

**MINUTES**  
of the  
**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**  
held on 15 December 2022 at 3pm

Members present:

Councillor Mike Mackrory – Chelmsford City Council (Chairman)  
Councillor Laureen Shaw – Essex County Council  
Councillor Carole Morris – Basildon Borough Council  
Councillor Keith Parker – Brentwood Borough Council  
Councillor Andrew Sosin – Chelmsford City Council  
Councillor Jane Fleming – Maldon District Council  
Councillor David Sperring - Rochford District Council

Officers present:

James Hendry – Basildon Borough Council  
Carole Carr – Brentwood Borough Council  
Trudie Bragg – Castle Point Borough Council  
Nick Binder – Chelmsford City Council  
William Butcher – Chelmsford City Council  
Russell Panter – Chelmsford City Council  
Michael Packham – Chelmsford City Council  
Jan Decena – Chelmsford City Council  
Murphie Manning – Chelmsford City Council

## 1. Welcome and Introductions

The Chair welcomed those present to the meeting of the Joint Committee.

## 2. Apologies for Absence

Apologies for absence were received from Councillor Carlie Mayes – Maldon District Council and Councillor Warren Gibson – Castle Point Borough Council. Apologies had also been received from Jo Heynes – Essex County Council.

### 3. Minutes of the Joint Committee Meeting 22 September 2022

The minutes of the meeting 22 September were confirmed as a correct record.

### 4. Minutes of the Sub Committee meeting to consider objections against an advertised TRO held on 1 November 2022

The minutes of the meeting 1 November were confirmed as a correct record.

### 5. Public Question Time

No public questions were asked at the meeting.

### 6. Consider representations against proposed TRO relating to Louise Road and Helena Road, Rayleigh

The joint committee heard representations made on part of The Essex County Council (Rochford District) (Prohibition of Waiting, Loading and Stopping) And (On-Street Parking Places) (Civil Enforcement Area) (Amendment No.7) Order 202. The area concerned is Louise and Helena Road on Rayleigh.

The report detailed the background of this application, which was originally refused following site visits but was later reviewed and it was concluded that rule 234 of the highway code could be enforced to ensure that the junction is always kept clear. The request for funding and implementation was then agreed in December 2021.

During the consultation period, 2 people had submitted representations to request that the provisions be extended further down Helena Road. One of these representations was read out in full at the request of the resident. However, it was noted that this was not within the remit of the scheme to extend this and that these changes would require a new assessment and consultation.

**AGREED** that the proposed order be made as advertised and that the people making representations be advised accordingly.

*(15:03-15:10)*

### 7. Operational and Performance Report

The Joint Committee received an oral update on operational and performance matters.

#### Performance

The joint committee received an update on the Penalty Charge Notice (PCN) issue rates for the current financial year. This reflected that the total PCN issue rates across the Parking

Partnership were 8% up against the estimated forecast in the business plan, 10.5% up in comparison to last year and 2.8% above the pre-covid-19 financial year.

Chelmsford and Brentwood are both above forecast, but it was noted that the smaller areas are less consistent due to the impact of staff vacancies/absences and lack of diverse income streams. Where an issue is identified, the relevant authority has received support from the partnership with Basildon's staffing issues being resolved in July and Maldon currently receiving additional support from the Chelmsford area..

### Equipment

The new equipment that the partnership has recently purchased, including body cameras are being put to use by officers across the area. More advanced technology to assist in their duties, including data lead and camera enforcement is also being explored at this stage.

The joint committee also received an update on the procurement of new hybrid vehicles and the intention to replace handheld equipment and uniforms.

### Staffing and Recruitment

The panel heard that in the last 18 months the partnership has recruited 14 new staff and are looking to continue the recruitment drive in the new year.

The Parking Partnership has now been awarded police accreditation in Chelmsford and it is the intention for this to be expanded across the partnership.

The School Parking Liaison Officer has recently taken up their new post and is making good progress in their tasks.

In response to questions and queries raised, the joint committee members heard:

- Maldon District Council had suffered with staffing resource issues within a small team, but they are receiving support from other authorities and teams and looking to recruit in the new year.
- Staffing levels are assessed on a business case need and can be reviewed at any stage.
- High streets are often a particular issue in relation to parking arrangements, the partnership is exploring novel ways of tackling this.
- The partnership is open to explore new tender for equipment should anyone be able to make any recommendations. They will explore the supplier used in Brentwood to supply CCTV cameras.
- The parking camera car that was procured by the partnership is currently out of use as they are awaiting repairs, the supplier has been chased regarding this issue.
- The recent police accreditation that officers in Chelmsford have received involves a training programme and the joint committee will receive an update of what the roles and duties involve once this has been completed.
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AGREED that the Operational and Performance report on the Parking Partnership be noted.

(15:10-15:41)

## 8. 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 6 December 2022. The report showed an overall surplus of £161,283. This comprises of a surplus of £390,580 for SEPP and a deficit of £229,297 for the TRO account.

The PCN income budget of £1,565,300 for this financial year is likely to be achieved. It was noted that compared to 2019/20 (the last financial year not significantly impacted by the pandemic) the PCN income was very similar to that of a normal year of operation, with the best performance this year being in the month of November.

The joint committee also heard an update on costs and expenditure, with one item of reserve spend being logged, for new bodycam equipment.

**AGREED** that the financial position of the Partnership for this period be noted.

(15:41-15:44)

## 9. Annual Business Plan 2023/24

The joint panel received a report on the proposed annual budget and business aims and objectives that the partnership sets out to achieve in the forthcoming year. The main issues included:

- To write off all specific parking authority deficits, including those under £35,000.
- To maintain a reserve of £400,000
- The identification and monitoring of key risks, with the top 3 remaining unchanged from the current year
- A commitment to secure funding for TRO projects, where possible
- A commitment to the business objectives, as set out in the report

The report highlighted an overview of the allocated and remaining funds. It was noted that of the income the partnership receives, the majority (65%) is from PCNs with residents permits and other measures making up the remainder. The joint committee were also reassured that the £497,000 surplus could contribute to the surplus sharing agreement.

In response to questions and queries raised, the joint committee members heard:

- The best way for parking restrictions to be developed swiftly on new housing estates is for a good level of communication between relevant officers within each local authority.
- When a contract is due for renewal/replacement, the process of procuring new arrangements normally begins 12 months prior to the end of the contract.

**AGREED** that the annual business plan for 2023/24 be approved with all of the proposed actions and objectives detailed in the report.

(15:44-16:01)

## 10. Rochford proposals for allocation of funding

The joint committee was requested to approve the schemes proposed by Rochford District Council to spend their allocation from the SEPP operational fund. The schemes total costs were £160,000 and covered various matters including the improvement of air quality monitoring and traffic and parking management.

The report detailed how the schemes meet the requirement of Section 55 of the Road Traffic Regulation Act (1984), which is a legal requirement for them to proceed.

A member for Rochford District Council confirmed that the proposals had been reviewed locally and had received cross party support.

The joint committee **AGREED** to approve the proposal.

*(16:01-16:07)*

## 11. Forward plan of meetings

The joint committee heard a report detailing the forward plan of agenda items and future meeting dates and location for 2023/24.

The joint committee **AGREED** the forward plan as set out in the report.

*(16:07-16:09)*

## 12. Date and time of next meeting

AGREED that the next meeting of the Joint Committee be on 16th March 2023 at 2pm.

The meeting closed at 16:10

Chair