

**MINUTES**  
of the  
**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**  
held on 24 June 2021 at 2pm

Members present:

Councillor Jon Cloke – Brentwood Borough Council  
Councillor Daniel Efde – Rochford District Council  
Councillor Simon Hart – Castle Point Borough Council  
Councillor Carlie Mayes – Maldon District Council  
Councillor Carole Morris – Basildon Borough Council  
Councillor Andrew Sosin – Chelmsford City Council

Officers present:

Nick Binder – Chelmsford City Council  
Trudie Bragg – Castle Point Borough Council  
William Butcher – Chelmsford City Council  
Liz Burr - Essex County Council  
Mike Dun – Brentwood Borough Council  
Nicola Syder – Maldon District Council  
James Hendry – Basildon Borough Council  
Brian Mayfield – Chelmsford City Council  
Michael Packham – Chelmsford City Council  
Russell Panter – Chelmsford City Council

### 1. Welcome and Introductions

Nick Binder welcomed those present to the meeting of the Joint Committee, including Councillor Carole Morris, who was attending her first meeting of the Committee.

### 2. Apologies for Absence

Apologies for absence had been received from Councillor Mike Mackrory, Chelmsford City Council, who had appointed Councillor Andrew Sosin as his substitute, and Matt Harwood-White, Rochford District Council.

### 3. Election of Chair

AGREED that Councillor Jon Cloke (Brentwood Borough Council) be elected as Chair of the Joint Committee for 2021/22.

#### 4. Appointment of Vice Chair

AGREED that Councillor Mike Mackrory (Chelmsford City Council) be appointed Vice Chair of the Joint Committee for 2021/22.

#### 5. Appointment of Sub-Committee (Objections to Traffic Regulation Orders)

The Joint Committee was requested to appoint members to serve on the Sub-Committee responsible for considering new proposals requiring a Traffic Regulation Order (TRO) to which objections had been received.

AGREED that a Sub-Committee comprising the Chair, Vice Chair and another member of the Joint Committee, representing the district with the greatest number of TROs under consideration at a particular meeting, be appointed for 2021/22.

#### 6. Minutes of the Joint Committee Meeting on 4 March 2021

The minutes of the meeting on 4 March 2021 were confirmed as a correct record.

#### 7. Public Question Time

A question was asked on whether any steps could be taken to prevent car transporters stopping on Westway outside of car dealerships and adding to the congestion on that road. The Joint Committee was informed that although Civil Enforcement Officers (CEOs) visited the area regularly, the transporters were parked where a loading concession was in place and provided they were in the process of loading or unloading vehicles, or were about to do so, enforcement was difficult. Consideration could be given to changing the restrictions but discussions with the car dealerships about the management of the transporters might be more fruitful.

#### 8. Operational Report

A report was submitted on the performance and operation of the South Essex Parking Partnership. The Joint Committee was informed that:

- All vacant posts had been or were in the process of being filled. Some agency staff were still being employed and were generally of a good standard.
- Dash cams had now been installed in all vehicles, with the aim of promoting safe driving and reducing insurance claims. Their cost was being met as part of the leasing charges for the vehicles operated in Basildon.
- Body cameras and their software had been upgraded. Consideration would be given to acquiring a new system in 2022/23.
- The risk assessments for all staff had been reviewed and whilst no new hazards had been identified some new controls had been introduced.
- A new style, less formal, uniform had been procured for CEOs.

- SEPP continued to work with NEPP to share best practice, exchange information on operational issues and look at ways to work more closely together.
- Training continued for all staff, including new recruits and managers, to ensure that all were working to a high standard.
- The performance of SEPP was under constant review and measures were being taken to help its recovery after the pandemic. The Business Plan for 2021/22 included an objective of 3,000 PCNs a month on average and a promising start had been made to the current financial year.

In response to a question, Nick Binder said that temporary ad hoc dispensations had been granted to some people working from home during the pandemic. A long-term solution associated with the increased tendency for home working could involve the introduction of more residents parking.

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

(2.12pm to 2.29pm)

## 9. Financial Report for 2021/22

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 10 June 2021. The report showed a surplus of £68,196 for SEPP and a deficit of £89,198 for the TRO account on a cash basis for the financial year to 10 June 2021. There had been no spending from the Reserve. This resulted in an overall deficit for the Partnership, including the TRO account, of £21,003.

