

DECRIMINALISED PARKING ENFORCEMENT ACTION PLAN

1 SUMMARY

- 1.1 This report advises Members on the current position on implementing Decriminalisation of Parking Enforcement (DPE) in the Rochford District. Members are also requested to consider the DPE action plan appended to this report.

2 BACKGROUND

- 2.1 The Road Traffic Act 1991 provides for the decriminalisation of certain non-endorsable parking offences in London and allows local authorities outside London to apply to the Secretary of State for similar powers. These mainly include parking offences on yellow lines and in parking spaces. It does not include endorsable parking offences and offences related to obstruction which the Police continue to be responsible for.
- 2.2 Decriminalised Parking Enforcement powers allow the local authorities to take over responsibility for enforcing parking contraventions from the Police and to retain the revenue received from penalties to fund their enforcement activities.
- 2.3 The Council will be adopting the powers to enforce on-street parking regulations under the terms of an agreed Agency Agreement with Essex County Council and the target go-live date is October 2004.

3 CURRENT POSITION

- 3.1 As Members are aware, a new Transportation Section was set up in February of this year, based at the Civic Suite, and the team are settling in with their new duties and change of location. The Assistant Manager will be overseeing the introduction of DPE in the District and appended to this report is the project plan for Rochford detailing all the essential actions to be completed prior to implementation in October 2004.
- 3.2 As indicated, the principal tasks in the near future will be:
- a) to obtain a revised, up-to-date financial model.
 - b) to consult with Essex County Council on the draft application to the Secretary of State for Transport.
 - c) to begin the comprehensive review of the Traffic Regulation Orders (TRO's) throughout the District.

- 3.3 Essex County Council advocates 18 months as a comfortable time-frame for the implementation of DPE and activities will gather momentum as October 2004 grows nearer. Some actions have already been completed such as the resolution on charges and the whole process will undoubtedly be streamlined by the knowledge and experience passed on by other Authorities that have already implemented DPE.

4 ENVIRONMENTAL IMPLICATIONS

- 4.1 Adoption of decriminalisation powers and effective enforcement will assist in the free movement of traffic throughout the District.

5 PARISH IMPLICATIONS

- 5.1 Decriminalisation of parking and its effective enforcement affects all parts of the District.

6 RECOMMENDATION

- 6.1 It is proposed that the Committee **RESOLVES**
- (1) That the contents of this report and the attached Action Plan are noted.
 - (2) That a further up-date is provided to this committee in 6 months time.

S J Clarkson

Head of Revenue & Housing Management

Background Papers:

None

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The Gantt chart displays the following tasks and their durations:

