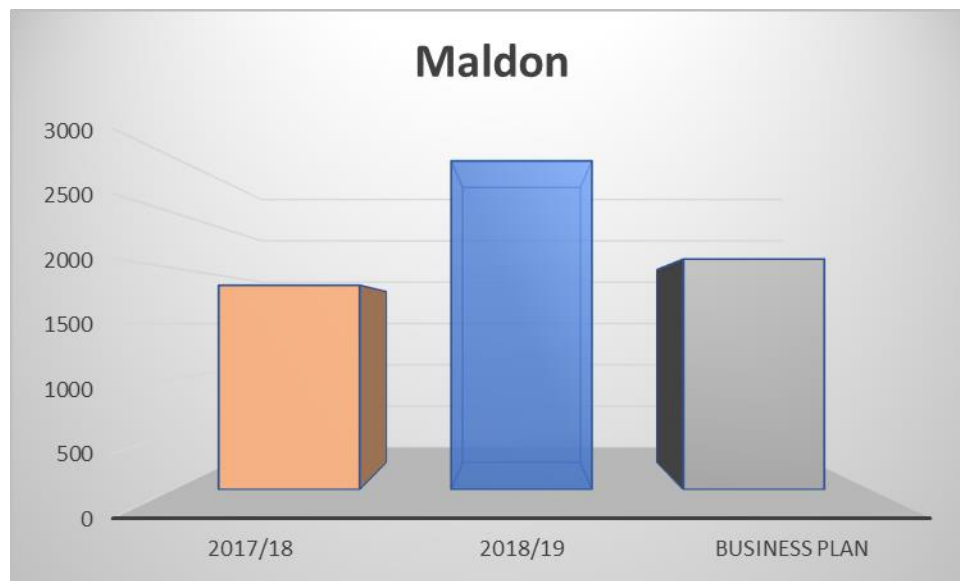
Maldon

CEO patrol data

| Code | Description | PCNs issued |
|------|---|--------------|
| 01 | Parked in a restricted street | 1267 |
| 02 | Loading in a restricted street | 1 |
| 12 | Parked in a resident's place (higher level) | 1080 |
| 19 | Parked in a resident place (lower level) | 11 |
| 22 | Re-parked in the same place | 14 |
| 23 | Wrong class of vehicle | 4 |
| 24 | Not parked correctly | 32 |
| 30 | Parked longer than permitted | 198 |
| 40 | Blue badge parking only | 125 |
| 45 | Taxi rank only | 166 |
| 47 | Restricted bus stop or stand | 33 |
| 48 | Restricted school area | 9 |
| 62 | Footpath parking | 2 |
| 99 | Pedestrian crossing | 25 |
| | Total | 2967 |
| | | |
| | Average PCNs issued per day | 13 |
| | | |
| | Number of streets visited | 29446 |
| | No of observations made | 19335 |
| | Average daily PCN issue rate per CEO | 6.6 |

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

| Maldon | 2017/18 | 2018/19 | Business Plan |
|--------------|-------------|-------------|---------------|
| APR | 231 | 228 | 208 |
| MAY | 169 | 276 | 208 |
| JUN | 223 | 234 | 208 |
| JUL | 219 | 232 | 208 |
| AUG | 193 | 208 | 208 |
| SEPT | 169 | 219 | 208 |
| OCT | 111 | 235 | 208 |
| NOV | 125 | 279 | 208 |
| DEC | 159 | 290 | 208 |
| JAN | 245 | 274 | 208 |
| FEB | 192 | 264 | 208 |
| MAR | 227 | 228 | 208 |
| Total | 1844 | 2967 | 2080 |



