

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

5 MARCH 2020  
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 5 December 2019
4. Public Question Time
5. Operational and Performance Report (Russell Panter)
6. Financial Report (Michael Packham)
7. Progress on Business Plan 2019/20 (Nick Binder)
8. Review of the TRO Implementation Policy (Nick Binder)
9. Essex County Council allocated funding proposal (Liz Burr)
10. Maldon District Council allocated funding proposal
11. Brentwood Borough Council allocated funding proposal
12. Date and time of next meeting

2 July 2020 at 2pm in the Council Chamber

**MINUTES**

of the

**SOUTH ESSEX PARKING PARTNERSHIP  
JOINT COMMITTEE**

on 5 December 2019 at 2pm

Present:

Councillor M. Steptoe (Chairman)	Rochford District Council
Councillor P Channer	Maldon District Council
Councillor J. Cloke	Brentwood Borough Council
Councillor M. Mackrory	Chelmsford City Council
Councillor R Mitchell	Essex County Council
Councillor P Varker	Castle Point Borough Council

In attendance:

Nick Binder	Chelmsford City Council
William Butcher	Chelmsford City Council
Liz Burr	Essex County Council
Leah Martin	Chelmsford City Council
Brian Mayfield	Chelmsford City Council
Michael Packham	Chelmsford City Council
Russell Panter	Chelmsford City Council
Glenn Reuben	Chelmsford City Council
Heather Smith	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.**

Apologies for absence had been received from Councillors M Durham (Maldon District Council) and D Harrison (Basildon Borough Council), Tracey Lilley (Brentwood) and Adrian Rayner (Maldon). Councillor P Channer substituted for Councillor Durham.

**3. Minutes of the Joint Committee Meeting on 5 September 2019**

The minutes of the meeting held on 5 September 2019 were confirmed as a correct record and signed by the Chairman.

4. **Minutes of Meetings of Traffic Regulation Orders Sub-Committee**

The minutes of the meetings of the Traffic Regulation Orders Sub-Committee on 5 September, 19 September and 3 October 2019 were received and noted.

5. **Minutes of Meeting of the Signs and Lines Sub-Committee**

The minutes of the meeting of the Signs and Lines Sub-Committee on 5 September 2019 were received and noted.

6. **Public Question Time**

There were no questions from members of the public.

7. **Operational and Performance Report**

The Joint Committee was informed that the performance of the Partnership in the year to date was good, with the number of PCNs issued either meeting or exceeding the estimates in each partner's area and comparable to the same period in 2018/19.

Members were also informed that:

- The risk assessments for the role of Civil Enforcement Officer (CEO) had been revised and updated and they were now in line with Chelmsford City Council's health and safety policy.
- Two CEOs would soon have completed Level 2 training, all other CEOs having achieved that level.
- The biodegradable PCN envelopes agreed at the last meeting were now in use.
- Three joint enforcement patrols for Brentwood were planned for December 2019

The equipment for the CCTV car was being upgraded by the supplier. The possible use of deployable cameras in areas with significant parking problems was also being considered. NEPP's experience with them would be part of the assessment and a recommendation on whether to purchase one or more would be brought to the next meeting. It was explained that CCTV could be used for the enforcement of parking restrictions around schools, at bus stops and red routes and along zig-zags. The vehicles could be used to improve the efficient use of CEOs by directing them to areas where parking contraventions had been identified. Automatic Number Plate Recognition checked the number plates of vehicles against a database of permits and could be used as part of the enforcement of residents parking zones.

**AGREED** that the report on the Partnership's operation be noted.

*(2.05pm to 2.22pm)*

## 8. **Financial Report**

Michael Packham reported on the financial position of the South Essex Parking Partnership up to 22 November 2019. It showed a surplus of £452,437 for SEPP and a deficit of £226,488 for the TRO account on a cash basis. Taking into account the cost of equipment and the use of reserves, the current surplus was £127,449.

**AGREED** that the financial position of the Partnership for 2019/2020 to 22 November 2019 be noted.

*(2.22pm to 2.25pm)*

## 9. **School Parking Initiative**

The Joint Committee received a presentation on the School Parking Initiative, which in the SEPP area now involved 35 schools. Under the scheme, schools encouraged parents who parked to drop off and collect children to follow three rules: Care, Consideration and Caution. Schools could adopt a basic bronze package, which focused on education and awareness, a silver package, with additional elements like park and stride and walking buses, or a gold package involving the introduction of an advisory patrolled parking zone around the school. A website had been created to provide information and resources for the scheme and its introduction could be tailored to individual schools.

**AGREED** that progress with the School Parking Initiative be noted and welcomed.

*(2.25pm to 2.39pm)*

## 10. **Traffic Regulation Orders Mapping System**

The Joint Committee received a presentation on the new mapping system being used to record the extent and details of all traffic regulation orders and their associated on-street signs and lines in the SEPP area. The functionality of the ParkMaps and TrafficWeb software was also demonstrated.

**AGREED** that the presentation on the mapping system be noted.

*(2.39pm to 2.49pm)*

## 11. **Business Plan for 2020/21**

A report was presented on the Business Plan for 2020/2021. The Plan presented the proposed annual budget for that year and set out the business aims and objectives to be achieved in that period. The budget was based on the annual performance of the South Essex Parking Partnership since its introduction in April 2011. The total direct and indirect expenditure for 2020/21 was estimated to be £1,782,455 and the total income was estimated to be £2,413,200.

Section 4 of the Business Plan set out the business objectives for 2020/21, which the Joint Committee noted. The Partnership had carefully managed the surplus achieved to date, ensuring that the cost of operating the TRO function could be achieved without the risk of operating the overall function in a deficit position.

**AGREED** that the Business Plan for 2020/21 submitted with the report to the meeting be approved together with the following:

1. The budgets for 2020/21 and the actions and objectives for them set out in the Business Plan.
2. The employment of two additional CEOs for the Chelmsford operation.
3. The write-off of all specific Parking Authority deficits, including those over £10,000, should they arise.
4. The maintenance of a reserve of £200,000 for 2020/21.
5. The use of £200,000 from the operational fund of £780,000 for operational costs, as shown in section 4.4 of the Business Plan.
6. The risks and the action plan to address the top three risks identified in Appendix B of the Business Plan.

*(2.49pm to 2.57pm)*

12. **Audit Recommendations**

The report to the meeting set out the findings of the audit of the SEPP operation by Chelmsford City Council's internal audit service. Five medium risks and one low risk had been identified following the audit of the Partnership's governance, reporting and management functions and these and the responses to them were detailed in the appendix to the report.

**AGREED** that the Internal Audit Final Report on the SEPP operation for 2020/21, its findings and the responses to them be noted.

*(2.57pm to 3.00pm)*

13. **Forward Plan**

The Joint Committee considered a proposed work programme and dates of meetings for 2020/21.

**AGREED** that subject to the June 2020 meeting being moved to 2 July, the Joint Committee's Forward Plan for 2020/21 be approved.

*(3.00pm to 3.02pm)*

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

It was noted that the next meeting of the Joint Committee would be on 5 March 2020 at 2pm at the Chelmsford City Council offices.

*(3.02pm to 3.03pm)*

**15. Other Business***SEPP Agreement*

With the current contract between the Partnership and Essex County Council due to expire on 31 March 2020, both parties were looking at whether any of the latter's functions could be devolved to SEPP as part of any future agreement. One function being considered was assessing the provision of disabled parking bays outside of the properties of those for whom the County Council was providing them, advertising and making the required Traffic Regulation Orders and carrying out the signs and line works.

Other areas were

- the obstruction of footways by parked vehicles, when the law on who could take action to enforce this was changed, and
- whether CEOs could, when submitting reports on the condition of signs and lines associated with TROs, also check on other lines nearby and report any deficiencies to the County Council at the same time. This would enable works to all lines that needed renewing in an area to be carried out at the same time, thus achieving savings in cost and time.

The meeting closed at 3.10pm

Chairman

**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**

**5 March 2020**

AGENDA ITEM 5

<b>Subject</b>	Operational and Performance Report
<b>Report by</b>	Enforcement Operations Manager

**Enquiries contact :** Russell Panter, Enforcement Operations Manager.  
russell.panter@chelmsford.gov.uk

**Purpose**

This report provides an update on the operation of the South Essex Parking Partnership for period December 2019 to February 2020

**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

<b>1.0</b>	<b><u>Introduction</u></b>
1.1	This report seeks to update the Joint Committee on the performance and operation of the South Essex Parking Partnership (SEPP).
<b>2.0</b>	<b><u>Operational</u></b>
2.1	All Risk Assessments have now been fully reviewed and some amendments made to sections relating to adverse weather and PPE. The enforcement officer manual has also recently undertaken some amendments with regard to protocol for adverse weather.

2.2	Joint Enforcement' patrols are continuing at Brentwood and continue to be productive and receiving good feed-back. Many more enforcement patrols are being planned to maintain the momentum. Although this work is gaining positive feedback and high numbers of PCNs are being issued, the expectations from the public is that more can be done. The Service Level Agreement between the Partnership and the Brentwood Community Safety Officers will now be actioned following the introduction of the new handheld computers and docking stations. There will be a period of training for the Brentwood staff and this new agreement will enable more sustained patrol coverage at the key out of hour periods where parking contraventions are occurring.
2.3	Dash-Cameras for the enforcement vehicles is still on the corporate agenda. The organisation needs to ensure that use of the Dash Cameras meets the requirements of the information commissioner and GDPR. The introduction of these cameras will be a useful addition to monitor events when enforcement vehicles are involved in road accidents and damage when the vehicle is unattended.
2.4	The Partnership has recently entered into an agreement with the company who provide a 24/7 monitoring system which the enforcement officers can utilise via their mobile phones if they enter difficulties while on patrol. The upgraded Orbis Model 1000 will replace the current Orbis App which became less effective with the introduction of smart-phones due to it being reliant on button activation. We are currently awaiting delivery of the new units and will conduct a trail period to gauge the effectiveness of the new devices.
2.5	New electronic filing systems are being introduced to the front-line enforcement staff to provide a 'paper free' administration environment. Electronic filing systems have been created and the teams are in process of replacing all paper documents to electronic versions.
2.6	The Partnership is currently awaiting a start date for a trial of the automatic number plate recognition equipment which will enable the CCTV vehicle to monitor the resident permit zones for permit validation. The new software will upgrade the current equipment to Roadflow version 1.8 which requires a Windows 10 operation system. There is a slight delay whilst waiting for new Windows 10 PC which is due to be installed in the next week.
2.7	The North Essex Parking Partnership (NEPP) are in the process of securing and trialling 4 deployable CCTV cameras which can be used to monitor School Keep Clear Markings, outside of Schools. The SEPP Enforcement Manager has arranged a visit to NEPP in mid-May to gauge the effectiveness of the cameras and how they have been received by the various stakeholders. If successful, there is the option to install a similar set up in the South Essex Parking Partnership areas.
<b>3.0</b>	<b><u>Staffing</u></b>
3.1	The Parking Partnership is currently on a recruitment drive and has adverts out for Civil Enforcement Officers (CEOs) and a new Enforcement Team Leader. There are currently 5 vacancies for the Chelmsford area which includes the two new positions which were agreed as part of the 2020/21 Business Plan, 3 vacancies at Basildon and 3 vacancies at Brentwood. Applications have already been received for the Enforcement Team Leader role and interviews are due to take place week commencing 2 March.