- Task 01/10:**
 - Starts at 01/10, runs until approximately 01/95.
 - Subsequent tasks branch off and end at various points, including 01/95, 02/95, 03/95, 04/95, 05/95, 06/95, 07/95, 08/95, 09/95, 10/95, 11/95, 12/95, 01/96, 02/96, 03/96, 04/96, 05/96, 06/96, 07/96, 08/96, 09/96, 10/96, 11/96, 12/96, 01/97, 02/97, 03/97, 04/97, 05/97, 06/97, 07/97, 08/97, 09/97, 10/97, 11/97, 12/97, 01/98, 02/98, 03/98, 04/98, 05/98, 06/98, 07/98, 08/98, 09/98, 10/98, 11/98, 12/98, 01/99, 02/99, 03/99, 04/99, 05/99, 06/99, 07/99, 08/99, 09/99, 10/99, 11/99, 12/99, 01/00, 02/00, 03/00, 04/00, 05/00, 06/00, 07/00, 08/00, 09/00, 10/00, 11/00, 12/00, 01/01, 02/01, 03/01, 04/01, 05/01, 06/01, 07/01, 08/01, 09/01, 10/01, 11/01, 12/01, 01/02, 02/02, 03/02, 04/02, 05/02, 06/02, 07/02, 08/02, 09/02, 10/02, 11/02, 12/02, 01/03, 02/03, 03/03, 04/03, 05/03, 06/03, 07/03, 08/03, 09/03, 10/03, 11/03, 12/03, 01/04, 02/04, 03/04, 04/04, 05/04, 06/04, 07/04, 08/04, 09/04, 10/04, 11/04, 12/04, 01/05, 02/05, 03/05, 04/05, 05/05, 06/05, 07/05, 08/05, 09/05, 10/05, 11/05, 12/05, 01/06, 02/06, 03/06, 04/06, 05/06, 06/06, 07/06, 08/06, 09/06, 10/06, 11/06, 12/06, 01/07, 02/07, 03/07, 04/07, 05/07, 06/07, 07/07, 08/07, 09/07, 10/07, 11/07, 12/07, 01/08, 02/08, 03/08, 04/08, 05/08, 06/08, 07/08, 08/08, 09/08, 10/08, 11/08, 12/08, 01/09, 02/09, 03/09, 04/09, 05/09, 06/09, 07/09, 08/09, 09/09, 10/09, 11/09, 12/09, 01/10, 02/10, 03/10, 04/10, 05/10, 06/10, 07/10, 08/10, 09/10, 10/10, 11/10, 12/10, 01/11, 02/11, 03/11, 04/11, 05/11, 06/11, 07/11, 08/11, 09/11, 10/11, 11/11, 12/11, 01/12, 02/12, 03/12, 04/12, 05/12, 06/12, 07/12, 08/12, 09/12, 10/12, 11/12, 12/12, 01/13, 02/13, 03/13, 04/13, 05/13, 06/13, 07/13, 08/13, 09/13, 10/13, 11/13, 12/13, 01/14, 02/14, 03/14, 04/14, 05/14, 06/14, 07/14, 08/14, 09/14, 10/14, 11/14, 12/14, 01/15, 02/15, 03/15, 04/15, 05/15, 06/15, 07/15, 08/15, 09/15, 10/15, 11/15, 12/15, 01/16, 02/16, 03/16, 04/16, 05/16, 06/16, 07/16, 08/16, 09/16, 10/16, 11/16, 12/16, 01/17, 02/17, 03/17, 04/17, 05/17, 06/17, 07/17, 08/17, 09/17, 10/17, 11/17, 12/17, 01/18, 02/18, 03/18, 04/18, 05/18, 06/18, 07/18, 08/18, 09/18, 10/18, 11/18, 12/18, 01/19, 02/19, 03/19, 04/19, 05/19, 06/19, 07/19, 08/19, 09/19, 10/19, 11/19, 12/19, 01/20, 02/20, 03/20, 04/20, 05/20, 06/20, 07/20, 08/20, 09/20, 10/20, 11/20, 12/20, 01/21, 02/21, 03/21, 04/21, 05/21, 06/21, 07/21, 08/21, 09/21, 10/21, 11/21, 12/21, 01/22, 02/22, 03/22, 04/22, 05/22, 06/22, 07/22, 08/22, 09/22, 10/22, 11/22, 12/22, 01/23, 02/23, 03/23, 04/23, 05/23, 06/23, 07/23, 08/23, 09/23, 10/23, 11/23, 12/23, 01/24, 02/24, 03/24, 04/24, 05/24, 06/24, 07/24, 08/24, 09/24, 10/24, 11/24, 12/24, 01/25, 02/25, 03/25, 04/25, 05/25, 06/25, 07/25, 08/25, 09/25, 10/25, 11/25, 12/25, 01/26, 02/26, 03/26, 04/26, 05/26, 06/26, 07/26, 08/26, 09/26, 10/26, 11/26, 12/26, 01/27, 02/27, 03/27, 04/27, 05/27, 06/27, 07/27, 08/27, 09/27, 10/27, 11/27, 12/27, 01/28, 02/28, 03/28, 04/28, 05/28, 06/28, 07/28, 08/28, 09/28, 10/28, 11/28, 12/28, 01/29, 02/29, 03/29, 04/29, 05/29, 06/29, 07/29, 08/29, 09/29, 10/29, 11/29, 12/29, 01/30, 02/30, 03/30, 04/30, 05/30, 06/30, 07/30, 08/30, 09/30, 10/30, 11/30, 12/30, 01/31, 02/31, 03/31, 04/31, 05/31, 06/31, 07/31, 08/31, 09/31, 10/31, 11/31, 12/31, 01/32, 02/32, 03/32, 04/32, 05/32, 06/32, 07/32, 08/32, 09/32, 10/32, 11/32, 12/32, 01/33, 02/33, 03/33, 04/33, 05/33, 06/33, 07/33, 08/33, 09/33, 10/33, 11/33, 12/33, 01/34, 02/34, 03/34, 04/34, 05/34, 06/34, 07/34, 08/34, 09/34, 10/34, 11/34, 12/34, 01/35, 02/35, 03/35, 04/35, 05/35, 06/35, 07/35, 08/35, 09/35, 10/35, 11/35, 12/35, 01/36, 02/36, 03/36, 04/36, 05/36, 06/36, 07/36, 08/36, 09/36, 10/36, 11/36, 12/36, 01/37, 02/37, 03/37, 04/37, 05/37, 06/37, 07/37, 08/37, 09/37, 10/37, 11/37, 12/37, 01/38, 02/38, 03/38, 04/38, 05/38, 06/38, 07/38, 08/38, 09/38, 10/38, 11/38, 12/38, 01/39, 02/39, 03/39, 04/39, 05/39, 06/39, 07/39, 08/39, 09/39, 10/39, 11/39, 12/39, 01/40, 02/40, 03/40, 04/40, 05/40, 06/40, 07/40, 08/40, 09/40, 10/40, 11/40, 12/40, 01/41, 02/41, 03/41, 04/41, 05/41, 06/41, 07/41, 08/41, 09/41, 10/41, 11/41, 12/41, 01/4

