

MINUTES
of the
SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE
held on 15th January 2025 at 10am

Members present:

Councillor Alan Ball – Basildon Borough Council
Councillor Simon Morgan – Maldon District Council
Councillor Daryll Sankey – Brentwood Borough Council
Councillor Laureen Shaw – Essex County Council
Councillor Terry Sherlock – Chelmsford City Council

Officers present:

Nick Binder - Chelmsford City Council
Paul Brookes – Chelmsford City Council
William Butcher – Chelmsford City Council
Carole Carr – Brentwood Borough Council
Bret Edwards – Basildon Borough Council
Jo Heynes – Essex County Council
Stuart Jarvis – Castle Point Borough Council
Russell Panter – Chelmsford City Council
Dan Sharma-Bird – Chelmsford City Council
Nicola Syder – Maldon District Council

1. Welcome and Introductions

The Chair welcomed those present to the meeting.

2. Apologies for Absence

Apologies were received from Cllr Andrew Cross (Rochford District Council), Mike Fuller (Castle Point Borough Council), Sharon Braney (Rochford District Council), Michael Packham (Chelmsford City Council) and Alan Underdown (Basildon Borough Council). Bret Edwards (Basildon Borough Council) substituted for Alan Underdown.

3. Minutes of the Joint Committee Meeting 10 October 2024

The minutes of the meeting 10 October 2024 were confirmed as a correct record.

4. Public Question Time

A member of the public asked the Joint Committee a question regarding a recently accepted and funded application for parking restrictions in Stock Village. They asked when exactly in Q1 the proposal would be advertised, when the consultation period would commence and would enforcement officers visit regularly once the restrictions were in place.

In response officers informed the member of the public that they were expecting to advertise the scheme at the end of February, with a 21 day consultation period. After the consultation period, any support or objections would be looked at by the Committee under delegated authority, before a decision would be made to make the order, make the order less restrictive or to withdraw it. They clarified that when advertised, detailed maps of the restrictions would be available. Officers also stated that when a new restriction was put in place, they would often have more frequent patrols at the beginning to assist with the implementation and that during that time, they would also assess what the frequency of checks should be going forward.

(10.01am to 10.05am)

5. Operational and Performance Report (Verbal Update)

The Joint Committee received a verbal update on enforcement operational matters. The Joint Committee were informed that there had been positive recruitment news recently, with two posts filled and a good response to adverts for others. The Joint Committee also heard that new handheld devices and printers should be in use across SEPP soon and that officers were exploring the use of Full Hybrid vehicles and the option to either purchase or lease the vehicles. The Joint Committee were also updated on ongoing projects, including camera enforcement in Brentwood, service level agreements with Basildon and Maldon, the re location of the Rochford office and the use of anti-social behaviour legislation to tackle parking issues. It was noted that for example, community protection warnings could be issued where businesses were persistent offenders if a vehicle could be linked to the premises. The Joint Committee heard of a recent example in Maldon where the approach had been utilised.

The Joint Committee also heard that officers were due to attend a British Parking Association seminar where footway parking was due to be discussed and that they would report back. The Joint Committee were also updated on school parking initiatives, including new schools that had signed up and discussions about the scheme with other schools. The Joint Committee were also informed that PCN issue rates were fairly stable across the partnership, despite staffing issues in some areas, but that figures would be in line with the business plan objectives by the end of the year.

RESOLVED that the operational and performance update be noted.

(10.06am to 10.29am)

6. Financial Report

The Joint Committee received a financial report regarding the financial position of South Essex Parking Partnership for the period covering 1st April 2024 to 18th December 2024. The report also provided details of the actual costs and income received in this period.

Members heard that there was a surplus of £403,818 for SEPP and a deficit of £233,094 for the TRO account. The overall position for the Partnership was a surplus of £170,723 which was reported to be an improvement of £155,849 since August.

It was reported that the Partnership had received a total of £997,540 in 2024/25 from PCN income. In the same period in 2023/24, members were advised that the Partnership had received £1,083,860. It was advised that there was a risk that the income levels from PCN's would not reach the levels achieved in 2023/24.

It was advised that there had been three items of reserve spend to date in 2024/25, £186,000 allocation of Operational Fund to Essex County Council, £232,500 allocation of Operational Fund to Chelmsford City Council and £26,000 allocation of Operational Fund to Rochford District Council, totalling £444,500. It was noted that after taking the reserve spend into account, the total position for the partnership was a deficit of £273,777.

RESOLVED that the financial report be noted.

(10.29am to 10.35am)

7. Annual Business Plan 2025/26

The Joint Committee received a report on the proposed annual budget and business aims/objectives that the partnership set out to achieve in the forthcoming year. It was noted that the business objectives for 2025/26 had been set to ensure the Partnership maintained the current level of performance and continued to provide a high level of service delivery. It was also noted that the financial position and budget set for 2025/26 had ensured that all services would continue to be funded from the Partnership account with sufficient reserves to cover any shortfalls should they arise.

The Joint Committee were informed of the five key recommendations that they were being asked to approve as part of the Annual Business Plan for 2025/26;

- approve the 2025/26 budget and the proposed actions and objectives
- approve the proposed allocation of funding (Table 3 page 20) for 2025/26
- agree to maintain a reserve of £400,000 for financial year 2025/26
- approve the proposed on-street parking permit and pay and display fees and charges for 2025/26
- approve the risks identified and the action plan to address the top three risks in Appendix B.

The Joint Committee heard that the proposal to increase resident permit costs and on street pay and display costs would assist with offsetting higher National Insurance costs. They were also informed that a future paper would be presented on the costs of hybrid and EV

vehicles, and that further information from Brentwood was required about a potential red route in their area.

The Joint Committee were informed of the importance of keeping a reserve as in previous years and that the increased fees and charges had not been increased since 2015. It was noted that these were expected to raise income by £92,000. The Joint Committee heard that the surplus from the parking enforcement account was expected to be £332,000 and that would contribute towards the TRO operational costs, the maintenance of sign and lines and the funding for new TROs identified in part 2 of the arrangement, with no estimated surplus to be added to Part 3 of the surplus sharing arrangement. The Joint Committee were also informed by officers that it was too early to comment on how the partnership may be structured in the future, as a result of Devolution and Local Government Reorganisation.

RESOLVED that;

1. the Joint Committee approved the attached Business Plan for 2025/26 and;
2. approved the 2025/26 budget and the proposed actions and objectives and;
3. approved the proposed allocation of funding (Table 3 Page 20) for 2025/26 and;
4. agreed to maintain a reserve of £400,000 for the financial year 2025/26 and;
5. approved the proposed on-street parking permit and pay and display fees and charges for 2025/26 and;
6. approved the risks identified and the action plan to address the top three risks in Appendix B.

(10.36am to 10.57am)

8. Forward Plan of meetings

The Joint Committee considered a report detailing the forward plan of agenda items and the proposed meeting dates for 2025/26.

RESOLVED that;

1. the forward plan of agenda items be agreed and;
2. the future meeting dates of 26 June 2025, 11 September 2025, 11 December 2025 and 12 March 2026 all commencing at 2pm be agreed and;
3. the meetings be held at the Chelmsford City Council offices.

(10.57am to 10.58am)

9. Date and time of next meeting:

RESOLVED that the next meeting of the Joint Committee be on 13th March 2025 at 2pm, at the Chelmsford City Council offices.

The meeting closed at 10.59am

Chairman