3.2	The operation currently has one agency worker to help with the shortfall of staff and the rotas have been adjusted to accommodate the shortfall of coverage. Where possible, staff are transferring from other areas and overtime is being offered to staff who wish to work additional hours.
<b>4.0</b>	<b><u>Performance</u></b>
4.1	An update on performance in line with the Business Plan 2019/20 will be presented to the Joint Committee as Agenda item 7.
<b>5</b>	<p><b><u>Conclusion</u></b></p> <p>Considering the number of vacant positions, the operation continues to perform very well. Measures have been put in place to ensure patrol coverage is maintained and this includes additional overtime for staff and the utilisation of agency staff. A recruitment drive is currently in place and it hoped that the vacant positions can be filled with suitable candidates asap.</p> <p>Improvements to the operation and the health and safety of staff continue to be improved with the upgrade of the 24/7 staff monitoring and response system, a review of the risk assessments when operating in adverse weather, the introduction of paperless systems for enforcement officers and the upcoming trial of the CCTV vehicle to monitor resident parking zones.</p> <p>Joint out of hour patrols with the Brentwood officers continue to take place with positive results. The SLA agreement to formalise regular patrols with the Brentwood officers can now start since the arrival of the new handheld computer equipment.</p>
<b>6.</b>	<b><u>List of Appendices</u></b>
	Nil
<b>6.1</b>	<b><u>Background Papers</u></b>
	Nil

**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**

**5<sup>th</sup> March 2020**

**AGENDA ITEM 6**

<b>Subject</b>	Financial Report
<b>Report by</b>	Service Accountant, Chelmsford City Council

**Enquiries contact:** Michael Packham, Service Accountant, 01245 606682,  
michael.packham@chelmsford.gov.uk

**Purpose**

To report on the financial position of the South Essex Parking Partnership up to 25<sup>th</sup> February 2020

**Options**

**Recommendation(s)**

That the report be noted.

<b>Consultees</b>	Service Accountant South Essex Parking Partnership Manager
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1. Introduction

- 1.1 This report sets out the summary of the financial position for the South Essex Parking Partnership for the period covering 1<sup>st</sup> April 2019 to 25<sup>th</sup> February 2020.

## 2. Financial summary

- 2.1 Appendix 1 provides details of the actual costs incurred and income received, and is currently showing a surplus of £673,526 for SEPP and a deficit of £403,789 for the TRO account, on a cash basis for the financial year to the 25<sup>th</sup> February 2020 before taking into account items funded from the Reserve. This results in an overall surplus position for the Partnership including the TRO account of £269,738.

PCN income continues to remain high with both Chelmsford and Basildon having exceeded the budgeted income for PCN's this financial year already. Expenditure is largely in line with the expected costs at this point of the financial year.

The projection is that the TRO account will be fully funded by the rest of the Partnership and there will be a surplus at the end of this financial year but that this surplus will be less than last year.

The expenditure on the items funded from the SEPP reserves are expected to be within requested funding. The Memorandum, Items funded from Reserves details the amounts committed to date that will be taken from reserves. These relate to the replacement of on-street pay and display machines at a cost of £78,000 and further mapping costs to validate TROs against on-street signs and lines at a cost of £24,700. £11,200 has also been used by Chelmsford City Council as part of their £116,000 allocation towards parking control measures in Broomfield Parade. £15,500 has been used by Basildon Borough Council as part of their £116,000 allocation towards Car Park Security Improvements at Radford Crescent.

Once the £129,400 use of reserves is taken into account, the net position for the Partnership including the TRO account is a surplus of £140,338 as can be seen in Appendix 1.

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 2019 to 25<sup>th</sup> February 2020 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 @ 25/02/20

### Background Papers

Nil

Appendix 1 South Essex Parking Partnership - Summary position @ 25/02/2020									
Actual 19/20	Chelmsford	Brentwood	Maldon	Basildon	Rochford	Castle Point	Total	TROs	Total
	£	£	£	£	£	£	£	£	£
<b>Direct Expenditure</b>									
- Employees	343,363	225,133	62,085	227,110	102,771	60,155	1,020,618	111,323	1,131,941
- Premises	225	1,944	0	37	0	35	2,242	0	2,242
- Supplies and Services	57,622	38,147	8,932	37,716	13,383	8,282	164,082	46,823	210,905
- Third Party Payments	45,734	41,208	7,503	31,734	16,791	11,366	154,336	222,035	376,371
- Transport costs	12,771	14,414	5,639	33,015	7,495	4,973	78,306	417	78,723
<b>Total Direct Expenditure</b>	<b>459,717</b>	<b>320,845</b>	<b>84,159</b>	<b>329,612</b>	<b>140,440</b>	<b>84,811</b>	<b>1,419,584</b>	<b>380,598</b>	<b>1,800,182</b>
<b>Indirect Expenditure</b>									
Central Support	70,271	16,863	3,414	12,466	5,703	2,343	111,059	23,190	134,249
<b>Total Indirect Expenditure</b>	<b>70,271</b>	<b>16,863</b>	<b>3,414</b>	<b>12,466</b>	<b>5,703</b>	<b>2,343</b>	<b>111,059</b>	<b>23,190</b>	<b>134,249</b>
<b>Total Expenditure</b>	<b>529,988</b>	<b>337,708</b>	<b>87,572</b>	<b>342,079</b>	<b>146,143</b>	<b>87,154</b>	<b>1,530,643</b>	<b>403,789</b>	<b>1,934,431</b>
<b>Income received to 25/02/2020</b>									
PCN's	509,987	335,246	83,850	305,563	129,085	96,751	1,460,481	0	1,460,481
Residents' Parking Permits	224,182	168,340	25,446	147,809	14,491	4,046	584,313	0	584,313
Pay & Display	77,369	75,778	0	0	0	0	153,147	0	153,147
Other	6,228	0	0	0	0	0	6,228	0	6,228
<b>Total Income</b>	<b>817,765</b>	<b>579,363</b>	<b>109,296</b>	<b>453,372</b>	<b>143,576</b>	<b>100,797</b>	<b>2,204,169</b>	<b>0</b>	<b>2,204,169</b>
<b>Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves below</b>	<b>(287,777)</b>	<b>(241,655)</b>	<b>(21,723)</b>	<b>(111,294)</b>	<b>2,566</b>	<b>(13,643)</b>	<b>(673,526)</b>	<b>403,789</b>	<b>(269,738)</b>

(a)

**Memorandum: Items funded from Reserves**

	Actuals
	£
Replacement on-street pay and display machines	78,000
Funds to validate TROs against on-street signs and lines and map electronically	24,700
Parking Control measures in Broomfield Parade - Chelmsford City Council (part of £116,000 agreed allocation)	11,200
Car Park Security Improvements at Radford Crescent - Basildon Borough Council (part of £116,000 agreed allocation)	15,500
	<b>129,400</b>
<b>Net (Surplus) / Deficit - Cash Basis Excluding items earmarked from Reserves</b>	<b>(269,738)</b>
<b>Net After Use of Reserves</b>	<b>(140,338)</b>

(a)

**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**

**5 March 2020**

**AGENDA ITEM 7**

<b>Subject</b>	Update on Business Plan for 2019/20
<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 2019/20.

**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.	<u>Introduction</u>
1.1	At its meeting on 6 December 2018, the Joint Committee approved the South Essex Parking Partnership's Business Plan for 2019/20.
1.2	The 2019/20 Business Plan provided an estimated annual budget based on the operational data and financial outturns from the previous years of operation and set out the business objectives for the financial year.
1.3	This report provides the current progress to date against the approved Business Plan.

2	<u>Current position against projected outturn.</u>
2.1	The Business Plan 2019/20 estimated that the Partnership could expect an overall operational fund in the region of £391,000. This would take into account an estimated surplus of £558,000 from the parking enforcement operation which would contribute to the operational costs of the Traffic Regulation Order Function which is expected to be in the region of £167,000. 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	In comparison to the previous financial year the overall PCN issue rate for 2019/20 is currently 4% down, compared to the performance during the same period last year and is 9% up against the estimate in the Business Plan. Operating costs and expenditure are currently as expected. The current financial forecast estimates a parking enforcement surplus of £673,000 which will contribute to the TRO operational costs and is expected to result in operational fund in the region of £506,000
2.3	Included in the account for this financial year will be the cost of items where the Joint Committee has approved funding from the operational fund. These items will be new on-street pay and display machines (£78,000), the project to review all the Partnership signs and lines and consolidation of the parking orders onto a new digital platform (£25,000), the funding allocated to maintain signs and lines and implement new TROs (£200,000) and part costs associated with the allocation of £116,000 funds to each individual Partner area (currently £27,000 spent). These items will be reported as spend of the reserve and will also be included in the end of year account and will therefore reduce the projected outturn.
3	<u>Business objectives for 2019/20</u>
3.1	The Business Plan sets out the objectives the Partnership wishes to achieve in 2019/20. Appendix A, section 1, provides an update against each objective. Section 2 provides a comparison of PCN issue rates and days lost to sickness across all Partnership areas and section 3 provides the same information for each individual area. Section 4 provides information on the recovery rates of the PCNs issued.
3.2	The progress in summary:
	<ul style="list-style-type: none"> <li>➤ Monthly performance meetings are taking place between Area Team Leaders and CEOs.</li> <li>➤ PCN issue rates are up by 9% against the estimate in the Business Plan</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Sickness continues to be managed in accordance with Chelmsford City Council's Sickness Absence Management Policy</li> <li>➤ The amount of days lost to sickness has increased on average by 13 days per month compared to the previous year. This increase is due to some periods of long-term sickness.</li> <li>➤ CEO patrol rotas are continually monitored to ensure the best use of resource</li> </ul>