IMPLEMENTATION OF SPECIAL PARKING AREA/PERMITTED PARKING AREA

| ID | Task Name | Resource Initials | Mar '03 | Apr '03 | May '03 | Jun '03 | Jul '03 | Aug '03 | Sep '03 | Oct '03 | Nov '03 | Dec '03 | Jan '04 | Feb '04 | Mar '04 | Apr '04 | May '04 | Jun '04 | Jul '04 | Aug '04 | Sep '04 | Oct '04 |
|----|---|-------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| 49 | Check networking implications | DC | | | | | | | | | | | | | | | | | | | | |
| 50 | Install PCs | DC | | | | | | | | | | | | | | | | | | | | |
| 51 | Install Printers | DC | | | | | | | | | | | | | | | | | | | | |
| 52 | All hardware changes implemented | DC | | | | | | | | | | | | | | | | | | | | |
| 53 | | | | | | | | | | | | | | | | | | | | | | |
| 54 | Admin. IMPLEMENTATION | | | | | | | | | | | | | | | | | | | | | |
| 55 | Identify admin staff accommodation | DC | | | | | | | | | | | | | | | | | | | | |
| 56 | Approve accommodation plan | DC | | | | | | | | | | | | | | | | | | | | |
| 57 | Admin. Staff recruitment | DC | | | | | | | | | | | | | | | | | | | | |
| 58 | Determine source of client staff training | ECC | | | | | | | | | | | | | | | | | | | | |
| 59 | Staff training | DC | | | | | | | | | | | | | | | | | | | | |
| 60 | Order IT system | DC | | | | | | | | | | | | | | | | | | | | |
| 61 | Install PCN Software | DC | | | | | | | | | | | | | | | | | | | | |
| 62 | Implement & Test Software | DC | | | | | | | | | | | | | | | | | | | | |
| 63 | Accept IT PCN Solution | DC | | | | | | | | | | | | | | | | | | | | |
| 64 | Test External IT links | DC | | | | | | | | | | | | | | | | | | | | |
| 65 | Set up DPE Correspondence | DC | | | | | | | | | | | | | | | | | | | | |
| 66 | Set up new system for PCN processing | DC | | | | | | | | | | | | | | | | | | | | |
| 67 | Implement new system for PCNs | DC | | | | | | | | | | | | | | | | | | | | |
| 68 | Define role of Legal section | DC | | | | | | | | | | | | | | | | | | | | |
| 69 | Set up new correspondence procedures, letters etc | DC | | | | | | | | | | | | | | | | | | | | |
| 70 | Agree new PCNs | ECC | | | | | | | | | | | | | | | | | | | | |
| 71 | Approve new stationery | DC | | | | | | | | | | | | | | | | | | | | |
| 72 | Set up public interface procedures | DC | | | | | | | | | | | | | | | | | | | | |
| 73 | Set up dispensation procedures | DC | | | | | | | | | | | | | | | | | | | | |
| 74 | Set up debt recovery procedures | DC | | | | | | | | | | | | | | | | | | | | |
| 75 | Set up appeals processes | DC | | | | | | | | | | | | | | | | | | | | |
| 76 | Agree public involvement in new processes | DC | | | | | | | | | | | | | | | | | | | | |
| 77 | Set up telephone call handling procedure | DC | | | | | | | | | | | | | | | | | | | | |
| 78 | Create staff procedures manual | ECC | | | | | | | | | | | | | | | | | | | | |
| 79 | Live operation | DC | | | | | | | | | | | | | | | | | | | | |
| 80 | | | | | | | | | | | | | | | | | | | | | | |
| 81 | Set up DPE Enforcement Team | | | | | | | | | | | | | | | | | | | | | |
| 82 | Decide enforcement strategy | DC | | | | | | | | | | | | | | | | | | | | |
| 83 | Design enforcement plan | DC | | | | | | | | | | | | | | | | | | | | |
| 84 | Agree new uniforms | DC | | | | | | | | | | | | | | | | | | | | |
| 85 | Procure new hand-holds | DC | | | | | | | | | | | | | | | | | | | | |
| 86 | Implement hand-holds | DC | | | | | | | | | | | | | | | | | | | | |
| 87 | Recruit & Appoint New Supervisors | DC | | | | | | | | | | | | | | | | | | | | |
| 88 | Train All Supervisors | DC | | | | | | | | | | | | | | | | | | | | |
| 89 | Procure Transport | DC | | | | | | | | | | | | | | | | | | | | |
| 90 | Recruit new PAs | DC | | | | | | | | | | | | | | | | | | | | |
| 91 | Train all PAs | DC | | | | | | | | | | | | | | | | | | | | |
| 92 | Live on-street | DC | | | | | | | | | | | | | | | | | | | | |
| 93 | | | | | | | | | | | | | | | | | | | | | | |
| 94 | PR & CONSULTATION | | | | | | | | | | | | | | | | | | | | | |
| 95 | Prepare programme | ECC/DC | | | | | | | | | | | | | | | | | | | | |
| 96 | Public Meetings | DC | | | | | | | | | | | | | | | | | | | | |

