

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

22 SEPTEMBER 2022  
COUNCIL CHAMBER, CIVIC CENTRE, CHELMSFORD CITY COUNCIL  
COMMENCING AT 2PM

### **AGENDA**

1. Welcome from Chairman
2. Apologies for absence and substitutions
3. Minutes of the Joint Committee meeting held on 28 July 2022
4. Public Question Time
5. Operational and Performance Report (Verbal update - Russell Panter)
6. Financial Report (Michael Packham)
7. Progress on Business Plan 2022/23 (Nick Binder)
8. Joint Committee delegations (Nick Binder)

Date and time of next meeting

15 December 2022 at 2pm in the Council Chamber

**MINUTES**  
of the  
**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**  
held on 28 July 2022 at 2pm

Members present:

Councillor Mike Mackrory – Chelmsford City Council  
Councillor Carlie Mayes – Maldon District Council  
Councillor Carole Morris – Basildon Borough Council  
Councillor Keith Parker – Brentwood Borough Council  
Councillor Laureen Shaw – Essex County Council  
Councillor David Sperring – Rochford District Council

Officers present:

Nick Binder – Chelmsford City Council  
Daniel Bird – Chelmsford City Council  
Trudie Bragg – Castle Point Borough Council  
William Butcher – Chelmsford City Council  
Mike Dunn – Brentwood Borough Council  
James Hendry – Basildon Borough Council  
Jo Heynes – Essex County Council  
Michael Packham – Chelmsford City Council

## 1. Welcome and Introductions

Nick Binder welcomed those present to the meeting of the Joint Committee.

## 2. Apologies for Absence

Apologies for absence had been received from Councillor Warren Gibson, Castle Point Borough Council, Russell Panter, Chelmsford City Council and Nicola Syder, Maldon District Council.

### 3. Election of Chairman for the ensuing Municipal year

Two nominations were made by members of the Joint Committee and both seconded, one for Cllr Mackrory and another for Cllr Shaw.

The nomination for Cllr Mackrory was voted on and carried by the Joint Committee.

AGREED that Cllr Mackrory be elected Chairman for the 2022-23 Municipal year.

### 4. Election of Vice Chairman for the ensuing Municipal year

Two nominations were made by members of the Joint Committee and both seconded, one for Cllr Mayes and another for Cllr Shaw.

The nomination for Cllr Mayes was voted on but not carried by the Joint Committee. The nomination for Cllr Shaw was then voted on and carried.

AGREED that Cllr Shaw be elected Vice Chairman for the 2022-23 Municipal year.

### 5. Minutes of the Joint Committee Meeting and TRO objections Committee Meeting on 10 March 2022

The minutes of the meetings on 10 March 2022 were confirmed as a correct record.

### 6. Public Question Time

No public questions were asked at the meeting.

### 7. Continuation of Sub- Committee arrangements under the new 2022 Joint Committee Agreement to consider objections against an Advertised Traffic Regulation Order (TRO)

The Joint Committee considered a report asking them to consider the arrangements for considering objections against an advertised TRO under the terms of the new 2022 Joint Committee agreement. It was noted that the new 2022 agreement terms of reference made the same provisions for Sub-Committees as the previous agreement. It was therefore recommended that the Joint Committee approve the continuation of the Sub-Committee Arrangements and the Terms of Reference under the terms of the new 2022 Joint Committee agreement.

AGREED that the Joint Committee would continue with the Sub-Committee arrangements for considering objections against an advertised TRO as per the Terms of Reference set out in Appendix 1 – under the new term of the 2022 Joint Committee agreement.

(2.10pm to 2.14pm)

## 8. Continuation of delegations under the new 2022 Joint Committee Agreement for approving funding for signs and lines maintenance and new TROs

The Joint Committee considered a report asking them to continue with the delegation for approving funding for signs and lines maintenance and new TROs under the terms of the new 2022 Joint Committee agreement. It was noted that the new agreement followed the same provisions as the previous one in this aspect.

AGREED that the Joint Committee would continue with the delegation for approving funding for signs and lines maintenance and new TRO's as per the Terms of Reference set out in Appendix 1 – under the new terms of the 2022 Joint Committee agreement.

(2.15pm to 2.17pm)

## 9. Operational report (verbal update)

The Joint Committee received a verbal update on operational matters. It was noted that the new Joint Committee agreement had been completed on 30<sup>th</sup> June 2022 and officers thanked the efforts of the lead officers and respective legal teams. It was also noted that progress to implement a system for the CCTV vehicle to monitor virtual permit data had moved forward, along with a trial of Automatic Number Plate Readers being used. The Joint Committee heard that the ANPR readers had only been partially successful and further work would need to be undertaken.

It was noted that the new hub in Brentwood had been a huge success leading to joint patrols and improved data sharing with other bodies. The Joint Committee also heard that the number of enforcement offices had now returned to pre covid levels and applications were being reviewed for the school liaison officer role.

The Joint Committee heard that meetings had continued to take place with partners including NEPP. It was also noted that Police accreditation had been delayed due to the vetting process being amended, but the new process was now underway. Officers also noted that six new hybrid cars had joined the enforcement fleet and that in the future an electric fleet would be used. It was also noted that work had continued with the 3PR scheme and local schools especially, in Hockley, Chelmsford and Brentwood.

In response to questions and comments from the Joint Committee, it was noted that;

- Irresponsible parking near schools had always been a challenge as behaviour often changes when patrols are amended and members of the public often return to old habits.
- Options for joint working with other local authority services would always be explored for possible efficiencies.
- Legislation was quite restrictive in terms of what Penalty Charge Notices could be issued via the use of cameras or CCTV.

(2.18pm to 2.39pm)

## 10. Financial outturn 2021/22

The Joint Committee considered a report on the financial position of South Essex Parking Partnership for the year ending 31 March 2022, which showed a cash-based surplus of £359,210 for SEPP and a deficit of £408,112 for the TRO account before taking into account items funded from the Reserve and the Government Sales, Fees and Charges (SFC) Compensation Scheme. This resulted in an overall deficit position of £48,902 when the TRO account was included.

It was noted that the total use of reserves in 2021/22 had been £352,000 and once this was taken into account, plus the provisional income from the Government Sales, Fees and Charges (SFC) Compensation Scheme, the net position for the Partnership including the TRO account was a deficit of £255,326.

AGREED that the financial outturn of the Partnership for 2021/2022 be noted and approved.

(2.40pm to 2.42pm)

## 11. Financial Report 2022/23

The report to the meeting set out a summary of the financial position for the South Essex Parking Partnership for the period 1 April to 18 July 2022. The report showed a surplus of £145,560 for SEPP and a deficit of £113,291 for the TRO account on a cash basis for the financial year to 18 July 2022. This resulted in an overall surplus for the Partnership, including the TRO account, of £32,269.

It was noted that in comparison between the current year and last year, the 22/23 figure represented just under 132% of the income received in 21/22 over the same period. It was also noted that compared to 19/20 (the last financial year not significantly impacted by the pandemic) the PCN income was very similar to a normal year.

AGREED that the financial position of the Partnership at 18 July 2022 be noted.

(2.43pm to 2.45pm)

## 12. Annual Report of the South Essex Parking Partnership 2021/22

The Joint Committee received a draft of the Annual Report of the Partnership for 2021/22. It was noted that the Joint Committee Agreement included a responsibility for producing an annual report and it had been produced in line with the Traffic Management Act of 2004. The report detailed the financial position of the Partnership, Team performance, PCN issue and recovery rates and a conclusion of the year. It was noted that following a difficult 2020/21 due to the pandemic, the performance in 2021/22 had been a good recovery with

the later part of the year exceeding expectations. Officers highlighted the provisional £145,576 for the sales, fess & charges income claim which would further improve the position of the account and level of reserves. It was noted that the Partnership was well placed to continue the delivery of an effective service, efficiently into 2022/23 under the new Joint Committee agreement.

The Joint Committee expressed their thanks to the staff working within the partnership for their continued hard work.

AGREED that the Annual Report of the Partnership for 2021/22 submitted to the meeting be approved.

(2.46pm to 2.57pm)

### 13. Allocation of operational reserve

The Joint Committee received a report providing information regarding the current financial position of the operational reserve at the end of the 2011 Joint Committee agreement. The Joint Committee noted the recommendations made in the report. It was noted that £155,000 would be made available to fund three specific areas of investment identified by the SEPP Manager. These were detailed as, replacement CCTV body worn cameras, replacement handheld computers and CCTV to monitor School Keep Clear markings.

It was also noted that £186,000 would be made available to each of the seven partners authorities with a requirement that on completion of the works a report be presented to the Joint Committee, confirming the funding had been used within the requirements of Section 55 of the Road Traffic Act 1984. Officers confirmed that the funding did not need to be spent in this financial year and could be carried over. It was suggested that lead officers should consider specific proposals for spending with their legal teams.

AGREED to approve the proposals detailed below;

- £155,000 to fund the three areas of investment shown in table 2 which have been identified by the South Essex Parking Partnership Manager to improve and maintain service provision during the term of the new Joint Committee Agreement.
- £186,000 to be allocated to each of the seven partner authorities totalling £1,302,000 with a requirement that each partner authority, on completion of the works / allocation, is required to present a report to the Joint Committee confirming that the funding has been used as per the requirements of Section 55 of the Road Traffic Act 1984.

(2.58pm to 3.14pm)

### 14. Proposed revised forward plan of meetings

The Joint Committee were informed of revised dates for the remaining meetings in 2022/23. It was noted that the initial dates clashed with other meetings.

AGREED the revised dates of 22 September 2022, 15 December 2022 and 16 March 2023.

(3.14pm to 3.15pm)

#### 15. Date and time of next meeting:

AGREED that the next meeting of the Joint Committee be on 22 September 2022 at 2pm.