	<ul style="list-style-type: none"> <li>➤ The current performance in Basildon (28% up), Chelmsford (15% up), Maldon (7% up) and Rochford (9% up) is currently on course to exceed the estimate in the Business Plan.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ The performance in Castle Point (4% down) and Brentwood (3%down) is slightly down on the estimate in the Business Plan.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ Significant number of signs and lines maintenance work has been completed ensuring parking restrictions remain enforceable.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ New residents parking schemes have been introduced with several schemes progressing to the point of completion.</li> </ul>
	<ul style="list-style-type: none"> <li>➤ New on-street pay and display machines installed and fully operational</li> </ul>
4	<p>Appendix A, Section 4, provides the current recovery rates for the overall Parking Partnership and the individual areas. The overall recovery rate is currently 77% which will improve once the most recent PCNs that have been issued are settled. The recovery rate for the previous year was 77% and it is estimated that this rate will be achieved again this financial year.</p>
5	<p><u>Conclusion</u></p> <p>The projected Partnership outturn for 2019/20, including the TRO operational costs, is expected to achieve an operational fund in the region of £506,000. Included in this financial year outturn will be items of spend where the Joint Committee has approved and allocated the operational fund. These items will be in the region of £330,000 and will add to the final outturn position</p> <p>Overall the operation has performed very well to date and is expected to exceed the outturn in the Annual Business Plan. The PCN issue rate is currently up by 9% compared to the previous year and expenditure and income is currently as expected.</p> <p>The current financial position and the level of the performance to date provide a good indication that the Partnership will exceed the estimated outturn position of the 2019/20 Business Plan.</p>
<p><u>List of Appendices</u></p> <p>Appendix A: Performance and update on the Business Plan objectives for 2019/20</p>	
<p><u>Background Papers</u></p> <p>South Essex Parking Partnership Business Plan 2019/20</p>	

# APPENDIX A



## Performance and update on Business Plan objectives for 2019/20

(April 2019 to January 2020)

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1 Business Plan aims and objectives update

Objective for 2019/20	Progress to date (April 2019 to January 2020)
<p><b>1: 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> </ul> <p><b>PCNs which have been cancelled due to an CEO error, not to exceed 0.8%</b></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 and aim to provide staff with a sense of achievement and ownership regarding their individual contribution to the Business Plan. The next meeting is planned for end of March 2020. Monthly area performance updates are provided to each area depot on a monthly basis.</p> <p>Sickness continues to be managed in accordance with Chelmsford City Council's Sickness Absence Management Policy. During the current financial year, the average monthly amount of working days lost to sickness is 42 days compared to 29 days for the same period last year, this equates to 1.4 days per staff member per month. The Lead Authority continues to proactively manage the level of sickness</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 4% down compared to the previous year performance and currently 9% up against the estimated figure in the Business Plan.</p> <p>The current level of performance is likely to exceed the overall outturn position as set out in the 2019/20 Business Plan.</p>
<p><b>2: Ensure CEO patrol rotas are continually reviewed to ensure best use of staff time in key areas.</b></p>	<p>Area Team Leaders are ensuring that staff rotas are relevant and address known parking problems. 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><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 sufficient support during these periods</b></p>	<p>Each area continues to provide occasional out of hours enforcement at known problem areas. The areas are identified from feedback and reports from Councillors, Lead Officers and members of the public.</p> <p>The Parking Partnership has arrangements in place with Maldon and Rochford for their staff to provide additional patrol coverage at known problem areas outside of the core hours. The Partnership and Brentwood are finalising a Service Level Agreement to enter into a similar arrangement.</p>
<p><b>3: Partnership CEOs to support Castle Point, and Rochford at key times and to provide holiday cover.</b></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><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>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: Set up a 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>A Service Level Agreement has been completed and provisionally agreed and is awaiting sign off by Brentwood Borough Council. Once completed, arrangements will be put in place to commence the service (expected March 2020)</p>
<p><b>6: Review current operational expenditure and processes and determine if further efficiencies / improvements can be made</b></p>	<p>The operational expenditure is currently as expected and in line with the budget in the Annual Business Plan.</p>
<p><b>7: Identify the proposed resident parking schemes, which are agreed and approved. Determine the additional income gained from the resident permit</b></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</p>

<b>charges and adjust each area account to reflect the change.</b>	and the additional income received is reflected in the individual area financial outturn
<b>8: Identify and prioritise schemes in areas which provide the greatest benefit to the overall aims and objectives of the Parking Partnership</b>  Produce and implement a programme of essential maintenance works for signs and lines and TROs requiring attention.	Schemes requiring essential maintenance continue to be processed and agreed by the Sub Committee. A significant amount of work has been completed in this area ensuring parking restrictions remain enforceable.
<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>	Chelmsford officers through meetings with the Chelmsford Planning Department and the relevant ECC officers have held discussions about future City development proposals, S106 / CIL and the parking requirements. All Partnership Lead Officers have been encouraged to engage with the Planning Departments in their respective areas.
<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>	The School Parking Liaison Officer continues to engage with Schools within the Partnership areas. Table 1 below provides an overview of the schools already in the scheme and the schools due to be launched
<b>11: Develop the use of the Basildon CCTV vehicle to start monitoring virtual permits in residential areas</b>	This is an ongoing piece of work. Trials are still taking place to check the feasibility of function.

**Table 1 School Parking Initiative Schools**

**Basildon**

School Name	Package	Notes
Abacus Primary	Silver	
Buttsbury Junior	Silver	
Greensted Infants	Bronze	
Greensted Juniors	Bronze	
Hilltop Infants	Silver	Driveway Scheme
Hilltop Juniors	Silver	Driveway Scheme
North Crescent Primary	Silver	Park & Stride
St. Anne Line Catholic Infant	Silver	Park & Stride
St. Anne Line Catholic Junior	Silver	Park & Stride
Wickford Primary School	Silver	Park & Stride

**Brentwood**

School Name	Package	Notes
Hogarth Primary	Silver	Park & Stride

Willowbrook Primary	Silver	
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### Castle Point

School Name	Package	Notes
Hadleigh Infant	Silver	
Hadleigh Juniors	Silver	
Holy Family Catholic Primary	Bronze	
Kents Hill Primary	Bronze	
Leigh Beck Infant School	Silver	Park & Stride
Montgomerie Primary	Silver	

### Chelmsford

School Name	Package	Notes
Barnes Farm Infants	Silver	Park & Stride
Barnes Farm Juniors	Silver	Park & Stride
Boreham Primary	Silver	
Downham Primary	Silver	Park & Stride
Lawford Mead	Silver	
Little Waltham Primary	Silver	Park & Stride
Maltese Road	Silver	
Newlands Spring	Bronze	
St Pius X Catholic Primary	Silver	
Tyrrells Primary	Silver	No map - launch school
Writtle Infant School	Bronze	
Writtle Junior School	Bronze	

### Maldon

School Name	Package	Notes
Wentworth	Silver	Park & Stride

### Rochford

School Name	Package	Notes
Barling Magna	Bronze	Driveway Scheme
Glebe Primary	Bronze	Driveway Scheme
Hockley Primary	Silver	Launch date to be confirmed
Holt Farm Infant School	Silver	
Holt Farm Junior School	Silver	
Our Lady of Ransom	Silver	
Plumberow Primary Academy	Bronze	

Rayleigh Primary	Silver	
St Nicholas C of E Primary	Silver	
Westerings Primary	Silver	Park & Stride
Wyburns Primary	Silver	

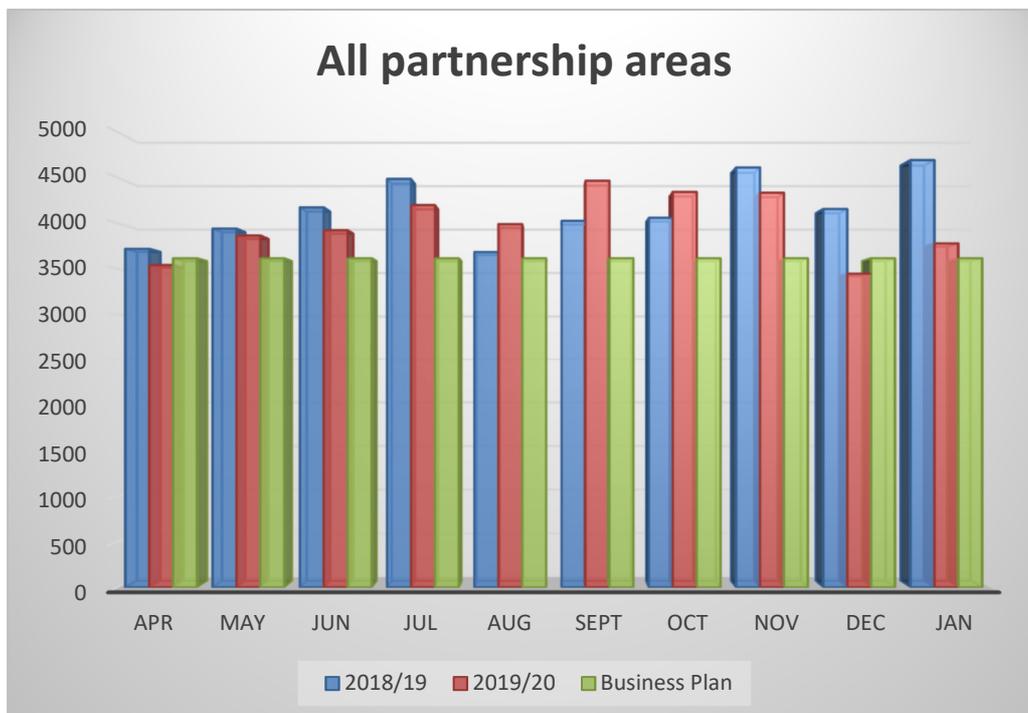
## 2 **Overall Partnership PCN comparison**

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 who are noted by an enforcement officer.

A reduction in this level of income can 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 year of operation is a good benchmark to determine how the operation is performing. The following table provides the current PCN issue rate compared to the previous year of operation and the Business Plan estimate.