PCN issue and recovery rates

| Maldon | Total PCNs |
|--|-------------------|
| Number of Higher level PCNs issued | 2712 |
| Number of lower level PCNs issued | 255 |
| Number of total PCNs issued | 2967 |
| Number of PCNs paid | 2305 |
| Number of PCNs paid at discount amount | 2004 |
| Number of PCNs against which an informal or formal representation was made | 705 |
| Number of PCNs cancelled as a result of an informal or a formal representation | 389 |
| Number of PCNs written off due to CEO error | 35 |
| Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer) | 207 |
| % against total PCN's Issued | Total PCNs |
| Percentage of Higher level PCNs issued | 91% |
| Percentage of lower level PCNs issued | 9% |
| Percentage of PCNs paid | 78% |
| Percentage of PCNs paid at discount amount | 67% |
| Percentage of PCNs against which an informal or formal representation was made | 24% |
| Percentage of PCNs cancelled as a result of an informal or a formal representation | 13% |
| 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) | 7% |

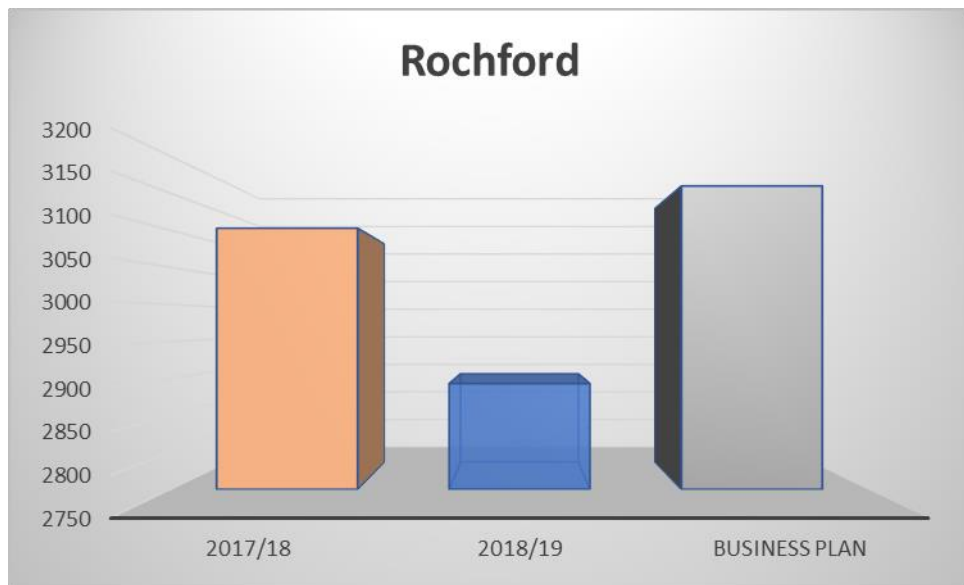
Rochford

CEO patrol data

| Code | Description | PCNs issued |
|------|---|--------------|
| 01 | Parked in a restricted street | 1509 |
| 02 | Loading in a restricted street | 188 |
| 12 | Parked in a residents' place | 523 |
| 22 | Re-parked in the same place | 5 |
| 23 | Wrong class of vehicle | 172 |
| 24 | Not parked correctly | 10 |
| 25 | Parked in a loading place | 37 |
| 26 | Double parked in a SEA | 5 |
| 27 | Dropped footway in a SEA | 15 |
| 30 | Parked longer than permitted | 146 |
| 40 | Blue badge parking only | 118 |
| 45 | Taxi rank only | 117 |
| 46 | Clearway | 20 |
| 47 | Restricted bus stop or stand | 16 |
| 48 | Restricted school area | 5 |
| 49 | Cycle track or lane | 1 |
| 99 | Pedestrian crossing | 6 |
| | Total | 2893 |
| | | |
| | Average PCNs issued per day | 13 |
| | | |
| | Number of streets visited | 51967 |
| | No of observations made | 25156 |
| | Average daily PCN issue rate per CEO | 4.3 |

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

| Rochford | 2017/18 | 2018/19 | Business Plan |
|--------------|-------------|-------------|---------------|
| APR | 125 | 365 | 316 |
| MAY | 354 | 363 | 316 |
| JUN | 307 | 257 | 316 |
| JUL | 292 | 235 | 316 |
| AUG | 258 | 190 | 316 |
| SEPT | 346 | 259 | 316 |
| OCT | 407 | 203 | 316 |
| NOV | 347 | 272 | 316 |
| DEC | 265 | 177 | 316 |
| JAN | 402 | 217 | 316 |
| FEB | 370 | 159 | 316 |
| MAR | 429 | 196 | 316 |
| Total | 3103 | 2893 | 3160 |