The meeting closed at 3.15pm

Chairman

**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**

**22<sup>nd</sup> September 2022**

**AGENDA ITEM 6**

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

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

<b>Purpose</b>
To report on the financial position of the South Essex Parking Partnership up to 13 <sup>th</sup> September 2022
<b>Options</b>
<b>Recommendation(s)</b>
That the report be noted.

<b>Consultees</b>	Specialist Accountant South Essex Parking Partnership Manager
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1. Introduction
  - 1.1 This report sets out the summary of the financial position for the South Essex Parking Partnership for the period covering 1<sup>st</sup> April 2022 to 13<sup>th</sup> September 2022.



## 2. Financial summary

- 2.1 Appendix 1 provides details of the actual costs incurred and income received, and is currently showing a surplus of £236,191 for SEPP and a deficit of £166,507 for the TRO account, on a cash basis for the financial year to the 13<sup>th</sup> September 2022 before taking into account items funded from the Reserve. This results in an overall surplus position for the Partnership including the TRO account of £69,684, an improvement of £37,415 since last reported.

Looking at a comparison between this year and last year (April to August), and PCN income in particular, the Partnership received a total of £646,657 in 22/23, whereas in 21/22 the Partnership over the same period (April to August) received £484,422. The 22/23 figure therefore represents just over 133% of the income received in 21/22 over the same period.

When comparing over the same time in 19/20 (the last financial year not significantly impacted by the Covid pandemic), PCN income was at £665,227 for April to August, so the £646,657 received in 22/23 for this period continues to be very close to a more normal year of operation.

Income received in August 2022 was over £139,000, the highest figure for the year to date. If this trend was to continue for the rest of the financial year, total PCN income would sit at £1,619,000, compared to a total of £1,596,000 received in 19/20. If these trends continue, PCN income levels are therefore looking promising for this financial year.

- 2.2 There has been no reserve spend to date in 22/23. In order to meet audit requirements, any reserve spend from the new £1,302,000 allocation will need to be approved by the Committee with a report outlining how the expenditure falls under Section 55 of the Road Traffic Act 1984 before any funding is transferred over to individual partners.

Whilst most costs reflect actual spend, where this is not specifically identifiable against an individual authority, the figures have been allocated based on the previously agreed method of allocation within the Annual Business Plan, and show the position for each Partner over the 1<sup>st</sup> April 2022 to 13<sup>th</sup> September 2022 period. For example, central support is not allocated across the Partnership until the end of the financial year, and so a pro-rata up to the date mentioned above has been included.

### List of Appendices

Appendix 1 - Financial summary @ 13/09/2022

Appendix 1 South Essex Parking Partnership - Summary position @ 13/09/2022									
Actual 22/23	Chelmsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	Total	TROs	Total
	£	£	£	£	£	£	£	£	£
<b>Direct Expenditure</b>									
- Employees	167,248	106,394	23,589	119,894	53,612	33,548	504,284	53,362	557,647
- Premises	0	10,000	0	0	0	0	10,000	0	10,000
- Supplies and Services	35,185	28,054	5,821	20,915	16,311	6,741	113,027	103,164	216,191
- Third Party Payments	14,402	10,705	2,433	7,785	3,698	3,211	42,234	0	42,234
- Transport costs	2,210	2,959	1,473	6,059	3,480	2,398	18,580	22	18,602
<b>Total Direct Expenditure</b>	<b>219,046</b>	<b>158,112</b>	<b>33,316</b>	<b>154,652</b>	<b>77,101</b>	<b>45,898</b>	<b>688,125</b>	<b>156,548</b>	<b>844,673</b>
<b>Indirect Expenditure</b>									
Central Support	27,033	18,127	3,888	14,918	5,515	4,701	74,182	11,889	86,071
<b>Total Indirect Expenditure</b>	<b>27,033</b>	<b>18,127</b>	<b>3,888</b>	<b>14,918</b>	<b>5,515</b>	<b>4,701</b>	<b>74,182</b>	<b>11,889</b>	<b>86,071</b>
<b>Total Expenditure</b>	<b>246,079</b>	<b>176,239</b>	<b>37,203</b>	<b>169,570</b>	<b>82,616</b>	<b>50,600</b>	<b>762,307</b>	<b>168,437</b>	<b>930,744</b>
<b>Income received to 13/09/2022</b>									
PCN's	227,481	235,900	28,750	98,570	61,485	58,958	711,144	0	711,144
Residents' Parking Permits	94,929	63,489	6,068	54,201	5,174	2,169	226,030	0	226,030
Pay & Display	40,575	20,337	0	0	0	0	60,912	0	60,912
Other	150	101	22	83	31	26	412	1,930	2,342
<b>Total Income</b>	<b>363,135</b>	<b>319,826</b>	<b>34,840</b>	<b>152,854</b>	<b>66,690</b>	<b>61,153</b>	<b>998,499</b>	<b>1,930</b>	<b>1,000,428</b>
<b>Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below</b>	<b>(117,056)</b>	<b>(143,587)</b>	<b>2,364</b>	<b>16,716</b>	<b>15,926</b>	<b>(10,554)</b>	<b>(236,191)</b>	<b>166,507</b>	<b>(69,684)</b>

(a)

**Memorandum: Items funded from Reserves**

	Actuals
	£
	0
<b>Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves</b>	<b>(69,684)</b>
<b>Net After Use of Reserves</b>	<b>(69,684)</b>

(a)

**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**

**22 September 2022**

**AGENDA ITEM 7**

<b>Subject</b>	Update on Business Plan for 2022/23
<b>Report by</b>	Parking Partnership Manager

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

**Purpose**

This report updates the Joint Committee on progress against the Business Plan approved for 2022/23.

**Options**

This report is for information.

**Recommendation(s)**

1. That the Joint Committee notes this report

**Consultees**

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

1. Introduction

1.1 At its meeting on 10 March 2022, the Joint Committee approved the South Essex Parking Partnership's Business Plan for 2022/23.

1.2 This Business Plan provided an estimated annual budget based on the operational data and financial outturns from the previous years of operation and considered the reduction in income during the Covid-19 pandemic and the future forecasts on the business recovery.

1.3 This report provides the current progress to date against the approved Business Plan.

## 2 Current position against projected outturn.

2.1 The Business Plan 2022/23 estimated that the enforcement account could expect a final surplus position of £83,000 to be allocated the new strategic panel to cover wider strategic highway priorities. This amount would take into account an estimated surplus of £513,000 from the enforcement operation account and the deduction of the agreed £428,000 to cover the operational costs of Traffic Regulation Order (TRO) function, the necessary maintenance of signs and lines and the implementation of new traffic management schemes which require a traffic Regulation Order. The £400,000 reserve currently held in the reserve account would also be maintained. These projected outturns would be dependent on operating the function to the agreed expenditure costs and the amount of income received, in particular, PCN income which equates to 65% of the overall projected income.

2.2 The amount of PCNs issued across the Partnership is currently up 0.2% compared to the pre-Covid 2019-20 performance and 20% up against the 2020/21 performance. Currently the number of PCNs issued is 6.5% up against the estimated figure in the 2022/23 Business Plan. Operating costs and expenditure are currently as expected.

2.3 The total overall income has reduced by 7% compared to the pre-Covid 2019-20 outturn and has, as expected, increased by 16% compared to the 2021/22 account. Currently the income is 6% down against the estimated figure in the Business Plan for 2022/23. The reduction in resident permit income during May to June is because of a 3-month extension on residential permits; this concession was implemented to compensate for the additional non-resident parking required in the resident parking zones during the period of national lockdown.

## 3 Business objectives for 2022/23

3.1 The Business Plan sets out the objectives the Partnership wishes to achieve in 2022/23. Appendix A, section 1, provides an update against each objective. Section 2 provides a comparison of PCN issue rates and patrol data across all the Partnership areas, section 3 provides an overview of the income received and section 4 provides PCN issue rates for each individual area. Section 5 provides information on the recovery rates of the PCNs issued during the current financial year.

4 Appendix A, Section 4, provides the current recovery rates for the overall Parking Partnership and the individual areas.

The overall recovery rate for PCNs paid is currently 72% of the PCN issued. The expected outturn for the Partnership is in the region of 75% to 77%. In 2021/22 the outturn recovery rate was 75%. Considering that a high volume of PCNs issued are still within the initial recovery stage, the current recovery level is very good.

The rate of PCN cancellation (9%) remains within the expected level. The outturn position for cancellation rates in 2021/22 was 17%

## 5 Conclusion

Overall, the operation has performed well in the first five months and the recovery of the operation following Covid-19 is progressing as estimated. Expenditure is currently as expected and the current financial position and the level of the performance to date provides a good indication that the Partnership will achieve the estimated outturn position of the 2022/23 Business Plan.

The projected Partnership outturn for 2022-23, after the deduction of the agreed TRO operational, implementation and maintenance costs, is expected to achieve an operational surplus in the region of £83,000 to be allocated to Part 3 of the agreement to contribute to wider highway strategic priorities.