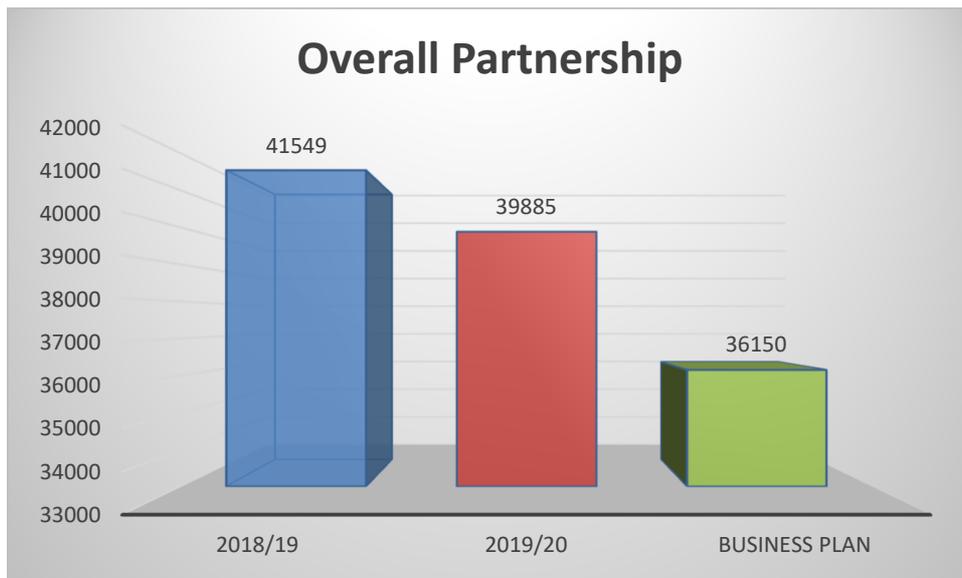
This relates to the period April 2019 to January 2020 for PCNs issued across all areas in the Parking Partnership.

Monthly 2019/20 PCN issue rate comparison against 2018/2019 operation and Business Plan estimate for 2019/20.



SEPP	2018/19	2019/20	Business Plan
APR	3719	3541	3615
MAY	3941	3865	3615
JUN	4174	3923	3615
JUL	4486	4199	3615
AUG	3683	3989	3615
SEPT	4026	4466	3615
OCT	4060	4344	3615
NOV	4611	4335	3615
DEC	4156	3445	3615
JAN	4693	3778	3615
<b>Total</b>	<b>41549</b>	<b>39885</b>	<b>36150</b>

Overall Partnership PCN issue comparison figure for period April 2019 to January 2020

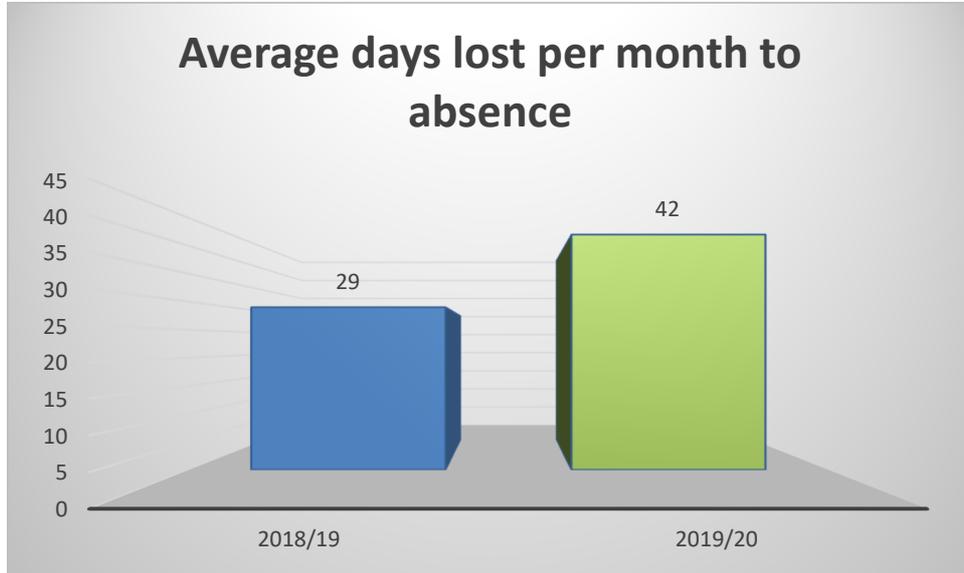


The amount of PCNs issued across the Partnership is currently 4% down against the previous year performance and currently 9% up against the estimated figure in the Business Plan.

The current level of performance is on target to exceed the overall outturn position as set out in the 2019/20 Business Plan.

## 2.1 Days lost to sickness across all the Partnership areas (CEOs)

The following tables provide the current amount of days lost to sickness compared against the previous year of operation. This relates to the period April 2019 to January 2020.



During this current financial year, the average monthly amount of working days lost to sickness is 42 days compared to 29 days for the same period last year, this equates to 1.4 days per staff member per month.

## 2.2 Patrol statistics

The following tables provide the current number of patrols and observations compared against the previous year of operation. This relates to the period April 2019 to January 2020.

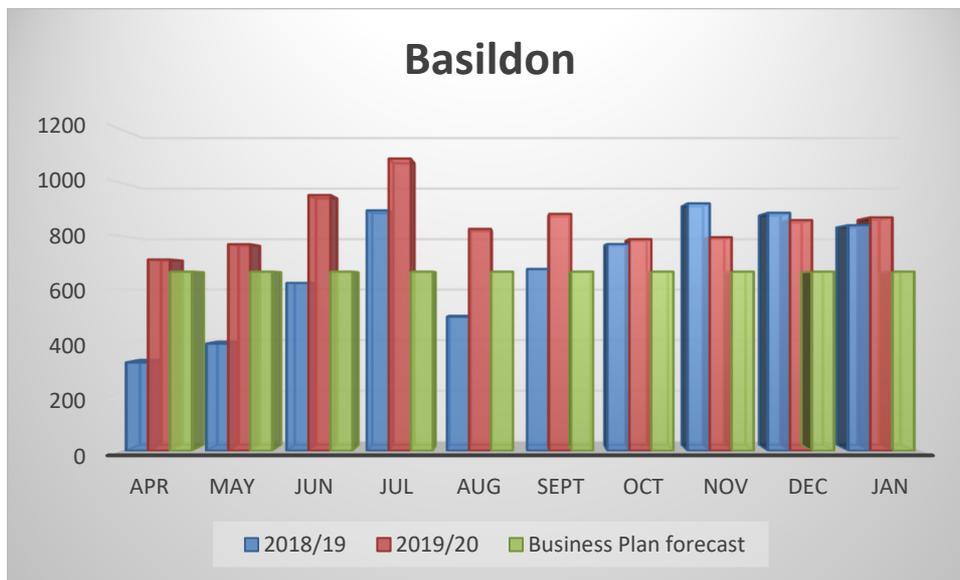
	2018/19	2019/20
<b>Visits to streets</b>	256,230	228,263
<b>Observations</b>	206,844	182,427
<b>PCNs issued</b>	41,549	39,885

### 3 Individual area PCN comparisons

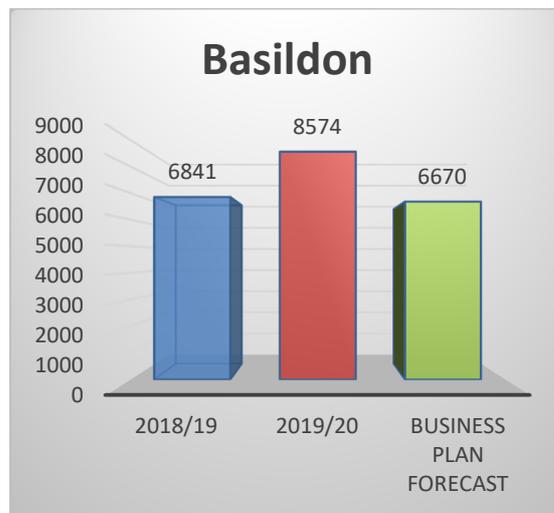
The following tables (pages 10 to 21) provides a comparison of the number of PCN issued against the previous year of operation and the Business Plan estimate and the number of days lost to sickness between April 2019 and January 2020.

#### 3.1 Basildon

Combined Basildon foot patrol & CCTV PCN issue comparison figure for period April 2019 to January 2020



Basildon	2018/19	2019/20	Business Plan forecast
APR	329	757	667
MAY	399	769	667
JUN	625	952	667
JUL	895	1088	667
AUG	499	826	667
SEPT	677	882	667
OCT	770	788	667
NOV	921	795	667
DEC	886	859	667
JAN	840	869	667
<b>Total</b>	<b>6841</b>	<b>8574</b>	<b>6670</b>

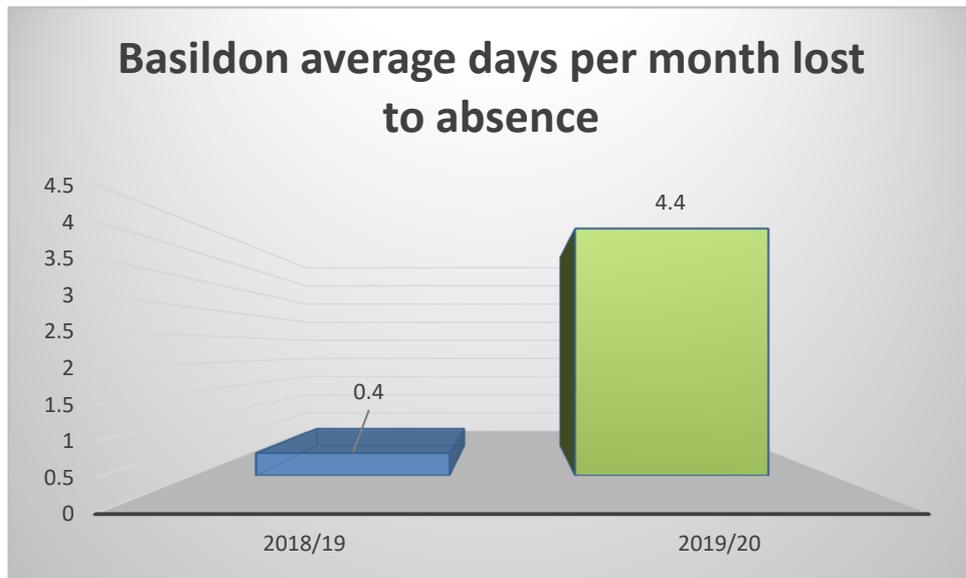


Basildon is currently 25% up compared to the same period in 2019/20 and 28% up against the estimate in the Business Plan.

The current level of performance is on target to exceed the overall estimated outturn position as set out in the 2019/20 Business Plan.

### 3.1.1 Days lost to sickness in Basildon

The following tables provide the current amount of average days lost per month to sickness compared against the previous year of operation. This relates to the period April 2019 to January 2020.



During this current financial year, the average monthly amount of working days lost to sickness in Basildon is 4.4 days compared to 0.4 days for the same period last year, this equates to 0.62 days per staff member per month.

### 3.1.2 Patrol statistics

The following tables provide the current number of patrols and observations compared against the previous year of operation. This relates to the period April 2019 to January 2020.