| Leedsford District Council | | | IMPLEMENTATION OF SPECIAL PARKING AREA/PERMITTED PARKING AREA | | | | | | | | | | | | | | | | | | | |
|----------------------------|---|-------------------|---|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| ID | Task Name | Resource Initials | Mar '03 | Apr '03 | May '03 | Jun '03 | Jul '03 | Aug '03 | Sep '03 | Oct '03 | Nov '03 | Dec '03 | Jan '04 | Feb '04 | Mar '04 | Apr '04 | May '04 | Jun '04 | Jul '04 | Aug '04 | Sep '04 | Oct '04 |
| 97 | Design implementation leaflets/approval | ECC/DC | | | | | | | | | | | | | | | | | | | | |
| 98 | Printing | ECC | | | | | | | | | | | | | | | | | | | | |
| 99 | Distribution | ECC/DC | | | | | | | | | | | | | | | | | | | | |
| 100 | Road signs design | ECC/DC | | | | | | | | | | | | | | | | | | | | |
| 101 | Manufacture | ECC/DC | | | | | | | | | | | | | | | | | | | | |
| 102 | Sign Erection | ECC/DC | | | | | | | | | | | | | | | | | | | | |
| 103 | Street Markers design | ECC/DC | | | | | | | | | | | | | | | | | | | | |
| 104 | Printing/encapsulation | ECC/DC | | | | | | | | | | | | | | | | | | | | |
| 105 | Erection of notices | ECC/DC | | | | | | | | | | | | | | | | | | | | |
| 106 | Prepare advertisements/book space | ECC/DC | | | | | | | | | | | | | | | | | | | | |
| 107 | Articles/information in media | ECC/DC | | | | | | | | | | | | | | | | | | | | |
| 108 | Advertisements appear | ECC/DC | | | | | | | | | | | | | | | | | | | | |
| 109 | Council magazine article | ECC/DC | | | | | | | | | | | | | | | | | | | | |
| 110 | PA Licensing of vehicles | DC | | | | | | | | | | | | | | | | | | | | |
| 111 | | | | | | | | | | | | | | | | | | | | | | |
| 112 | POLICE LIAISON | | | | | | | | | | | | | | | | | | | | | |
| 113 | Initial consultation | ECC | | | | | | | | | | | | | | | | | | | | |
| 114 | Agree handover arrangements | ECC/DC | | | | | | | | | | | | | | | | | | | | |