### List of Appendices

Appendix A: Performance and update on the Business Plan objectives for 2022/23

### Background Papers

South Essex Parking Partnership Business Plan 2022/23

The South Essex Parking Partnership Joint Committee Agreement 2022

# APPENDIX A



## Performance and update on Business Plan objectives for 2022/23

(April 2022 to August 2022)

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1 Business Plan aims and objectives update

Objective for 2022/23	Linked to business aim	Action and measure
<p><b>1: Monitor the effects of the business recovery and adjust the business case to ensure service provision meets demand.</b></p> <p><b>Gauge the potential long term operational and financial impact of the change of working patterns / environments and parking requirements following the easing of the lockdown measures.</b></p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>The number of PCNs issued, and the amount of PCN, Pay &amp; Display and resident parking income is being compared to the actual outturn from 2019/20 (Pre-Covid), the outturn from 2021/22 and the current financial year.</p> <p>The level of recovery is being gauged against the Annual Business Plan 2022/23 which contains estimates based on the assumed recovery and performance, based on pre-Covid levels.</p>
<p><b>2: Continued focus on performance and sickness absence management at a local level to ensure best use of staff resource and improve attendance levels and subsequently maintain expected levels of patrol coverage.</b></p> <p><b>Provide a professional service, ensuring full compliance with TMA 2004 and high levels of customer service.</b></p> <p><b>Key Performance Indicators:</b></p> <ul style="list-style-type: none"> <li>• <b>75% of PCNs issued are successfully recovered</b></li> <li>• <b>CEOs to achieve an average performance score of 33</b></li> <li>• <b>PCNs which have been cancelled due to an CEO error, not to exceed 0.8%</b></li> </ul>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Monthly 1 to1 meetings are taking place between the Area Team Leaders and the Civil Enforcement Officers. These meetings provide an opportunity to discuss individual performance and how the performance is contributing to the overall Business Plan.</p> <p>In addition to these meetings, six monthly operational updates are provided by the Parking Partnership Manager. These inform staff of the progress against the agreed Business Plan. Monthly area performance updates are provided to each area depot on a monthly basis.</p> <p>CEOs are not set any targets regarding the amount of PCNs they should issue. The main focus of this work is to ensure that staff make best use of their time and maintain a sufficient level of patrol coverage throughout the many areas that require parking enforcement.</p> <p>The amount of PCNs issued across the Partnership is currently 0.2% up against the</p>



		<p>pre-Covid 2019-20 performance, 20% up on the 2021/22 performance and currently 6.5% up against the estimated figure in the Business Plan.</p> <p>The current level of performance is likely to achieve the overall outturn position as set out in the 2022/23 Business Plan</p>
<p><b>3: Ensure CEO patrol rotas are continually reviewed to ensure best use of staff time in key areas.</b></p> <p><b>Continue to provide ad-hoc out of hours enforcement to concentrate enforcement on known problem areas.</b></p> <p><b>Review enforcement outside of the core operational hours and review level of resource required to ensure staff have enough support during these periods</b></p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Area Team Leaders are modifying staff rotas to meet the needs of changing parking habits. The focus of the team is to ensure that the staff are in the right place at the right time providing essential traffic management.</p> <p>There has been increased pressure to deal with parking issues at places of interest and recreation, such as country parks, rivers and locks, water attractions and as schools are returning to normality the demand for enforcement around schools is ever increasing. The team have adjusted working patterns to meet these demands.</p> <p>Each area continues to provide out of hours enforcement at known problem areas. The areas are identified from feedback and reports from Councillors, Lead Officers and members of the public.</p> <p>The Parking Partnership has arrangements in place with Maldon, Rochford and Brentwood for their staff to provide additional patrol coverage at known problem areas outside of the core hours.</p>
<p><b>3: Partnership CEOs to support Castle Point, and Rochford at key times and to provide holiday cover.</b></p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO</p>	<p>When resource permits, the partnership staff are being utilised to cover any staffing shortfalls due to holiday or sickness in these key areas.</p>

	<p>function at zero deficit</p> <p>Maintain a contingency reserve</p>	
<p><b>4: Maldon to continue additional CEO patrol coverage with the use of the Community Service Officers outside of normal working hours and during peak summer season.</b></p> <p><b>Maintain communications between the Council and the Partnership passing on intelligence regarding events (such as the Maldon Mud Race. Burnham Carnival etc.) when additional enforcement is required</b></p> <p><b>Introduce targeted action days to deal with Hot Spots (schools etc.) allocating Council resources in addition to the Partnership staff</b></p>	<p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>Maldon Community Service Officers continue to provide additional support to the Parking Partnership to provide out of hours parking enforcement in the Resident Parking Zones and in the High Street outside of normal patrol hours. This arrangement is extended to provide additional enforcement during know events in the district.</p>
<p><b>5: Continue to operate the service level agreement with Brentwood Borough Council to engage the services of the Brentwood Community Safety Officers to provide enforcement patrols to assist with weekend and out of hours coverage.</b></p>	<p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>The SEPP enforcement Team and the Brentwood Community Safety team are working well in Partnership to address issues outside of core operational hours. Joint patrols have also been set up with the police to deal with issues of anti-social behaviour and parking contraventions. These patrols have proved to be very successful.</p>
<p><b>6: Review current operational expenditure and processes and determine if further efficiencies / improvements can be made</b></p>	<p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p>	<p>The operational expenditure is currently as expected and in line with the budget in the Annual Business Plan.</p>

	<p>Maintain a contingency reserve</p>	
<p><b>7: Identify the proposed resident parking schemes, which are agreed and approved. Determine the additional income gained from the resident permit charges and adjust each area account to reflect the change.</b></p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Resident permit schemes have been progressed and approved by the Sub Committee. Several new permit schemes have been introduced into the Partnership areas and the additional income received is reflected in the individual area financial outturn and contributes to the running of this schemes.</p>
<p><b>8: Identify and prioritise schemes in areas which provide the greatest benefit to the overall aims and objectives of the Parking Partnership</b></p> <p><b>Produce and implement a programme of essential maintenance works for signs and lines and TROs requiring attention.</b></p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p> <p>Maintain signs and lines and TROs to an acceptable level ensuring suitable</p>	<p>Schemes requiring essential maintenance continue to be identified and agreed by the delegated powers given to the SEPP manager. A significant amount of work has been completed in this area ensuring parking restrictions remain enforceable.</p>

	funding is available	
<b>9: Ensure that new developments requiring parking related restrictions / schemes contribute to the implementation of the scheme via section 106 arrangements or the Community Infrastructure Levy</b>	Maintain signs and lines and TROs to an acceptable level ensuring suitable funding is available	Ongoing: Partnership Lead Officers to maintain local relationships with planning departments and Essex County Council Highways.
<b>10: Continue to develop and roll out the School Parking Initiative across all Partnership areas, to improve parking behaviours at school drop off and pick up times</b>	Support the core principles of TMA 2004	After a period of inactivity due to Covid and social distancing at schools, the Partnership is starting to engage with interested schools again, and revisit schools who are currently in the initiative. The vacant post for a School Liaison Officer has now been filled with the successful applicant starting shortly after a period of notice
<b>11. Meet with Officers from NEPP and ECC to determine the future working arrangements of the Parking Partnerships and determine a timeline of key decisions for ECC and Joint Committee Members.</b>	Support the core principles of TMA 2004  Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit	The Joint Committee Agreement has been completed and all SEPP partners signed the new agreement on 30 June 2022
<b>12. Agree and approve with Joint Committee Members and Lead Officers how the carry forward operational fund will be allocated and distributed as per Section 55 of the RTRA 1984.</b>	Support the core principles of TMA 2004  Achieve an overall financial account to operate parking enforcement and the TRO	A report was presented to the Joint Committee at its meeting on 28 July 2022 with the recommendations for the distribution of the operational fund being approved.

	<p>function at zero deficit</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	
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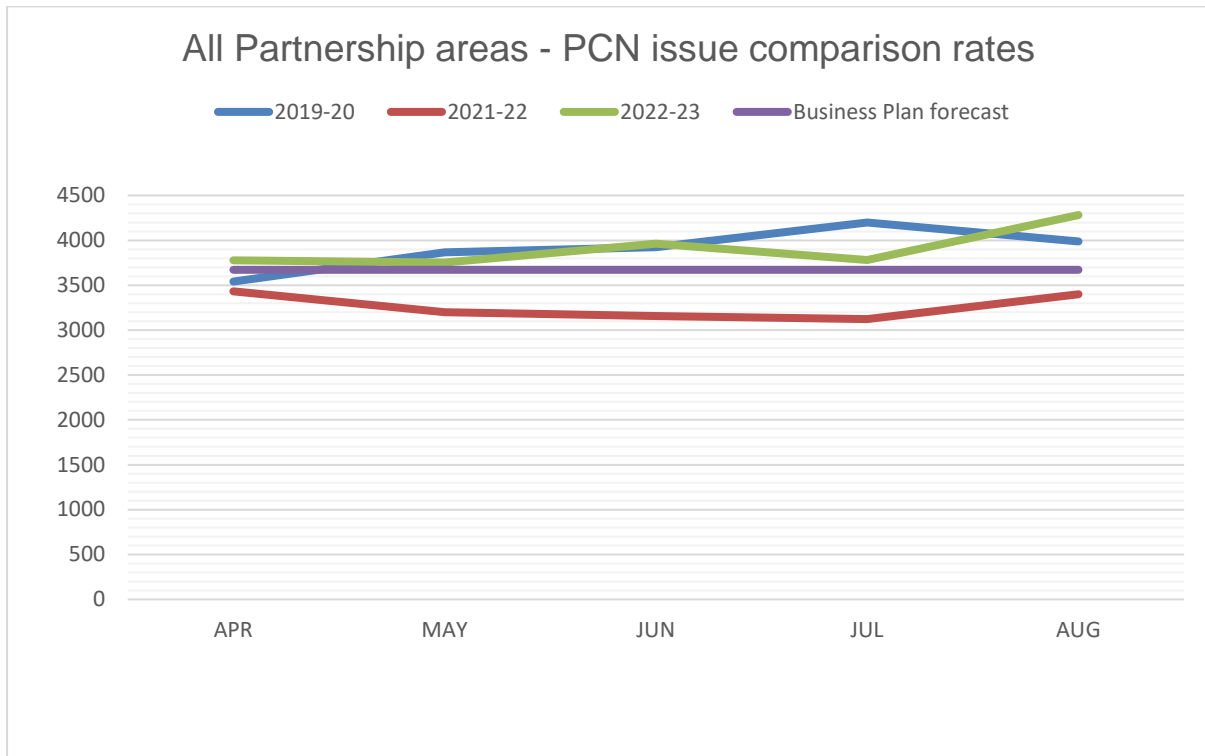
**2 Overall Partnership PCN comparison**

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

A reduction in this level of income will have a detrimental effect on the overall account and it is therefore important to monitor this effect. The amount of PCNs issued compared to the previous years of the operation is a good benchmark to determine how the operation is performing and recovering post Covid 19. The following table provides the current PCN issue rate compared to the operation in 2019/20 (pre-covid), the 2021/22 outturn and the Business Plan estimate.