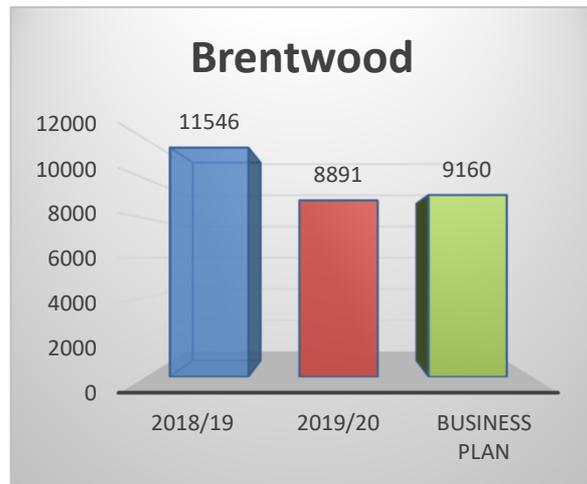
	2018/19	2019/20
Visits to streets	27,072	28,503
Observations	22,989	29,609
PCNs issued	6,841	8574

### 3.2 Brentwood

#### PCN issue comparison

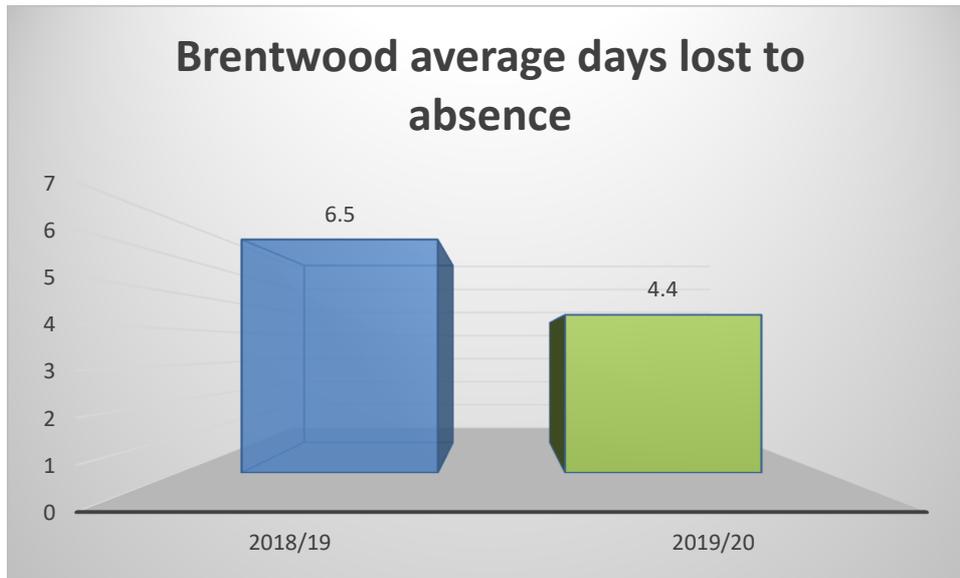


Brentwood	2018/19	2019/20	Business Plan
APR	1134	807	916
MAY	1264	763	916
JUN	1362	772	916
JUL	1322	887	916
AUG	1185	1003	916
SEPT	1045	1198	916
OCT	1052	1255	916
NOV	1051	881	916
DEC	1005	665	916
JAN	1126	660	916
<b>Total</b>	<b>11546</b>	<b>8891</b>	<b>9160</b>



The amount of PCNs issued is currently 22% down against the same period last year and slightly down by 3% against the estimate in the Business Plan. The current level of performance is slightly down on target to achieve the overall estimated outturn position as set out in the 2019/20 Business Plan.

### 3.2.1 Days lost to sickness in Brentwood



During the current financial year, the average monthly amount of working days lost to sickness in Brentwood is 4.4 days compared to 6.5 days for the same period last year, this equates to 0.67 days per staff member per month.

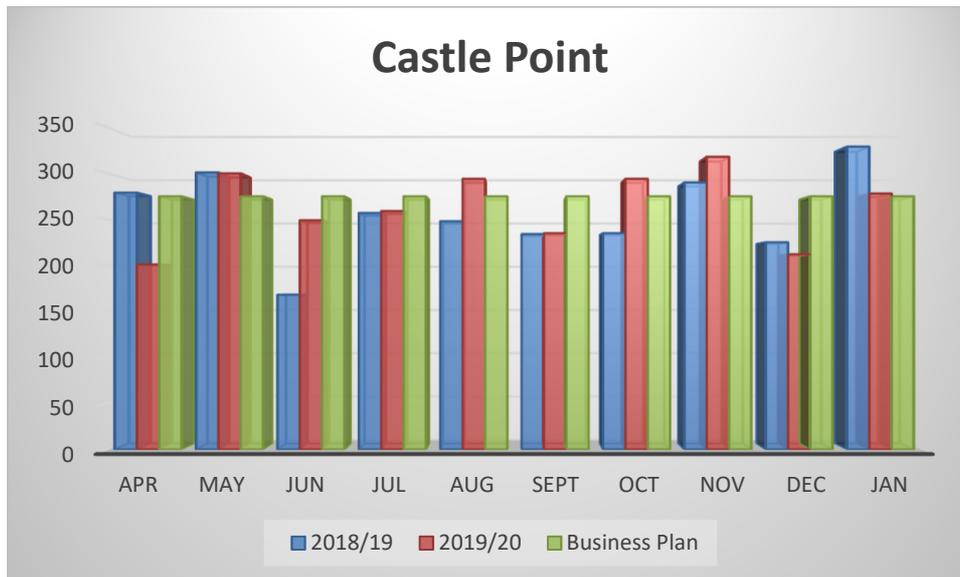
### 3.2.2 Patrol statistics

The following tables provide the current number of patrols and observations compared against the previous year of operation. This relates to the period April 2019 to January 2020.

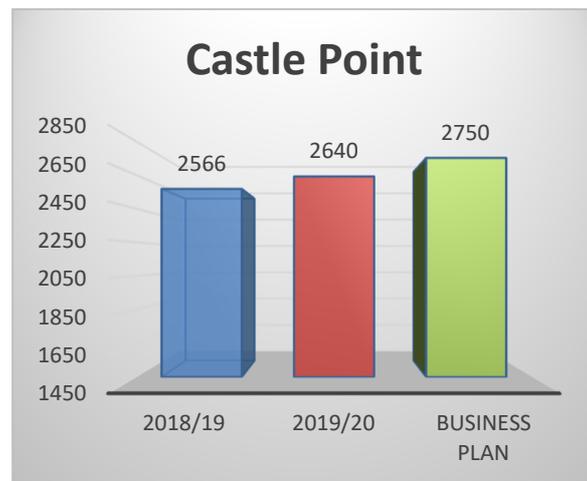
	2018/19	2019/20
<b>Visits to streets</b>	71,198	53,087
<b>Observations</b>	85,082	53,360
<b>PCNs issued</b>	11,546	8891

### 3.3 Castle Point

#### PCN issue comparison



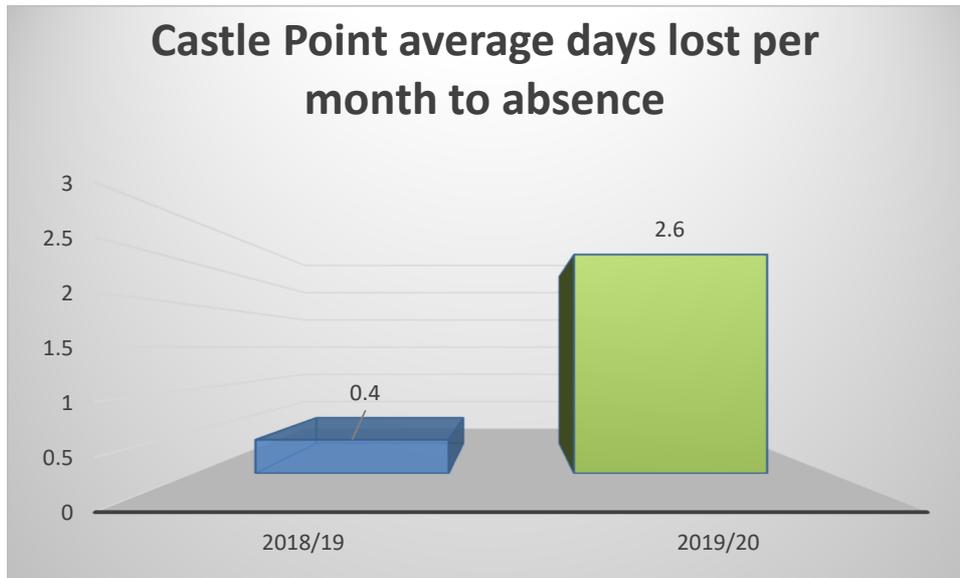
Castle Point	2018/19	2019/20	Business Plan
APR	279	201	275
MAY	301	300	275
JUN	168	249	275
JUL	257	259	275
AUG	248	294	275
SEPT	234	235	275
OCT	235	294	275
NOV	290	318	275
DEC	225	212	275
JAN	329	278	275
<b>Total</b>	<b>2566</b>	<b>2640</b>	<b>2750</b>



The amount of PCNs issued in Castle Point is up by 3% compared to the previous year performance and is currently 4% down against the estimated figure in the Business Plan.

The current level of performance is slightly down on target to achieve the estimated overall outturn position as set out in the 2019/20 Business Plan.

### 3.3.1 Days lost to sickness in Castle Point



During the current financial year, the average monthly amount of working days lost to sickness in Castle Point is 2.6 days compared to 0.4 days for the same period last year, this equates to 1.52 days per staff member per month.

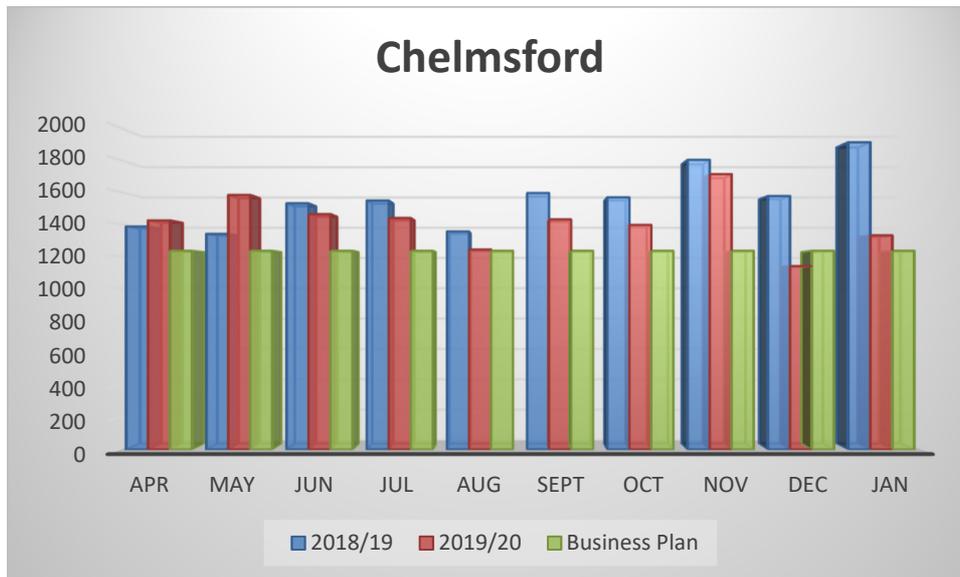
### 3.3.2 Patrol statistics

The following tables provide the current number of patrols and observations compared against the previous year of operation. This relates to the period April 2019 to January 2020.