PCN issue and recovery rates

| Rochford | Total PCNs |
|--|-------------------|
| Number of Higher level PCNs issued | 2732 |
| Number of lower level PCNs issued | 161 |
| Number of total PCNs issued | 2893 |
| Number of PCNs paid | 2508 |
| Number of PCNs paid at discount amount | 2132 |
| Number of PCNs against which an informal or formal representation was made | 390 |
| Number of PCNs cancelled as a result of an informal or a formal representation | 179 |
| Number of PCNs written off due to CEO error | 9 |
| Number of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer) | 144 |
| % 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 | 87% |
| Percentage of PCNs paid at discount amount | 74% |
| Percentage of PCNs against which an informal or formal representation was made | 13% |
| Percentage of PCNs cancelled as a result of an informal or a formal representation | 6% |
| Percentage of PCNs written off due to CEO error | 0.3% |
| Percentage of PCNs written off for other reasons (e.g. DVLA untraceable, bailiff unable to recover, PCN not issued by officer) | 5% |

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

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



SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE

27 June 2019

AGENDA ITEM 12

| | |
|------------------|--|
| Subject | Basildon proposal for the allocation of operational fund |
| Report by | Street Scene Manager, Basildon Council |

Enquiries contact: James Hendry, 01268 206789, james.hendry@basildon.gov.uk

Purpose

- This report provides the Joint Committee with the proposal from Basildon Borough Council on how they intend to use the £116,000 in accordance with Section 55 of the Road Traffic Regulation Act 1985.

Options

The Joint Committee can approve, amend or reject the proposal

Recommendation(s)

It is recommended that the Joint Committee;

- Approve the agreed allocation of £116,000 for the Basildon proposal.

| | |
|-------------------|--|
| Consultees | Lead Officers from each of the Partner Authorities as set out in Appendix C of the Joint Committee Agreement 2011. |
|-------------------|--|

| | |
|-----|---|
| 1. | <u>Introduction</u> |
| 1.1 | <p>At its meeting on 6 December 2018 the Joint Committee were presented with a report with a recommendation that the Joint Committee approves the allocation of £816,140 from the operational fund between the Partnership authorities for schemes and projects which are in accordance with Section 55 of the Road Traffic Regulation Act 1985.</p> <p>The Joint Committee agreed to equally share the £816,000 between the seven Partner Authorities (£116,000 each) and the funding will be released to the Partnership Authorities subject to the following criteria:</p> <p>Each partner authority will need to present a report to the Joint Committee providing details of the proposal which will demonstrate that the funding will be fully used as per the requirements of Section 55 of the Road Traffic Act 1984 and will complement the aims and objectives of the Parking Partnership. The funding will only be released subject to the approval of the proposal from the Joint Committee.</p> <p>This report provides the Joint Committee with information for the Basildon Borough Council proposal.</p> |
| 2 | Basildon proposal |
| 2.1 | <p>BACKGROUND</p> <p>The improvements listed below are subject to approval by the South Essex Parking Partnership on 27 June 2019. It is believed that all below improvements as drafted would meet the requirements of the Road Traffic Regulation Act 1984.</p> |
| | <p><u>Reducing Nuisance Parking – Trial</u></p> <p>Background: Across the Basildon Borough there are a number of areas of land which do not inhibit the parking of vehicles, but are amenities to which vehicle parking was neither planned for nor is expected. These are typically smaller grassed areas, either highway or CRA owned in residential areas of the Borough. Due to the nature of these areas, there is little ownership and as a result, this can encourage the parking of vehicles.</p> <p>Parking on this land typically results in the surfaces becoming ‘rutted’ through constant use, with the access/egress of vehicles resulting in tracking mud over pathways (causing a slip hazard), as well as detracting from the quality and look of the amenity and increasing the cost and effort to the local authority to maintain (i.e. through grass cutting or grounds maintenance).</p> <p>It is proposed that a trial is undertaken in a targeted area, following a research project to implement measures which aim to reduce the instances of this type of nuisance parking from taking place. It is hoped that as a result of this research, a number of different proposals can be implemented to safeguard these locations for the benefit of residents, the safety of pedestrians and the ‘look and feel’ of the amenity. This could be through exploring options to restrict access, provide enforcement powers or work alongside communities to regulate nuisance parking.</p> |