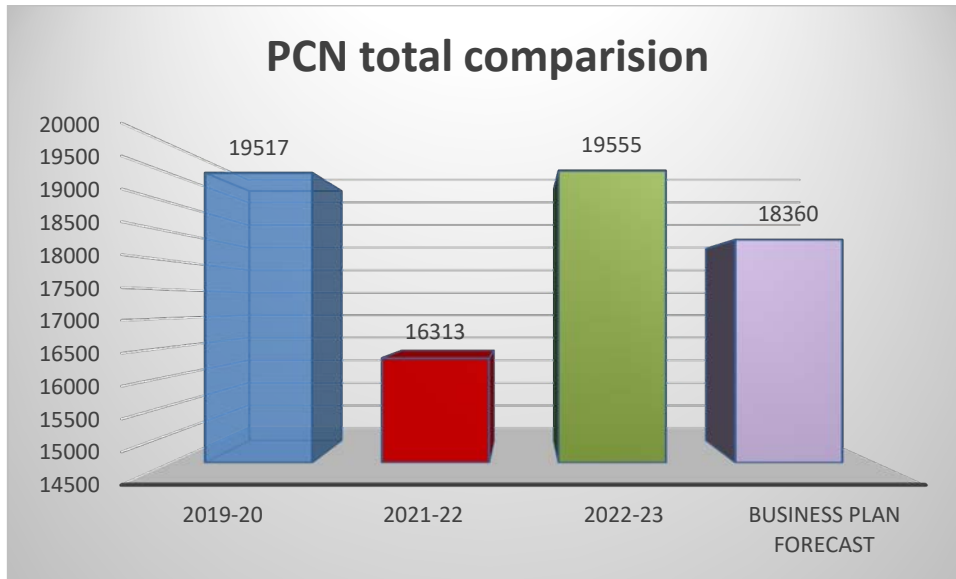
This relates to the period April 2022 to August 2022 for PCNs issued across all areas in the Parking Partnership.

**Monthly 2022/23 PCN issue rate comparison against the 2019/2020 & 2021/22 operation and the Business Plan estimate for 2022/23.**



SEPP	2019-20	2021-22	2022-23	Business Plan forecast
<b>APR</b>	3541	3432	3778	3672
<b>MAY</b>	3865	3200	3753	3672
<b>JUN</b>	3923	3157	3962	3672
<b>JUL</b>	4199	3123	3780	3672
<b>AUG</b>	3989	3401	4282	3672
<b>Total</b>	<b>19517</b>	<b>16313</b>	<b>19555</b>	<b>18360</b>

**Overall Partnership PCN issue comparison figure for period April 2022 to August 2022**



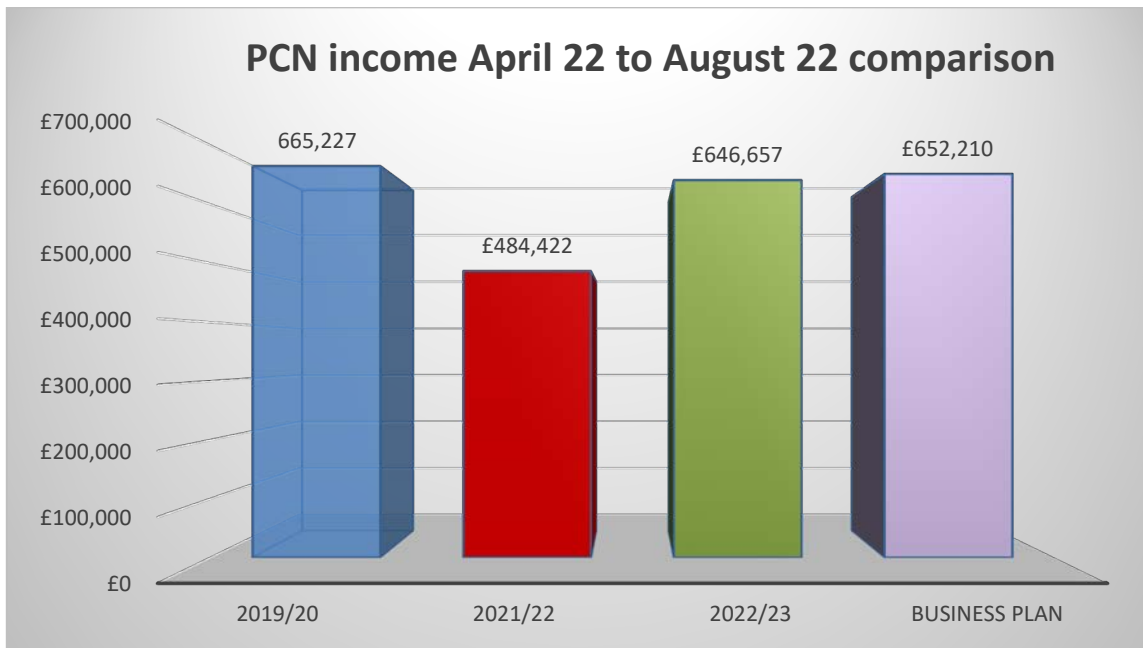
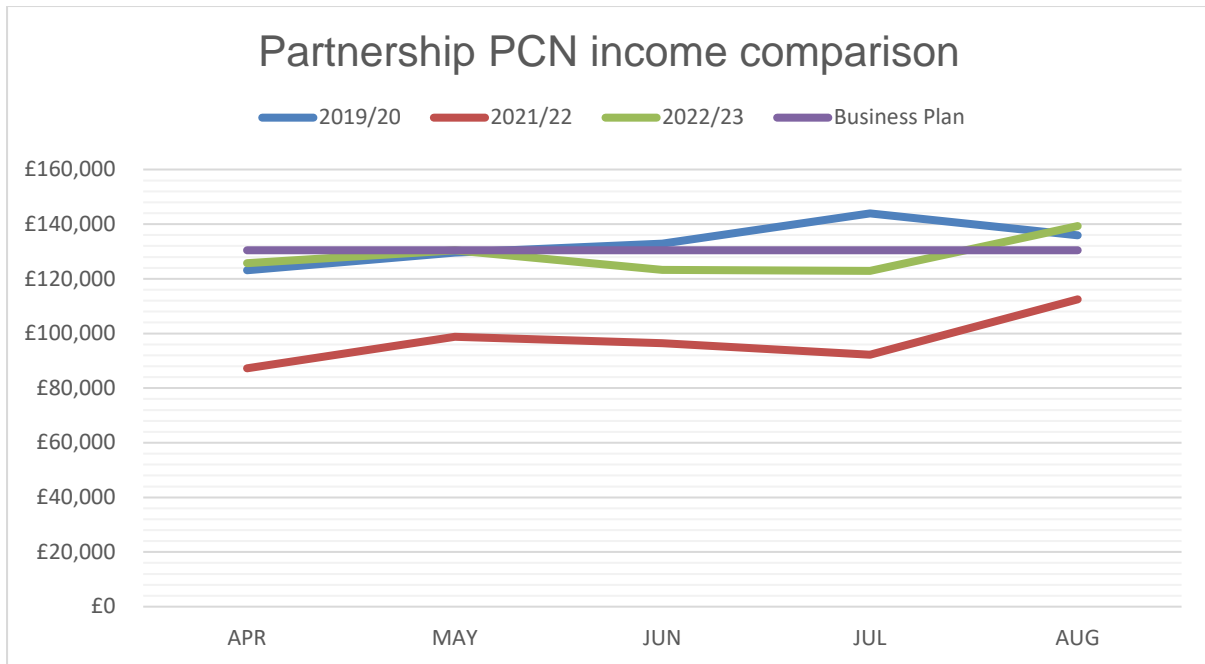
The amount of PCNs issued across the Partnership is currently 0.2% up against the pre-Covid 2019-20 performance, 20% up on the 2021/22 performance and currently 6.5% up against the estimated figure in the Business Plan.

**3 Income Statistics**

The following tables provide the current levels of income compared to the operation in 2019/20 (pre-covid), the 2021/22 outturn and the Business Plan estimate for 2022/23