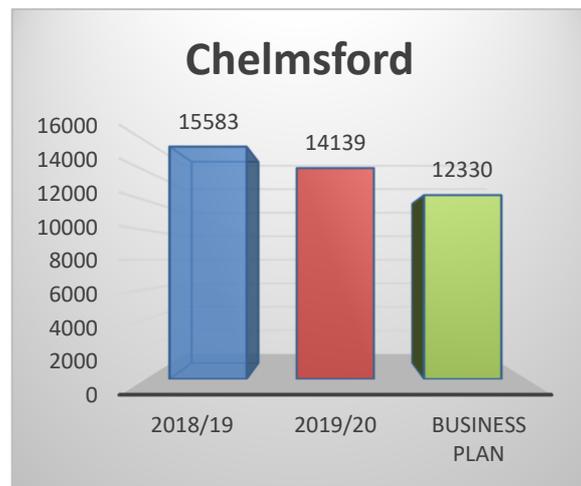
	2018/19	2019/20
<b>Visits to streets</b>	23,288	18,397
<b>Observations</b>	11,323	17,451
<b>PCNs issued</b>	2,566	2,640

### 3.4 Chelmsford

PCN issue comparison



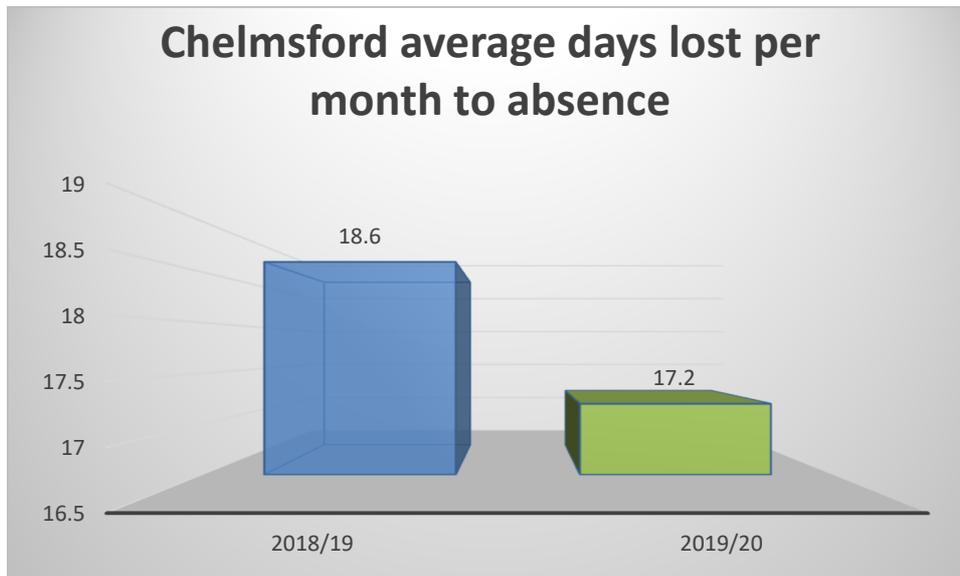
Chelmsford	2018/19	2019/20	Business Plan
APR	1384	1422	1233
MAY	1338	1580	1233
JUN	1528	1461	1233
JUL	1545	1437	1233
AUG	1353	1241	1233
SEPT	1592	1428	1233
OCT	1565	1394	1233
NOV	1798	1709	1233
DEC	1573	1138	1233
JAN	1907	1329	1233
<b>Total</b>	<b>15583</b>	<b>14139</b>	<b>12330</b>



Although the current PCN issue rate is currently down 9% compared to an exceptional year in 2019/20, the Chelmsford area continues to perform very well and is up 15% against the estimate in the Annual Business Plan.

The current level of performance is set to exceed the overall estimated outturn position as set out in the 2019/20 Business Plan.

### 3.4.1 Days lost to sickness in Chelmsford



During the current financial year, the average monthly amount of working days lost to sickness in Chelmsford is 17.2 days compared to 18.6 days for the same period last year, this equates to 1.8 days per staff member per month.

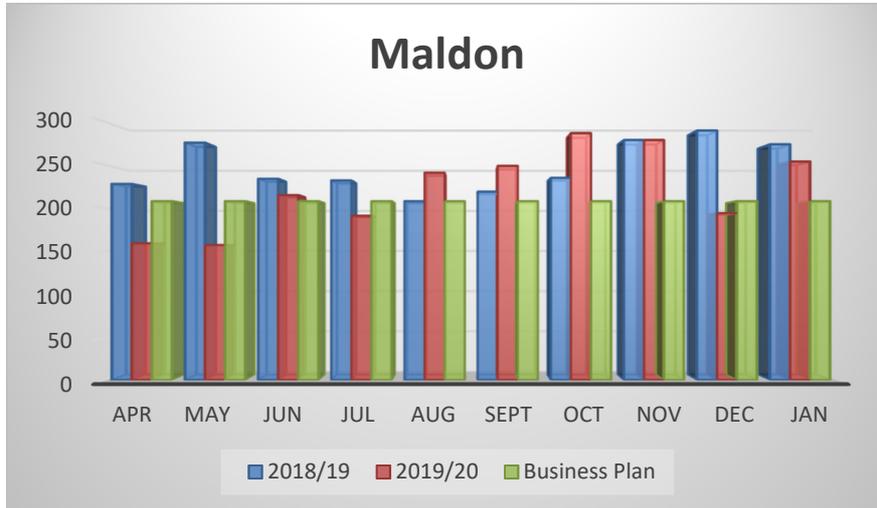
### 3.4.2 Patrol statistics

The following tables provide the current number of patrols and observations compared against the previous year of operation. This relates to the period April 2019 to January 2020.

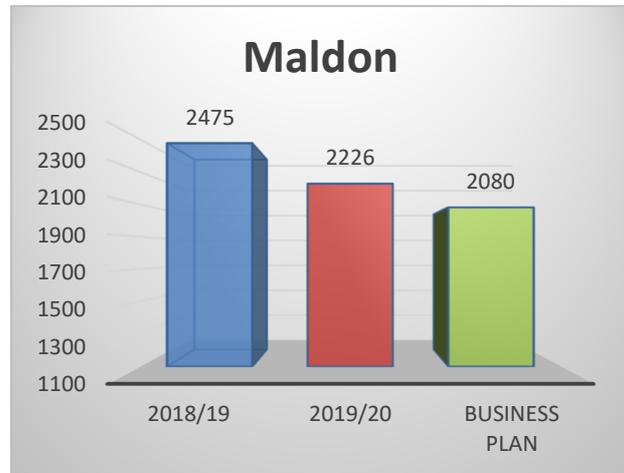
	2018/19	2019/20
<b>Visits to streets</b>	66,243	57,579
<b>Observations</b>	48,654	42,822
<b>PCNs issued</b>	15,583	14,139

### 3.5 Maldon

PCN issue comparison



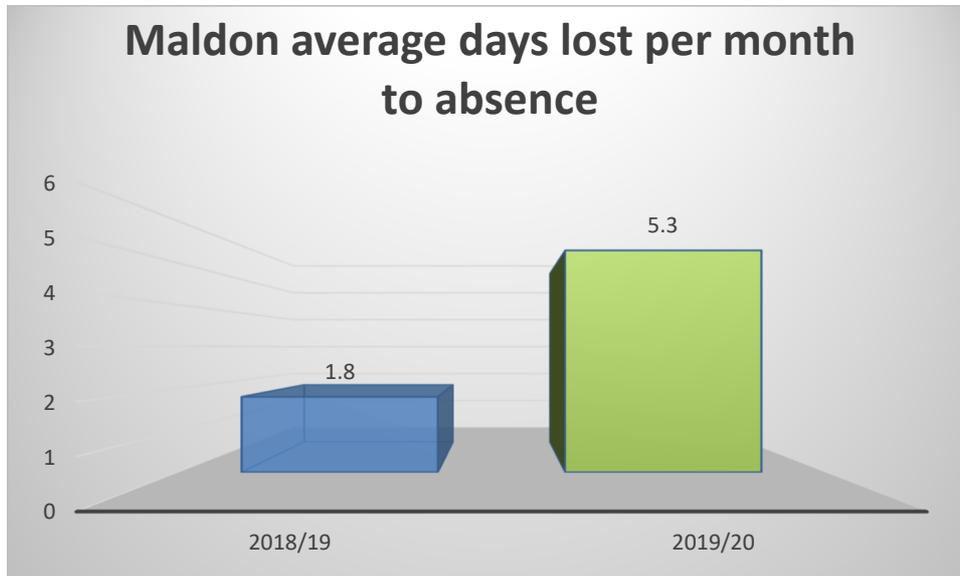
Maldon	2018/19	2019/20	Business Plan
APR	228	159	208
MAY	276	157	208
JUN	234	215	208
JUL	232	191	208
AUG	208	241	208
SEPT	219	249	208
OCT	235	287	208
NOV	279	279	208
DEC	290	194	208
JAN	274	254	208
<b>Total</b>	<b>2475</b>	<b>2226</b>	<b>2080</b>



The amount of PCNs issued in Maldon is currently 14% down compared to 2018/19 and is 7% up compared to the estimate in the Annual Business Plan.

The current level of performance is on target to slightly exceed the overall estimated outturn position as set out in the 2019/20 Business Plan.

### 3.5.1 Days lost to sickness in Maldon



During the current financial year, the average monthly amount of working days lost to sickness in Maldon is 5.3 days compared to 1.8 days for the same period last year, this equates to 2.65 days per staff member per month.