This represented a significant improvement over the position at the same time in 2020/21, when the Partnership had shown a total deficit of £378,549. Income to 10 June 2021 had been £326,857.

AGREED that the financial position of the Partnership at 11 June 2021 be noted.

(2.29pm to 2.30pm)

## 10. Financial Outturn for 2020/21

The Joint Committee considered a report on the financial position of South Essex Parking Partnership for the year ending 31 March 2021, which showed a cash-based deficit of £32,139 for SEPP and a deficit of £365,642 for the TRO account before taking into account items funded from the Reserve and the Government Sales, Fees and Charges (SFC) Compensation Scheme. This resulted in an overall deficit position of £397,781 when the TRO account was included.

A claim under the SFC had been submitted on behalf of the Partnership resulting in a provisional additional grant income of £450,637 in 2020/21. This figure was provisional but if confirmed the overall position would move into a surplus for 2020/21 of £52,856 before the use of reserves.

AGREED that the financial outturn of the Partnership for 2020/2021 be noted and approved.

(2.30pm to 2.35pm)

### 11. Annual Report of the South Essex Parking Partnership 2020/21

The Joint Committee received a draft of the Annual Report of the Partnership for 2020/2021. The report detailed the performance of the Partnership in the light of the Covid-19 pandemic and therefore was not typical of previous Annual Reports. It concluded, however, that the operation had demonstrated good resilience and adapted to the changing guidance and social distancing restrictions throughout the year to provide a fully functioning operation with high levels of customer service. Nick Binder expressed his appreciation for the work and support of the SEPP staff in helping the Partnership to weather that difficult period.

The impact of Covid-19 resulted in PCN issue rates falling by 48% and the overall income was down by 38%. The provisional Fees, Sales & Charges income compensation claim, if successful, would ease the deficit position and cover the cost of the TRO operation, resulting in a slight surplus position of £52,856.

Replying to a question on the school parking initiative, Nick Binder said that the Partnership was dealing with new requests from schools. Options for filling the vacant post of Schools Parking Officer, including the possibility of sharing it with NEPP, were being considered. Members were informed that enforcement of parking restrictions outside some schools by schools' CCTV cameras was not possible unless they were registered as surveillance operations. Enforcement by vehicles fitted with dash cams was not appropriate in all cases and a better solution was the provision of fixed cameras to cover areas where persistent parking problems existed.

On the issue of pavement parking, the Joint Committee was told that no timeframe had been provided by the government to decriminalise this and enable local authorities to enforce obstruction. The Partnership would be ready to carry out the enforcement role when allowed to do so but the challenge would be the resources needed for enforcement in those areas currently without parking restrictions.

AGREED that the Annual Report of the Partnership for 2020/10 submitted to the meeting be approved.

(2.35pm to 2.55pm)

### 12. Batch 18 Signs and Lines Maintenance and New Parking Schemes Requiring a TRO

The Committee received a report on the Batch 18 list of maintenance funding requirements, which were considered and approved by the SEPP Manager and the Chairman and Vice Chairman of the SEPP Joint Committee in May 2021. They included schemes where enforcement was proving difficult due to discrepancies with the signs and lines, and parking scheme where a new TRO was required.

The total funding required for the signs and lines schemes was estimated to be in the region of £74,500 and that for the new TROS in the region of £58,000. The funding available for the financial year 2021-22 after approval of those schemes was £67,500.

AGREED that the report on the funding of Batch 18 schemes be noted.

(2.55pm to 2.58pm)

### 13. Update on Joint Committee Agreement after March 2022

The Joint Committee was informed that a meeting would be held on 7 July between the County Council, SEPP and NEPP to finalise the terms of a new Joint Committee arrangement after March 2022. The terms would be discussed with partner councils before being submitted to the County Council's Cabinet in September. If agreed, they would be reported to the next Joint Committee meeting and councils would be asked to approve them before December.

AGREED that the position on the Joint Committee Agreement be noted.

(2.58pm to 3.03pm)

### 14. Date and Time of Next Meeting

AGREED that the next meeting of the Joint Committee be on 28 October 2021 at 2pm.

The meeting closed at 3.03pm

Chair