This relates to the period April 2022 to August 2022 for all partnership areas

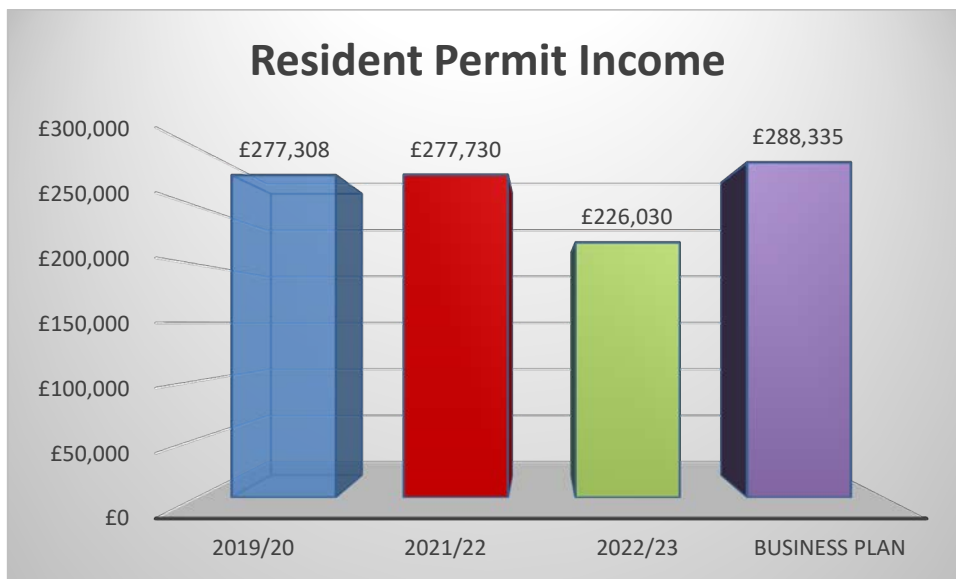
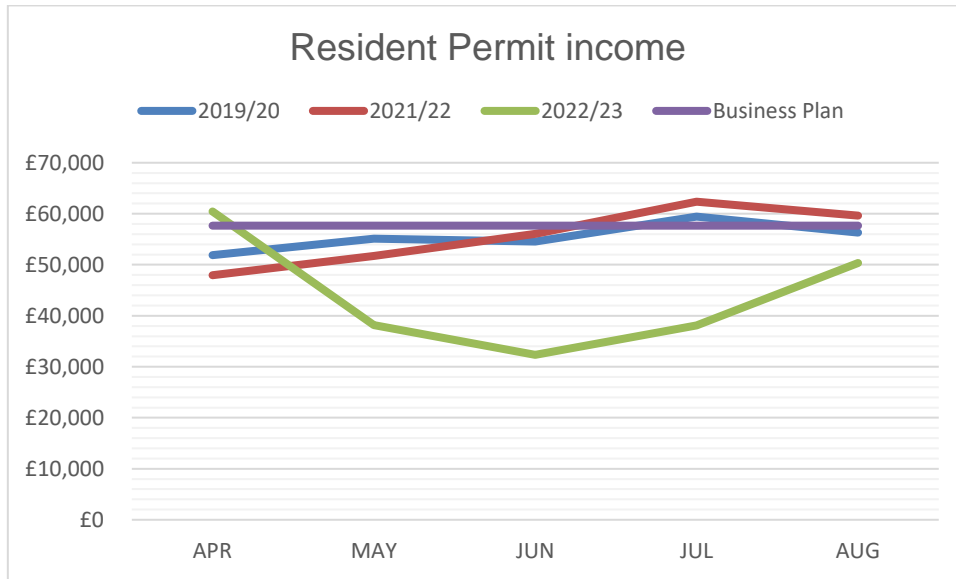
**Overall Partnership monthly PCN income comparison for period April 2022 to August 2022**



The overall PCN income for the first 5 months of the financial year has reduced by 3% against the 2019-20 pre Covid income levels and has increased by 33% compared to the 2021/22 and is currently 0.8% down against the estimated figure in the Business Plan for 2022/23.



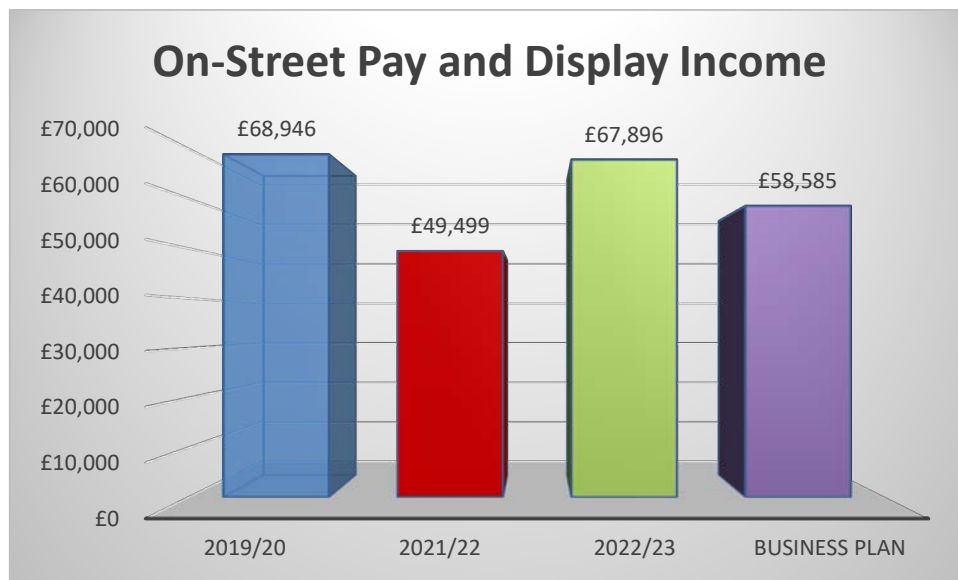
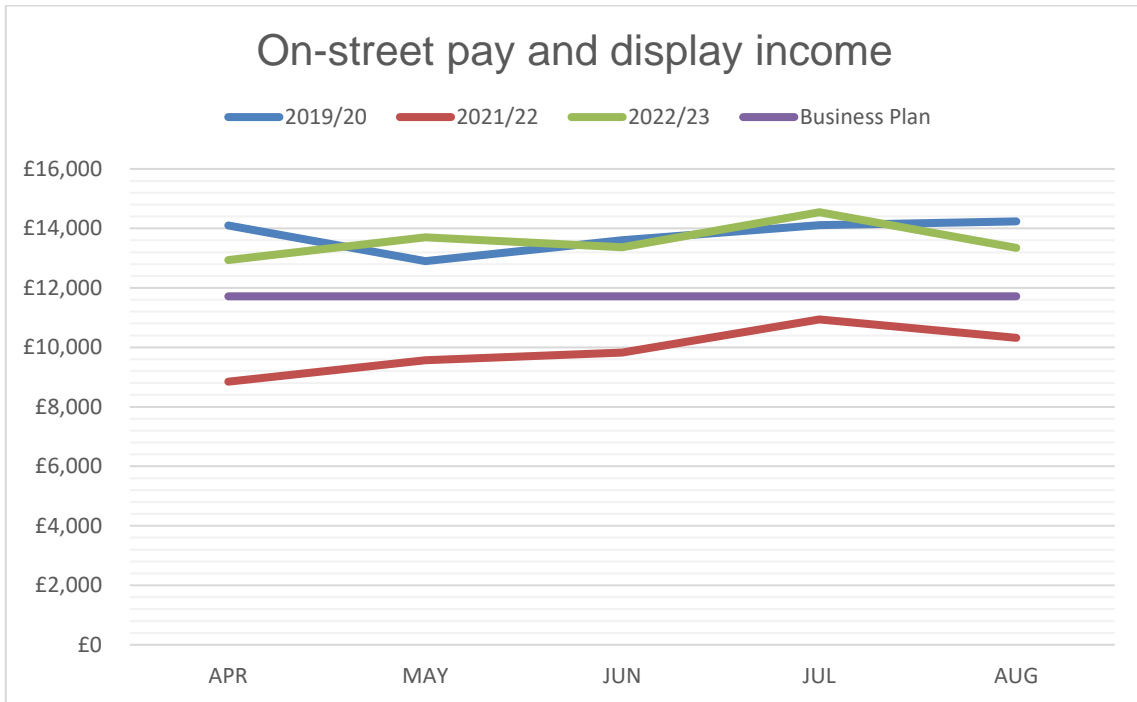
**Overall Partnership monthly resident permit income comparison for period April 2022 to August 2022**



During the national lockdown from March to June 2020, the Government provided guidance on how to accommodate the increase in vehicles in residential areas due to the requirement to isolate and stay at home. Parking enforcement was not considered a key service and enforcement officers were also instructed to stay at home during this period. Resident permit areas were not enforced during this period and it was generally accepted that it was necessary for non-permit holders to park in the residential zones. The Parking Partnerships acknowledged that resident permit holders who had purchased a resident permit were being disadvantaged during this period and it was agreed that the permit holders would be given a three-month extension to the expiry date of the permit to compensate for this period. The 3-month extension was applied in May 2022 which accounts for

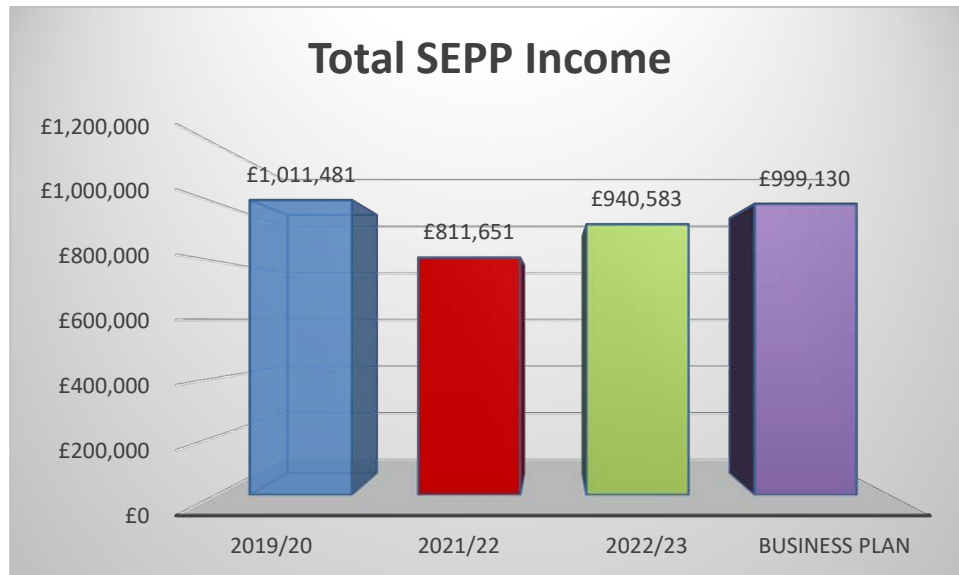
a decline in income during May, June and July and the subsequent return to normal levels in August.

**Overall Partnership monthly Pay and display income comparison for period April 2022 to August 2022**



The overall pay and display income has started to return to pre Covid levels, currently slightly down by 1.5% against the 2019-20 performance. The amount has increased by 37% compared to the previous year and is currently up by 16% compared the estimate in the Business Plan.