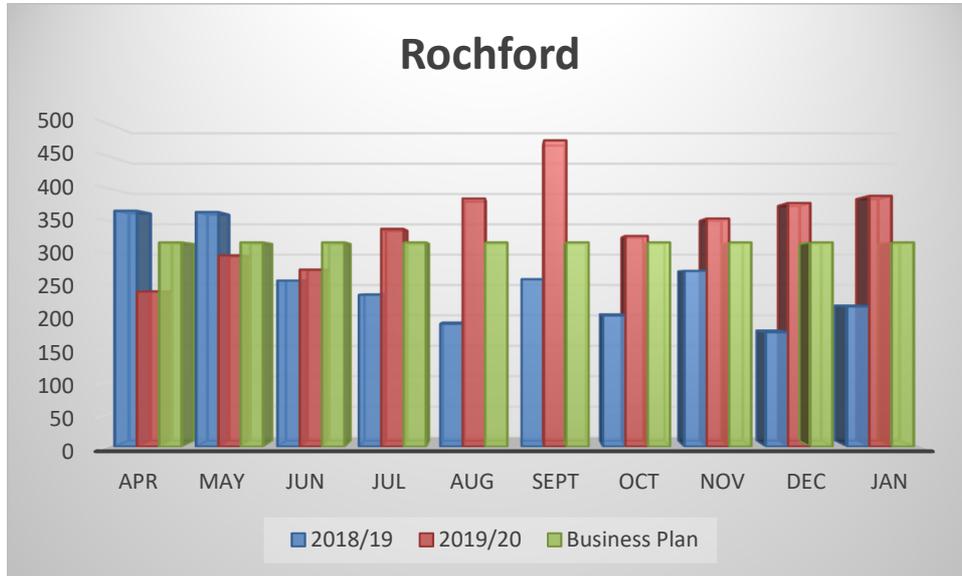
### 3.5.2 Patrol statistics

The following tables provide the current number of patrols and observations compared against the previous year of operation. This relates to the period April 2019 to January 2020.

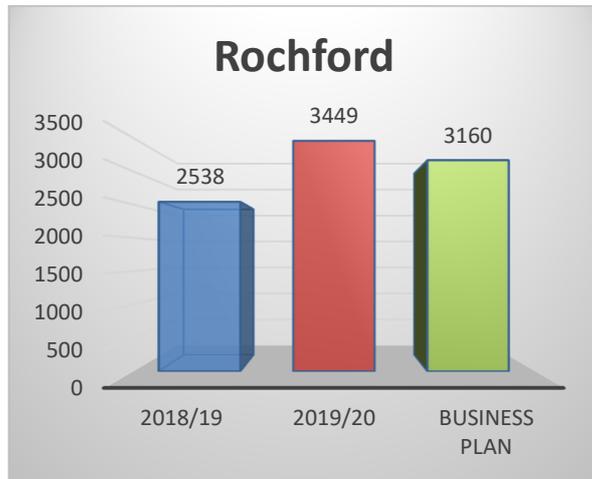
	2018/19	2019/20
Visits to streets	23,168	33,502
Observations	16,475	16,884
PCNs issued	2475	2226

### 3.6 Rochford

PCN issue comparison



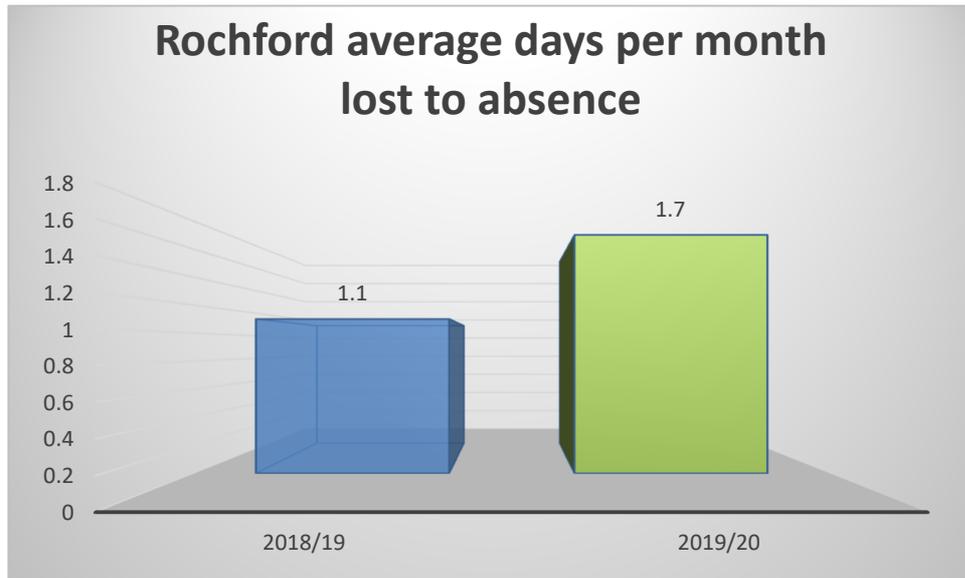
Rochford	2018/19	2019/20	Business Plan
APR	365	240	316
MAY	363	296	316
JUN	257	274	316
JUL	235	337	316
AUG	190	384	316
SEPT	259	474	316
OCT	203	326	316
NOV	272	353	316
DEC	177	377	316
JAN	217	388	316
<b>Total</b>	<b>2538</b>	<b>3449</b>	<b>3160</b>



The amount of PCNs issued in Rochford is currently 36% up compared to the previous year performance and is currently 9% up against the estimated figure in the Business Plan.

The current level of performance is on target to achieve the overall estimated outturn position as set out in the 2019/20 Business Plan.

### 3.6.1 Days lost to sickness in Rochford



During the current financial year, the average monthly amount of working days lost to sickness in Maldon is 1.7 days compared to 1.1 days for the same period last year, this equates to 0.85 days per staff member per month.

### 3.6.2 Patrol statistics

The following tables provide the current number of patrols and observations compared against the previous year of operation. This relates to the period April 2019 to January 2020.

	2018/19	2019/20
<b>Visits to streets</b>	45,261	37,195
<b>Observations</b>	22,321	22,301
<b>PCNs issued</b>	2538	3,449

#### 4 Recovery rates

The following table shows the current recovery and cancellation rates across the Partnership and for each individual area. This data relates to the period 1 April 2019 to 31 January 2020.

Back Office PCN recovery rates April 2019 to January 2020								% of stage payment received from PCNs fully paid		
	PCNs Issued	Cases stopped	%	Outstanding	%	Fully Paid	%	Discount	Full amount	Surcharge Paid
Basildon	8574	976	11	1424	17	6174	72	86	12	3
Brentwood	8891	933	10	1086	12	6872	77	83	14	3
Chelmsford	14139	1816	13	2139	15	10184	72	82	15	3
Castle Point	2640	189	7	363	14	2088	79	87	11	2
Maldon	2226	229	10	205	9.2	1792	81	88	10	2
Rochford	3449	219	6	345	10	2885	84	87	11	2
<b>Partnership Total</b>	<b>39919</b>	<b>4362</b>	<b>10</b>	<b>5562</b>	<b>13</b>	<b>29995</b>	<b>77</b>	<b>85</b>	<b>12</b>	<b>3</b>

The overall recovery rate for PCNs paid is currently 77% of the PCN issued. The expected outturn for the Partnership is in the region of 75% to 77%. In 2018/19 the outturn recovery rate was 77%. Considering that a high volume of PCNs issued between December and January are still within the initial recovery stage, the current recovery level is very good.

The rate of PCN cancellation (10%) remains within the expected level. The outturn position for cancellation rates in 2018/19 was 13%

**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**

**5 March 2020**

**AGENDA ITEM 8**

<b>Subject</b>	Review of the policy document setting out how the SEPP will deal with requests for parking restrictions requiring TROs.
<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 provides an update on the review of the policy document setting out how the SEPP will deal with requests for parking restrictions requiring TROs.

**Options**

The 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.	<u>Introduction</u>
1.1	As set out in Clause 2.2 of the Joint Committee Agreement 2011, Essex County Council (ECC) has delegated to the Joint Committee, the responsibility for on street parking enforcement, the relevant signs and lines maintenance and the power to make relevant traffic regulation orders in accordance with the provisions contained within the Traffic Management Act 2004 and the Road Traffic Regulation Act 1984.

1.2	At its meeting on 17 <sup>th</sup> July 2012 the Joint Committee approved the document setting out 'how the SEPP will deal with requests for parking restrictions requiring TROs'. The aim of the document is to demonstrate a consistent and transparent approach throughout the Partnership areas when considering requests for new parking schemes and to ensure the Partnership's traffic management objectives are achieved.
1.3	At its meeting on 13 March 2014 and 12 March 2015 the Joint Committee approved version 2 and version 3 of the document which incorporated some improvements to the policy document and introduced a new application process for requesting a new parking restriction. Version 4 was updated in May 2018 with a change of contact details and to improve the formatting of the document and at its meeting on 7 March 2019 the Joint Committee approved Version 5 of the document to include visual examples of the most common types of parking problems reported and the likely outcome of the Technicians decision.
3	<u>2020 review of Policy Document</u>
3.1	At a lead officer meeting on 13 February 2018 the policy was reviewed. The lead officers agreed that the document is still fit for purpose and remains relevant to the aims and objectives of the Parking Partnership and the legislation and operational guidance of the Traffic Management Act 2004 and the Road Traffic Regulations Act 1984. It was agreed that no amendments are required at this stage.
3.3	The policy will be reviewed again in 12 months' time and any changes reported to the Joint Committee.
3	<u>Conclusion</u>
	The policy document - setting out how the SEPP will deal with requests for parking restrictions requiring TROs was reviewed at the SEPP lead officer meeting on 13 February 2018. It was agreed that the policy still remained fit for purpose and therefore no amendments are required at this stage. The policy will be reviewed again in 12 months' time and any changes reported to the Joint Committee.
<u>List of Appendices</u>	
None	
<u>Background Papers</u>	
Appendix 1 – Document setting out how the SEPP will deal with requests for parking restrictions requiring TROs. (Version 3)	

**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**

**5 March 2020**

**AGENDA ITEM 9**

<b>Subject</b>	Essex County Council proposal for the allocation of operational fund
<b>Report by</b>	Head of Network and Safety/Traffic Manager, Essex County Council

**Enquiries contact:** Liz Burr; 01245 342556, liz.burr@essexhighways.org

**Purpose**

- This report provides the Joint Committee with the proposal from Essex County Council on how they intend to use the £116,000 allocation from the SEPP operational fund surplus 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 Essex County Council proposal.