| | |
|--|---|
| | <p>How this meets the requirements of the RTRA 1984 (s55): The above proposal meets the criteria of subsection 4 (d) (ii) of section 55 of the Road Traffic Regulation act 1984 through ‘the purposes of a highway or road improvement project in the Local Authority’s area’. This investment will enable research to be undertaken and for a trial to be completed to enable highways improvements and to deliver a targeted approach for future works.</p> <p>Amount Sought for Proposal: £33,750</p> |
| | <p><u>Radford Crescent Car Park Security Improvements</u></p> <p>Background: The Radford Crescent car park in Billericay is a long-stay car park located close to Billericay train station and as such is primarily used by season ticket holders who commute to London, as well as having a smaller element of pay and display usage.</p> <p>The car park is located in close proximity to residential properties and in the last six months the car park has been used in the evening on a regular basis for the gathering of people and their vehicles to cause anti-social behaviour (ASB) such as playing loud music, revving vehicles and doing ‘doughnuts’ around the car park. Whilst Basildon Council has been working closely with local residents and the Police, responses often take place after the incident has been resolved. This has resulted in 32 incidents of anti-social behaviour being reported to the Council in a six month period.</p> <p>It is proposed that vehicle restrictions are put in place which restrict access to the car park outside of core operational hours, but that still allow the exit of season ticket holders who may not return to their vehicles until late in the evening. It is anticipated that this will allow the ongoing usage of the car park without allowing continued ASB presence. It will also result in less Police time being taken up in managing reports of ASB at this location. There will not be a financial loss, as the barrier will be open for access during the times that the tariff is in effect.</p> <p>How this meets the requirements of the RTRA 1984 (s55): The above proposal meets the criteria of subsection 4 (b) of section 55 of the Road Traffic Regulation act 1984 through ‘meeting all or any part of the cost of the provision and maintenance by the local authority of off-street parking accommodation, whether in the open or under cover’. This investment will enable the ongoing provision of a safe and secure parking location within a residential area.</p> <p>Amount Sought for Proposal: £14,000 to install entrance and exit security measures to restrict access outside of operational hours and secure asset.</p> |

| | |
|--|--|
| | <p><u>Relining of Car Park Lines and Markings</u></p> <p>Background: Due to limited operational budgets for maintenance and repair, the quality of lining and directional/safety road markings across the car parks has been degraded. The funds are sought to remark the white bay markings and other assorted car park markings in order to provide clear parking and safety markings within the Council's car parks.</p> <p>How this meets the requirements of the RTRA 1984 (s55): The above proposal meets the criteria of subsection 4 (b) of section 55 of the Road Traffic Regulation act 1984 through 'meeting all or any part of the cost of the provision and maintenance by the local authority of off-street parking accommodation, whether in the open or under cover'. This investment will enable an improvement in facilities for car park users across the Borough and will enable less opportunity for inconsiderate parking i.e. parking outside of a marked bay.</p> <p>Amount Sought for Proposal: £10,000</p> |
| | <p><u>Installation of Drop Kerb, Wickford High Street Car Park</u></p> <p>Background: It has been noted that there is not sufficient wheelchair access between the pavement to access the car park and the high street, adjacent to one of the pay and display machines.</p> <p>The funds are sought to install a drop kerb at this location to enable better access for wheelchair users and those with mobility issues.</p> <p>How this meets the requirements of the RTRA 1984 (s55): The above proposal meets the criteria of subsection 4 (b) of section 55 of the Road Traffic Regulation act 1984 through 'meeting all or any part of the cost of the provision and maintenance by the local authority of off-street parking accommodation, whether in the open or under cover'. This investment will enable an improvement in facilities for car park users in the Wickford main car park.</p> <p>Amount Sought for Proposal: £1,250</p> |