## Total Partnership monthly income comparison for period April 2022 to August 2022

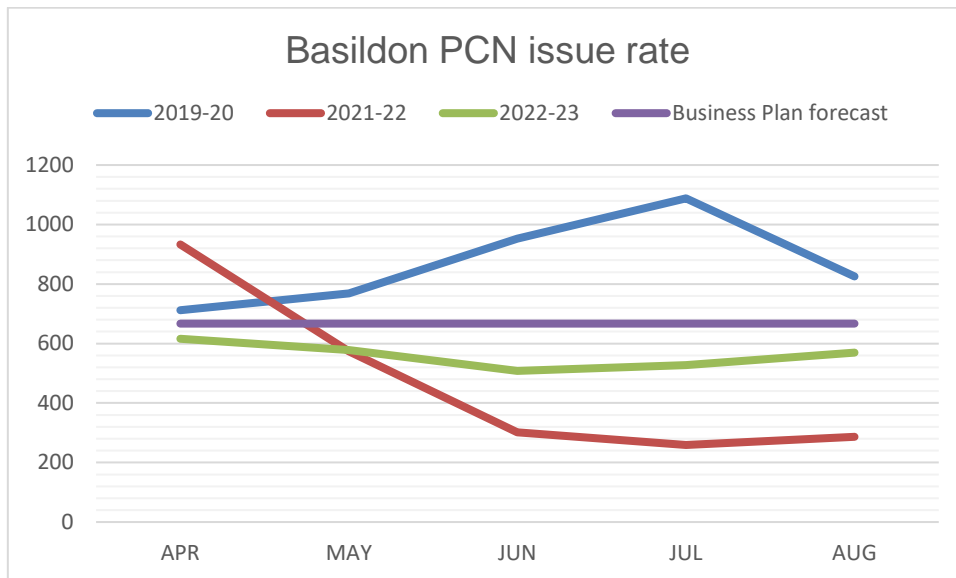


The total overall income for the first 5 months of the financial year has reduced by 7% against the 2019-20 pre-Covid levels and has increased by 16% compared to the 2021/22 performance and is currently 6% down against the estimated figure in the Business Plan for 2022/23.

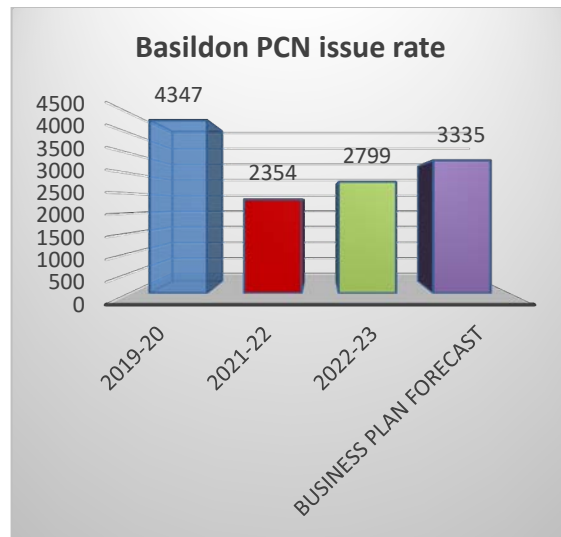
#### 4 Individual area PCN comparisons

The following tables (pages 15 to 18) provides the current PCN issue rate for each of the partner authorities compared to the operation in 2019/20 (pre-covid), the 2021/22 outturn and the Business Plan estimate.

#### 4.1 Basildon

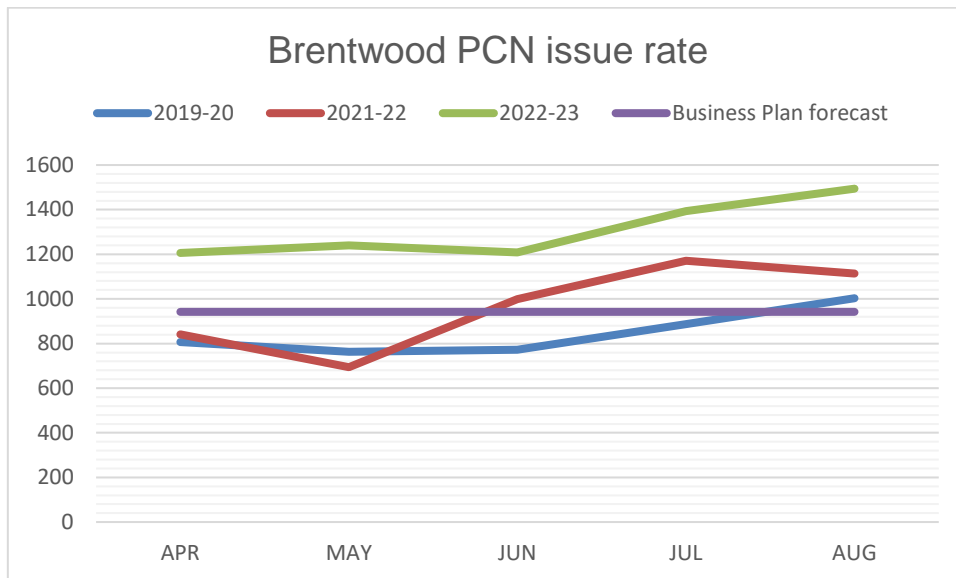


Basildon	2019-20	2021-22	2022-23	Business Plan forecast
APR	712	933	616	667
MAY	769	574	578	667
JUN	952	301	508	667
JUL	1088	259	528	667
AUG	826	287	569	667
<b>Total</b>	<b>4347</b>	<b>2354</b>	<b>2799</b>	<b>3335</b>

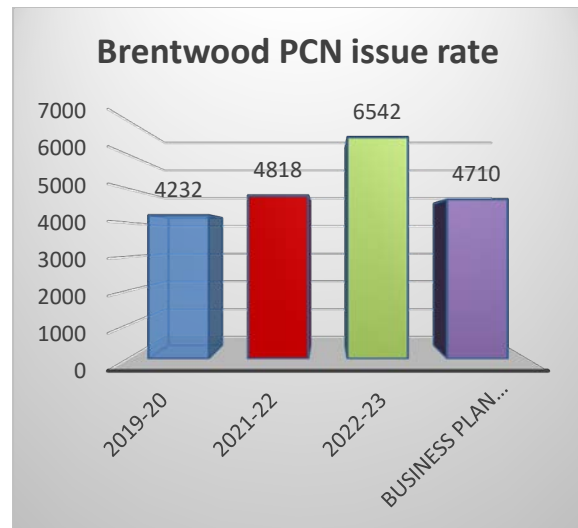


The number of PCNs issued in Basildon has reduced by 36% against the pre-Covid 2019-20 performance and has increased by 19% compared to the 2021/22 performance. The amount of PCNs issued is currently 16% down against the estimated figure in the Business Plan for 2022/23.

## 4.2 Brentwood

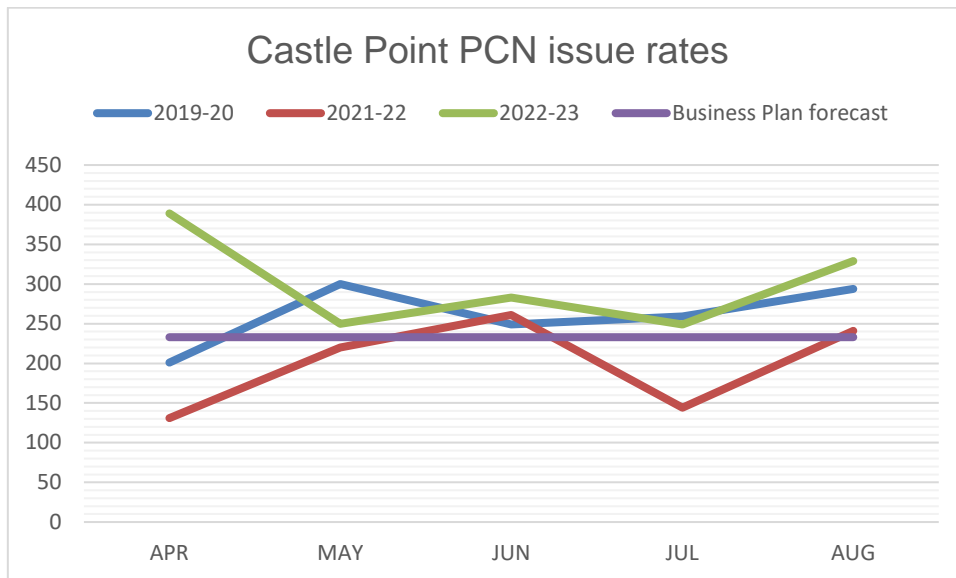


Brentwood	2019-20	2021-22	2022-23	Business Plan forecast
APR	807	841	1206	942
MAY	763	694	1240	942
JUN	772	999	1209	942
JUL	887	1171	1393	942
AUG	1003	1113	1494	942
<b>Total</b>	<b>4232</b>	<b>4818</b>	<b>6542</b>	<b>4710</b>

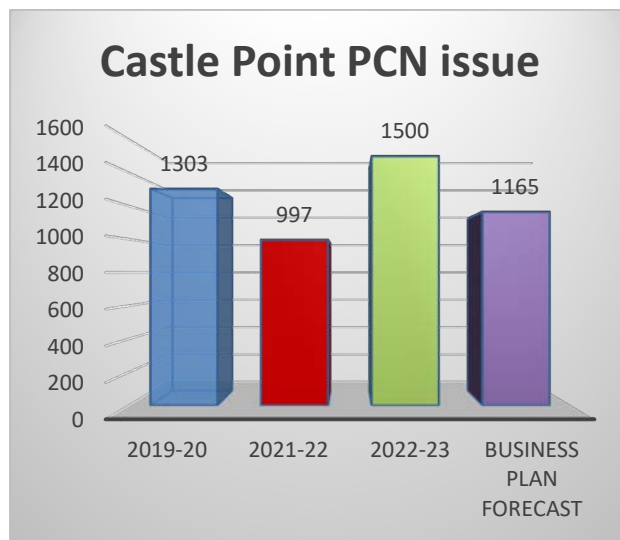


The number of PCNs issued in Brentwood has increased by 55% against the pre-Covid 2019-20 performance and has increased by 36% compared to the 2021/22 performance and is currently 39% up against the estimated figure in the Business Plan for 2022/23.