<b>Consultees</b>	Lead Officers from each of the Partner Authorities as set out in Appendix C of the Joint Committee Agreement 2011.
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1.	<u>Introduction</u>
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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 Essex County Council proposal.</p>
2	<b>Essex County Council proposal</b>
2.1	<p><b>BACKGROUND</b></p> <p>The improvements listed below are subject to approval by the South Essex Parking Partnership on 5 March 2020. It is believed that the proposed activities would meet the requirements of the Road Traffic Regulation Act 1984 as they relate directly to meeting costs incurred in operating the parking partnership and on-street parking service; and in the provision of, and facilities for, public passenger transport services.</p>
	<b>Bus Lane/gate enforcement activity in Essex.</b>
	<p><b>Background:</b> Across Essex there are a number of bus lanes and gates which have been provided to improve the reliability and journey times of passenger transport services. Additionally, many of these bus lanes and gates also contribute to the aim of reducing through traffic in town centre areas, improving air quality and enhancing safety for road users at interchange points such as bus and rail stations. Examples of these include Duke Street bus gate in Chelmsford and a number of bus gates in Colchester.</p> <p>The use of bus lanes/gates for these reasons supports the County Council's aim of encouraging sustainable forms of travel and improving the quality of life for residents.</p> <p>Currently, 9 locations are also subject to enforcement.</p>
	<p>Enforcement is only used in locations where there is a demonstrated high level of contravention that impacts on legitimate users of the routes. The aim of enforcement is not to generate revenue, but to reduce the number of contraventions, which can be seen from the historic data held on all current enforced sites.</p>

	<p>It is proposed that the funding requested is used to fund any enhancements required to existing signage at enforced bus lanes/gates; the development of a video to be used on the website showing the benefits of bus lanes/gates and explaining the signage and enforcement; the funding will also be used to support the additional temporary staff resource required as additional enforcement sites become active.</p> <p><b>£100,000.</b></p> <p><b>Parkmap Maintenance</b></p> <p><b>Background</b> - Both NEPP and SEPP currently utilise Parkmap as a system to record and manage parking restrictions in Essex. The system (maintenance and licences) is fully funded via Essex County Council (approximately £53,000 pa). It is proposed that the remaining element of the ECC allocation (£16,000) is used to support the funding of Parkmap.</p> <p><b>How this meets the requirements of the RTRA 1984 (s55):</b> The above proposal meets the criteria of subsection 2 of section 55 of the Road Traffic Regulation act 1984 “any deficit in the account shall be made good out of the general fund ‘ being a legitimate cost that should be recovered through the operational income of on-street parking that is not currently included in the operational costs of either SEPP or NEPP.</p> <p><b>Amount Sought for Proposal: £16,000</b></p>												
	<p><b>Conclusion</b></p> <p>To allow for the allocation of surplus funding totalling £116,000 to be allocated to Essex County Council for the following projects:</p>												
	<table border="1"> <thead> <tr> <th data-bbox="272 1104 759 1142">Project</th> <th data-bbox="759 1104 1418 1142">Funding Sought</th> </tr> </thead> <tbody> <tr> <td data-bbox="272 1142 759 1178">Bus Lane Enforcement</td> <td data-bbox="759 1142 1418 1178">£100,000</td> </tr> <tr> <td data-bbox="272 1178 759 1214">Maintenance of Parkmap</td> <td data-bbox="759 1178 1418 1214">£16,000</td> </tr> <tr> <td data-bbox="272 1214 759 1249"></td> <td data-bbox="759 1214 1418 1249"></td> </tr> <tr> <td data-bbox="272 1249 759 1285"></td> <td data-bbox="759 1249 1418 1285"></td> </tr> <tr> <td data-bbox="272 1285 759 1317"></td> <td data-bbox="759 1285 1418 1317"></td> </tr> </tbody> </table>	Project	Funding Sought	Bus Lane Enforcement	£100,000	Maintenance of Parkmap	£16,000						
Project	Funding Sought												
Bus Lane Enforcement	£100,000												
Maintenance of Parkmap	£16,000												
	<p><u>Appendices</u> None</p>												
	<p><u>Background Papers</u></p> <p>The South Essex Parking Partnership Joint Committee Agreement 2011.</p>												

**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**

**5 March 2020**

**AGENDA ITEM 10**

<b>Subject</b>	Maldon District Council proposal for the allocation of operational fund
<b>Report by</b>	Adrian Rayner, Senior Co-ordinator, Maldon District Council

**Enquiries contact:** Adrian Rayner – Adrian.Rayner@maldon.gov.uk

**Purpose**

- This report provides the Joint Committee with the proposal from Maldon District Council on how it intends to use its £116,000 allocation 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 Maldon District Council proposal.

<b>Consultees</b>	Lead Officers from each of the Partner Authorities as set out in Appendix C of the Joint Committee Agreement 2011.
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1.	<u>Introduction</u>
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1.1	<p>At its meeting on 6 December 2018 the Joint Committee was 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 Maldon District Council proposal.</p>
2	<p><b>Maldon District Council proposal</b></p> <p>Maldon District Council believes that the improvements listed below would meet the requirements of the Road Traffic Regulation Act 1984</p> <p>Installation of new Pay and Display machines across all 5 Council owned Car Parks, and Promenade Park to support increased and improved provision of cashless payments</p>
2.1	<p><b>Background</b></p> <p>The Council Car Parks are all Pay and Display, with Machines that were originally installed more than 10 years ago.</p> <p>Whilst the current machines have been maintained and upgraded, they are older technology, and are subject to mechanical failures, which result in significant customer contact, loss of income, and create barriers to effective enforcement.</p> <p>Our current car parking machines needed to be upgraded as</p> <ol style="list-style-type: none"> <li>1. They do not meet Customer expectations for a reliable cashless payment machine.</li> <li>2. They do not support our current Digital by Default approach to service delivery,</li> <li>3. They create additional demand on our customers team due to regular failure of the machines</li> <li>4. There is a significant administrative overhead in both <ul style="list-style-type: none"> <li>• responding to failure of the machines,</li> <li>• emptying of the cash from the machines, counting, reconciling and banking the cash.</li> </ul> </li> <li>5. There is a loss of income from both machine failures, and from the impact upon ability to enforce effectively</li> </ol> <p>The proposed new machines will</p> <ul style="list-style-type: none"> <li>• Provide reliable and efficient ways for customers to pay</li> </ul>

	<ul style="list-style-type: none"> <li>• Reduce the failure demand on our teams, and reducing loss of income from machine failures</li> <li>• Increase our ability to enforce effectively</li> <li>• Support our digital by default approach through the majority of the machines being set to cashless payments, whilst retaining a small number of machines that can accept still accept cash payments</li> <li>• Reducing the administrative overhead of emptying the machines, collecting, and banking the cash, releasing capacity to support more effective management of our car parks</li> </ul> <p><b>How this meets the requirements of the RTRA 1984 (s55):</b> 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'. The new car parking machines will improve car parking provision and support more effective management of our popular town centre car parks, and key visitor attraction Promenade Park which in turn support our local business and local economy.</p> <p><b>Amount Sought for Proposal:</b> £116,000.00</p>
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	<p>Conclusion</p> <p>Maldon District Council is seeking approval from the Joint Committee for the allocation of surplus funding totalling £116,000 for the provision of new car parking machines to support the provision of improved car parking services within the Maldon District.</p>								
	<table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;"><b>Project</b></th> <th style="width: 50%;"><b>Funding Sought</b></th> </tr> </thead> <tbody> <tr> <td>Replacement of Car Parking Machines in Town Centre Car Parks and Promenade Park</td> <td>£116,000</td> </tr> <tr> <td>Total cost of project £123,556.00</td> <td></td> </tr> <tr> <td><b>Total Funding</b></td> <td><b>£116,000.00</b></td> </tr> </tbody> </table>	<b>Project</b>	<b>Funding Sought</b>	Replacement of Car Parking Machines in Town Centre Car Parks and Promenade Park	£116,000	Total cost of project £123,556.00		<b>Total Funding</b>	<b>£116,000.00</b>
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<b>Total Funding</b>	<b>£116,000.00</b>								
	<p><b>Appendices</b> – None</p>								
	<p><b>Background Papers</b> South Essex Parking Partnership Joint Committee Agreement 2011</p>								

**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**

**5 March 2020**

**AGENDA ITEM 11**

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

**Enquiries contact:** Nick Binder. Nick.binder@chelmsford.gov.uk

**Purpose**

- This report provides the Joint Committee with the proposal from Brentwood Borough Council on how they intend to use the £116,591 allocation from the SEPP operational fund surplus 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 £116,591 for the Brentwood Borough Council proposal.

<b>Consultees</b>	Lead Officers from each of the Partner Authorities as set out in Appendix C of the Joint Committee Agreement 2011.
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1.	<u>Introduction</u>
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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 £816,140 between the seven Partner Authorities (£116,591 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 Essex County Council proposal.</p>						
2	<b>Brentwood proposal</b>						
2.1	<p>Below are Brentwood Borough Council's plans for this spend in two tranches, as follows:</p> <ol style="list-style-type: none"> <li>1. An allocation of £100,000 as agreed with Mr. Binder and Cllr. Mrs. McKinlay towards the provision of a Signalised Pedestrian (Pelican) Crossing at Mountnessing Junior / Primary School in co-operation with the Local Highways Panel under Essex County Council project Number: LBRE193003. The School is the site of an Essex County Council project to double its size due to the proposed increase in the local population proposed in the Brentwood Borough Council Local Development plan. The current platform situated in the middle of the 40mph PR1 road is already far too small to accommodate the numbers of children and parents using it to cross in safety to the designated parking opposite.</li> <li>2. That the remaining amount be allocated towards a child safety project currently being undertaken jointly by the South Essex Parking Partnership and Essex County Council at Beckett Keys School / The Grove School/ St. Helens School and St. Thomas schools in Sawyers Hall Lane Brentwood.</li> </ol>						
	<p><b>Conclusion</b> To allow for the allocation of surplus funding totalling £116,591 to be allocated to Essex County Council for the following projects:</p>						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;"></th> <th style="width: 20%;">Funding Sought</th> </tr> </thead> <tbody> <tr> <td>Signalised Pedestrian (Pelican) Crossing at Mountnessing Junior / Primary School</td> <td style="text-align: right;">£100,000</td> </tr> <tr> <td>child safety project at Beckett Keys School / The Grove School/ St. Helens School and St. Thomas schools in Sawyers Hall Lane Brentwood.</td> <td style="text-align: right;">£16,591</td> </tr> </tbody> </table>		Funding Sought	Signalised Pedestrian (Pelican) Crossing at Mountnessing Junior / Primary School	£100,000	child safety project at Beckett Keys School / The Grove School/ St. Helens School and St. Thomas schools in Sawyers Hall Lane Brentwood.	£16,591
	Funding Sought						
Signalised Pedestrian (Pelican) Crossing at Mountnessing Junior / Primary School	£100,000						
child safety project at Beckett Keys School / The Grove School/ St. Helens School and St. Thomas schools in Sawyers Hall Lane Brentwood.	£16,591						

Appendices

None

Background Papers

The South Essex Parking Partnership Joint Committee Agreement 2011.