| | <p><u>Purchase and Installation of Cashless Car Parking Machines</u></p> <p>Basildon Borough Council currently has 11 pay and display machines across six car parks within the Borough. All machines currently accept coins only. There has been a number of recent incidents of vandalism which have resulted in machines being broken into and remaining out of action for a significant subsequent period. In the past two years, two machines have been completely vandalised and removed, requiring complete replacement, at a cost of £3,500 each. There has also been £1,500 of additional repair costs, £770 of costs in strengthening machines, and machines have been out of service a number of times. The cost of all machines being out of service is £1,200 per day machines are not operational.</p> <p>The Council is also responding to general trends which show a reduction in the use of coins and a movement towards using payment cards to access goods and services. As such, it is proposed to replace the Council's pay and display machines with contactless pay and display machines, to improve reliability, security and convenience for visitors to the Council's car parks. The funds sought are to purchase and install new machines, and to remove old machines. It is recommended that there is a significant communications support to enable a smooth transition.</p> <p>There is currently also the option to pay by phone within Council car parks, which will remain unaffected by these proposals.</p> <p>How this meets the requirements of the RTRA 1984 (s55): The above proposal meets the criteria of subsection 4 (b) of section 55 of the Road Traffic Regulation act 1984 through 'meeting all or any part of the cost of the provision and maintenance by the local authority of off-street parking accommodation, whether in the open or under cover'. This investment will enable an improvement in convenience and security for car park users across the Borough's car parks.</p> <p>Amount Sought for Proposal: £45,000 for 11 machines, £12,000 for civil works</p> | | | | | | | | | | | | | |
|--|---|---------|----------------|--|---------|--|---------|-------------------|---------|---|---------|--|--------|--|
| | <p>Conclusion</p> <p>To allow for the allocation of surplus funding totalling £116,000 to be allocated to Basildon for the following projects:</p> | | | | | | | | | | | | | |
| | <table border="1"> <thead> <tr> <th data-bbox="261 1406 935 1442">Project</th> <th data-bbox="935 1406 1418 1442">Funding Sought</th> </tr> </thead> <tbody> <tr> <td data-bbox="261 1442 935 1478">Pay by phone machines and installation</td> <td data-bbox="935 1442 1418 1478">£57,000</td> </tr> <tr> <td data-bbox="261 1478 935 1514">Radford Crescent Security Improvements</td> <td data-bbox="935 1478 1418 1514">£14,000</td> </tr> <tr> <td data-bbox="261 1514 935 1550">Car Park Relining</td> <td data-bbox="935 1514 1418 1550">£10,000</td> </tr> <tr> <td data-bbox="261 1550 935 1585">Nuisance Parking Scoping Report and Trial</td> <td data-bbox="935 1550 1418 1585">£33,750</td> </tr> <tr> <td data-bbox="261 1585 935 1682">Wickford Main Car Park Disabled Access Improvement</td> <td data-bbox="935 1585 1418 1682">£1,250</td> </tr> </tbody> </table> | Project | Funding Sought | Pay by phone machines and installation | £57,000 | Radford Crescent Security Improvements | £14,000 | Car Park Relining | £10,000 | Nuisance Parking Scoping Report and Trial | £33,750 | Wickford Main Car Park Disabled Access Improvement | £1,250 | |
| Project | Funding Sought | | | | | | | | | | | | | |
| Pay by phone machines and installation | £57,000 | | | | | | | | | | | | | |
| Radford Crescent Security Improvements | £14,000 | | | | | | | | | | | | | |
| Car Park Relining | £10,000 | | | | | | | | | | | | | |
| Nuisance Parking Scoping Report and Trial | £33,750 | | | | | | | | | | | | | |
| Wickford Main Car Park Disabled Access Improvement | £1,250 | | | | | | | | | | | | | |
| | <p><u>Appendices</u> None</p> | | | | | | | | | | | | | |
| | <p><u>Background Papers</u></p> <p>The South Essex Parking Partnership Joint Committee Agreement 2011.</p> | | | | | | | | | | | | | |