### 4.3 Castle Point

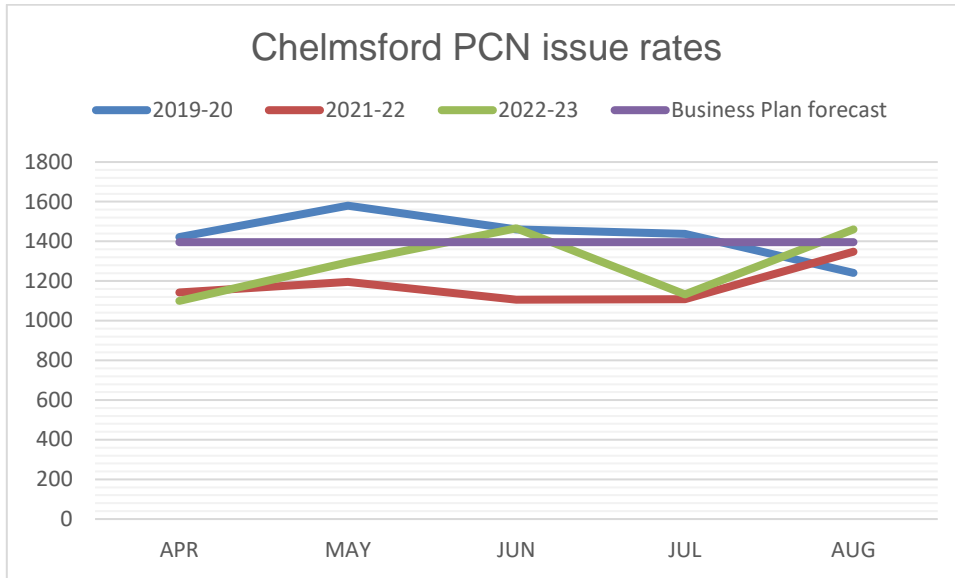


Castle Point	2019-20	2021-22	2022-23	Business Plan forecast
APR	201	131	389	233
MAY	300	220	250	233
JUN	249	261	283	233
JUL	259	144	249	233
AUG	294	241	329	233
<b>Total</b>	<b>1303</b>	<b>997</b>	<b>1500</b>	<b>1165</b>

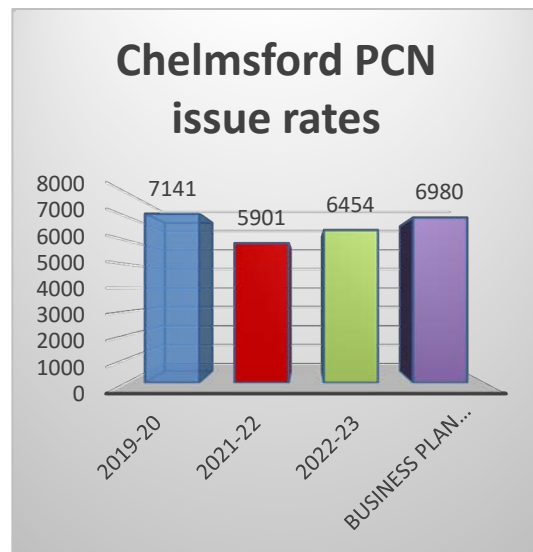


The number of PCNs issued in Castle Point is currently up by 15% against the pre Covid 2019-20 performance and has increased by 51% compared to the 2021/22 performance and is currently 29% up against the estimated figure in the Business Plan for 2022/23.

#### 4.4 Chelmsford

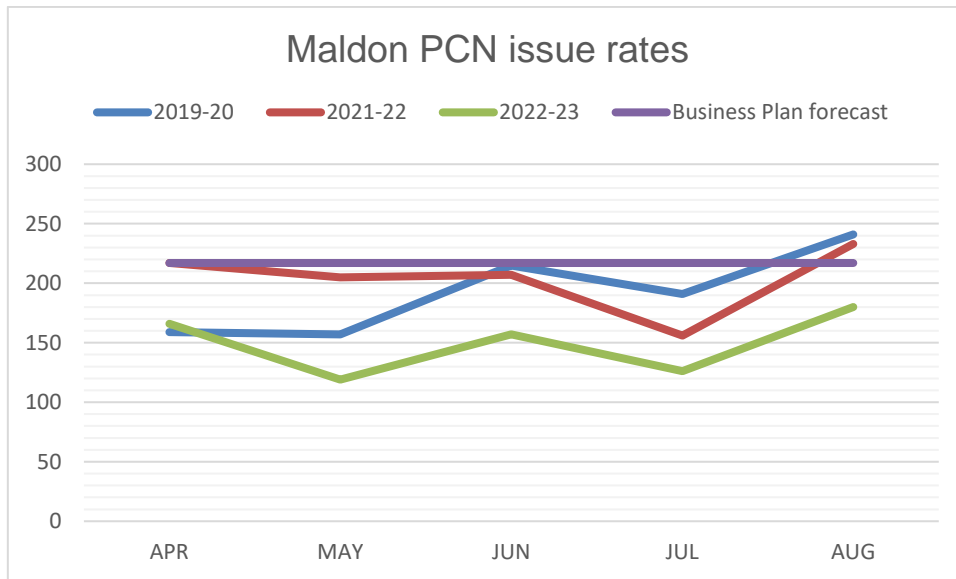


Chelmsford	2019-20	2021-22	2022-23	Business Plan forecast
APR	1422	1143	1100	1396
MAY	1580	1196	1294	1396
JUN	1461	1106	1466	1396
JUL	1437	1108	1133	1396
AUG	1241	1348	1461	1396
<b>Total</b>	<b>7141</b>	<b>5901</b>	<b>6454</b>	<b>6980</b>

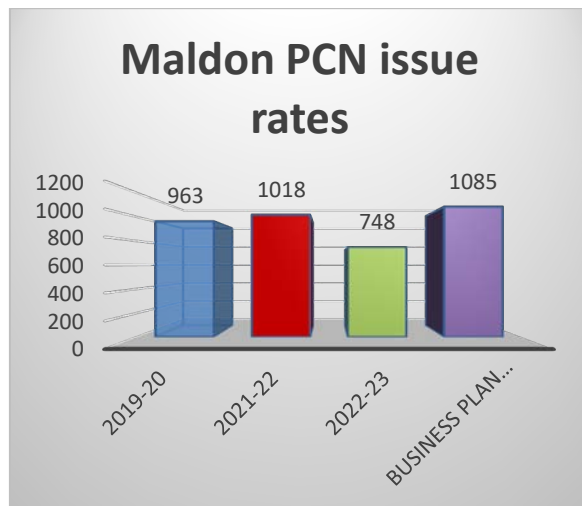


The number of PCNs issued in Chelmsford has reduced by 10% against the pre-Covid 2019-20 performance and has increased by 9% compared to the 2021/22 performance and is currently 7% down against the estimated figure in the Business Plan for 2022/23.

#### 4.5 Maldon



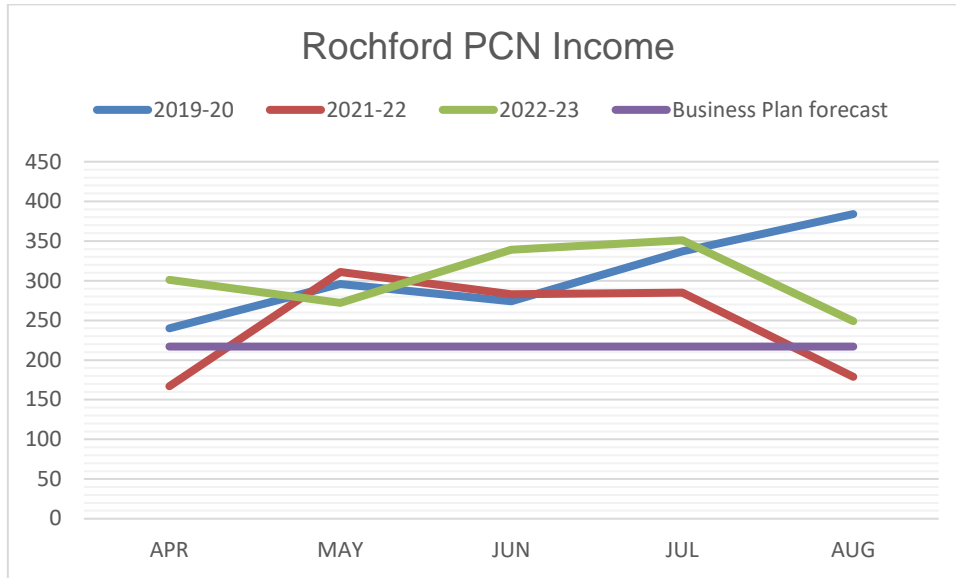
Maldon	2019-20	2021-22	2022-23	Business Plan forecast
APR	159	217	166	217
MAY	157	205	119	217
JUN	215	207	157	217
JUL	191	156	126	217
AUG	241	233	180	217
<b>Total</b>	<b>963</b>	<b>1018</b>	<b>748</b>	<b>1085</b>



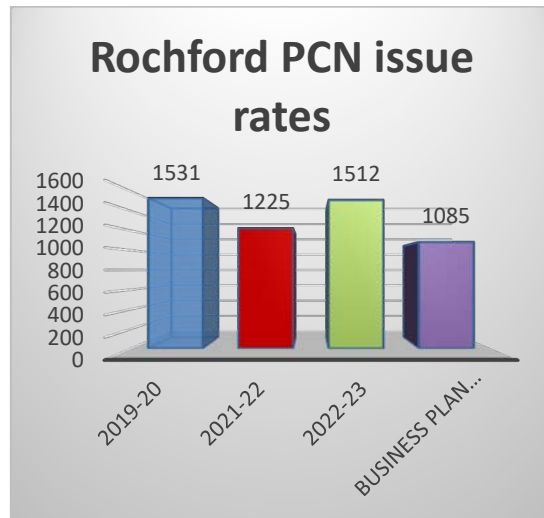
The number of PCNs issued in Maldon has decreased by 22% against the pre-Covid 2019-20 performance and has decreased by 26% compared to the 2021/22 performance and is currently 31% down against the estimated figure in the Business Plan for 2022/23.



## 4.6 Rochford



Rochford	2019-20	2021-22	2022-23	Business Plan forecast
APR	240	167	301	217
MAY	296	311	272	217
JUN	274	283	339	217
JUL	337	285	351	217
AUG	384	179	249	217
<b>Total</b>	<b>1531</b>	<b>1225</b>	<b>1512</b>	<b>1085</b>



The number of PCNs issued in Rochford has reduced by 1% against the pre-Covid 2019-20 performance and has increased by 23% compared to the 2021/22 performance and is currently 39% up against the estimated figure in the Business Plan for 2022/23.

## 5 Recovery rates

The following table shows the current recovery and cancellation rates across the Partnership and for each individual area. This data relates to the period 1 April 2022 to 31 August 2022.

Back Office PCN recovery rates April 2022 to August 2022								% of stage payment received from PCNs fully paid		
	PCNs Issued	Cases stopped	%	Outstanding	%	Fully Paid	%	Discount	Full amount	Surcharge Paid
Basildon	2,799	341	12	600	21	1858	66	86	13	2
Brentwood	6542	670	10	1379	21	4493	69	88	11	1
Chelmsford	6454	729	11	1391	22	4334	67	88	11	1
Castle Point	1500	101	7	240	16	1159	77	89	9	1
Maldon	748	68	9	127	17	553	74	92	7	1
Rochford	1512	92	6	199	13	1221	81	90	10	0
<b>Partnership Total</b>	<b>19555</b>	<b>2001</b>	<b>9</b>	<b>3936</b>	<b>18</b>	<b>13618</b>	<b>72</b>	<b>89</b>	<b>10</b>	<b>1</b>

The overall recovery rate for PCNs paid is currently 72% of the PCN issued. The expected outturn for the Partnership is in the region of 75% to 77%. In 2021/22 the outturn recovery rate was 75%. Considering that a high volume of PCNs issued are still within the initial recovery stage, the current recovery level is very good.

The rate of PCN cancellation (9%) remains within the expected level. The outturn position for cancellation rates in 2021/22 was 17%

**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**

**22 September 2022**

**AGENDA ITEM 8**

<b>Subject</b>	Delegation of Joint Committee operational decisions to the South Essex Parking Partnership Manager or nominated deputy of the Lead Authority.
<b>Report by</b>	South Essex Parking Partnership Manager

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

**Purpose**

For the Joint Committee to approve the delegation of the operational decisions to the South Essex Parking Partnership Manager or nominated deputy of the Lead Authority and to give authorisation for the lead authority to enter into and sign contracts and agreements on behalf of the Joint Committee.

**Options**

The Joint Committee can approve, amend or reject the recommendation

**Recommendation(s)**

That the Joint Committee for the term of the new 2022 Joint Committee Agreement

- 1: Confirms the delegation of operational decisions to the South Essex Parking Partnership Manager or nominated deputy of the Lead Authority, as set out in 2.3 of the report,
- 2: Gives authority for the lead authority to enter into and sign contracts and agreements on behalf of the Joint Committee, in relation to the functions and services specified in 2.5 of the report

**Consultees**

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

## 1. Introduction

- 1.1 Essex County Council has delegated to the Joint Committee the responsibility for on-street civil parking enforcement and responsibility for relevant sign and lines maintenance and the power to make relevant traffic regulations in accordance with the provisions contained within the Traffic Management Act 2004 (TMA 2004) and the Road Traffic Regulation Act 1984 (RTRA 1984)
- 1.2 After an operational term of 11 years, the 2011 Joint Committee Agreement expired on 31 March 2022. The newly agreed 2022 Joint Committee Agreement was signed and completed by all partners on 30 June 2022. The term of the 2022 Joint Committee Agreement is for a further 5 years with the option thereafter to extend annually up to a maximum of 8 years.
- 1.3 The Joint Committee is now operating under the terms of the new 2022 Joint Committee Agreement.

## 2 Delegation of Joint Committee Functions

- 2.1 Section 10 of the 2022 Joint Committee Agreement sets out the functions to be exercised by the Joint Committee.

- *10.1 The Joint Committee shall exercise the functions as set out in Appendix A*

The functions set out in Appendix A are attached to this report, also as Appendix A.

10.4 of the new Joint Committee Agreement enables the provision for the delegation of functions

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

- 2.2 Section 14 of the 2022 Joint Committee Agreement sets out the level of Joint Committee decision making and, section 14.4 states:

- *14.4 Operational decisions and details for the Joint Parking Service will be delegated by the Joint Committee to the South Essex Parking Partnership Manager of the Lead Authority or a nominated deputy as set out in this agreement and the Annual Business Plan as a framework within which operational implementations and decisions will be taken as appropriate by the South Essex Parking Partnership Manager or nominated deputy.*

- 2.3 For the avoidance of doubt, all operational decisions and delegations to the South Essex Parking Partnership Manager or nominated deputy will include:

- In accordance with the requirements of the Traffic Management Act 2004, all operational decisions relating to the issuing and administration of Penalty Charge Notices (PCNs), consideration of challenges, representations and appeals, attending Traffic Penalty Tribunals, cancellations of PCNs and the recovery of PCNs via the use of bailiff companies.
- Collection and reconciliation of charges for on-street parking within the permitted parking area

- Administration of the resident permit schemes, cancellations, and refunds of payment
- Administration of on-street pay and display parking, cancellations, and refunds of payment
- The making of new Traffic Regulation Orders and the administration of the legal process for schemes approved by the Joint Committee

2.4 Section 11 of the 2022 Joint Committee Agreement also sets out a requirement at 11.1.6 that the Lead Authority, with the approval of the Joint Committee, can enter into and sign contracts and agreements on behalf of the Joint Committee to deliver the functions set out in Appendix A. This is an essential requirement as the Joint Committee cannot engage in such contract arrangements and therefore requires the Lead Authority to enter into these agreements on its behalf.

2.5 It is recommended that the Joint Committee gives approval for the Lead Authority (Chelmsford City Council) to engage in the procurement and renewal of essential functions and services to deliver the operation as set out in the Annual Business Plan, having been approved by the Joint Committee Members. It is also recommended that the South Essex Parking Partnership Manager or deputy of the Lead Authority is given authority to sign and enter into such agreements or contracts.

It is proposed that this approval and authorisation applies to the following services and functions.

- enforcement systems and equipment for the purpose of PCN case management
- pay by phone/online payment providers
- road sign and road lining contractors
- lease / rent agreements for partner authority accommodation
- CCTV body worn cameras
- CCTV enforcement cameras
- On-street pay and display machine providers
- website development
- Inter Authority Agreements with SEPP partner authorities to deliver additional on-street parking enforcement on behalf of SEPP
- SEPP vehicle lease agreements

### 3 Recommendation

3.1 That the Joint Committee for the term of the new 2022 Joint Committee Agreement

1: Confirms the delegation of operational decisions to the South Essex Parking Partnership Manager or nominated deputy of the Lead Authority, as set out in 2.3 of the report,

2: Gives authority for the lead authority to enter into and sign contracts and agreements on behalf of the Joint Committee, in relation to the functions and services specified in 2.5 of the report

### List of Appendices

#### **Appendix A** Functions to be exercised by the Joint Committee

## Background Papers

South Essex Parking Partnership Joint Committee Agreement June 2022

### **APPENDIX A**

The Joint Committee shall exercise the following functions:

1. Collection of charges for on street parking within the permitted parking area;
2. The administration of residents' parking schemes and the collection of charges for permits;
3. Issuing Penalty Charge Notices;
4. Deal with all correspondence, appeals, adjudication and representations to the Traffic Tribunal arising from those functions set out in paragraph 10 and Appendix A where appropriate;
5. Take steps necessary to recover payments and charges due under these functions;
6. Immobilisation, removal, recovery, storage and disposal of vehicles in connection with the above activities;
7. Procurement and maintenance of signs and lines relating to on-street enforcement;
8. Determine the levels and nature of fees and charges in respect of on street car parking provisions in South Essex;
9. Establish and manage the cost of the operation incurred under the Joint Committee;
10. Manage any surplus or deficit in accordance with the requirements contained in paragraphs 23.1 to 23.3 and Appendix F of the Joint Committee Agreement;
11. Provide a forum to discuss strategic issues relating to parking across South Essex;

12. Provide a forum to review at a strategic level the success of the Joint Committee;
  13. Set local parking policies, ensuring that primary legislation obligations are met. This includes design of parking policies with respect to:
    - a. Traffic network;
    - b. Safety;
    - c. Environment;
    - d. Public transport quality and accessibility;
    - e. Disabled persons;
    - f. Kerb space demands; and
    - g. Sustainable/Active travel
  14. Make relevant traffic regulation orders as permitted under the Road Traffic Regulation Act 1984 and in line with the agreed Parking Management Policy Framework and other local policies.
- 

15. Maintain parking related road signs and road markings to ensure compliance with the Traffic Regulation Order.
16. Other duties which legislation as amended from time to time requires, or which are added by virtue of clauses within the Joint Committee Agreement.