

**MINUTES**  
of the  
**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**  
held on 31 August 2023 at 2pm

Members present:

Councillor Ian Fuller – Chelmsford City Council  
Councillor Simon Morgan – Maldon District Council  
Councillor Carole Morris – Basildon Borough Council  
Councillor Laureen Shaw – Essex County Council  
Councillor Darryl Sankey – Brentwood Borough Council  
Councillor Vilma Wilson – Rochford District Council

Also in attendance

Councillor Andrew Sosin – Chelmsford City Council

Officers present:

Trudie Bragg – Castle Point Borough Council  
James Hendry – Basildon Borough Council  
Nick Binder – Chelmsford City Council  
William Butcher – Chelmsford City Council  
Russell Panter – Chelmsford City Council  
Michael Packham – Chelmsford City Council  
Dan Sharma-Bird – Chelmsford City Council

## 1. Welcome and Introductions

Nick Binder welcomed those present to the meeting of the Joint Committee and members of the Joint Committee and officers introduced themselves.

## 2. Apologies for Absence

Apologies for absence were received from Councillor M Fuller, Castle Point Borough Council. Apologies had also been received from Sharon Braney – Rochford District Council, Jo Heynes – Essex County Council, Nicola Syder – Maldon District Council

### 3. Election of Chairman for the ensuing Municipal year

Two nominations were made by members of the Joint Committee for Cllr Sankey and Cllr Shaw. The nomination for Cllr Sankey was not seconded, but the one for Cllr Shaw was.

The nomination for Cllr Shaw was voted on and carried by the Joint Committee.

AGREED that Cllr Shaw be elected Chairman for the 2023-24 Municipal year.

### 4. Election of Vice Chairman for the ensuing Municipal year

One nomination was made by members of the Joint Committee and seconded, for Cllr Morris.

The nomination for Cllr Morris was carried.

AGREED that Cllr Morris be elected Vice Chairman for the 2023-24 Municipal year.

### 5. Minutes of the Joint Committee Meeting 16 March 2023

The minutes of the meeting 16 March 2023 were confirmed as a correct record. At this point of the meeting, the Chairman expressed their thanks to the former Chair, Cllr Mackrory.

### 6. Public Question Time

Two members of the public spoke during Item 7 and their comments are detailed under that item. Three questions were also asked by a local ward Councillor, who was attending the meeting. They asked about parking issues at the Hamptons, the rejection of a parking application on Chelmerton Avenue and an update on a request for parking restrictions that had been raised by a resident, all in Great Baddow.

In response to the questions raised by the ward Councillor, officers provided the below answers;

- Larger occasional events at the Hamptons could lead to parking space levels being exceeded and conversations had been taking place with the owners regarding this. It was noted that officers were looking into developing a travel plan for days with larger events, which would require some marshalling and traffic management to be supplied by the Hamptons management. It was noted that there would be a requirement to test some options in the first instance and the Parking Partnership remain in communication with the Hamptons to establish when the next large event may be. It was also highlighted that there could sometimes be temporary congestion issues when visitors attend and leave all at the same time, but these only lasted for 5-10 minutes as traffic left the venue.
- The Chelmerton Avenue scheme must have not yet met the relevant criteria and if there had been changes in circumstance then it could always be reassessed.
- The other request for parking restrictions, appeared to be one seeking support from a ward Councillor before its submission.

## 7. Consider objections against an advertised TRO – Ashingdon Road, Rochford

The Joint Committee considered a report which asked them to consider the objections made against an advertised TRO for Ashingdon Road in Rochford and to either agree that the proposed order be made as advertised, or made with modifications or for it to be withdrawn. The Joint Committee heard that the recommendation was to make the order as advertised and the area would be added to permit parking areas zone Q. It was noted that the application had come on the back of access issues for local residents during school pick up and drop off times. It was noted that initial consultation with residents had resulted in six being in favour and one not. The Joint Committee heard that officers had reviewed the objections but did not feel they outweighed the issues being caused and therefore were continuing to propose that the order be made as advertised.

Two members of the public attended the meeting and addressed the Joint Committee. They stated that double parking was a significant issue in the area and this led to continued issues with accessing their own properties, due to inconsiderate parking. It was noted that sometimes it was impossible to access properties during school times and this had been an ongoing problem for many years. The Joint Committee also heard that there was no other alternative access into the lane that the properties were situated on and in many cases it was not even worth attempting to leave or arrive at the properties via car. The Joint Committee were referred to a similar permit scheme nearby which had alleviated issues and it was felt by residents that the proposed scheme would benefit their side of the road in the same way.

A local ward member also informed the Joint Committee, that the issues had been significant for a long time and they fully supported the application. They stated that the process of applying for the TRO had been delayed by Covid and nearby new housing developments, but it was now clear that this was the only solution to the problem.

In response to questions from members of the Joint Committee, officers confirmed the land was highways land and that the application had been deferred due to waiting to see what happened with the nearby new housing development. It was noted that it had become clear that the developers were not going to deal with the relevant piece of road and therefore the TRO would be required. It was also noted that residents would receive resident and visitor permits in the usual way if approved and that the enforcement team would patrol regularly to begin with.

AGREED that the proposed Order should be made as advertised (Permit Parking Area Zone Q Mon-Fri 8am-10am and 2pm-4pm excluding Bank Holidays)

(2.10pm to 2.34pm)

## 8. Enforcement Operations Update (verbal update)

The Joint Committee received a verbal update on enforcement operational matters. It was noted that PCN issue rates were down slightly against the business plan forecast but still 6.5% up on the previous year, the impact of covid on changing travel behaviours was still being monitored. The Joint Committee heard that there were currently three civil enforcement officer vacancies, with efforts now being focused at Basildon. It was also noted that there was a greater demand for enforcement outside of core hours and this was an area that would continue to be assessed going forward. It was also noted that civil enforcement officers now had police accreditation and were therefore able to work more closely with the police when required. Officers also informed the Joint Committee that efforts continued with the reporting section of the website where they were aiming to make it a more educational process with further signposting where required. The Joint Committee were also updated on the continued progress of the 3pr scheme. It was noted that there were now 51 schools involved, including 13 new ones and three refresher schemes.

In response to questions and comments from the Joint Committee, it was noted that;

- Some of the Council's in the partnership effectively had a deficit and this was commonly due to the fact that PCN's do not fully cover the cost of the function. Therefore some of the smaller authorities who had less income from residents parking schemes and on street parking would have less potential income.
- Officers were always available to discuss options and income generating ideas with the lead Councillors.

(2.35pm to 2.53pm)

## 9. Financial outturn 2022/23

The Joint Committee considered a report on the financial position of South Essex Parking Partnership for the year ending 31 March 2023, which showed a cash-based surplus of £465,114 for SEPP and a deficit of £335,400 for the TRO account before taking into account items funded from the Reserve. This resulted in an overall deficit position of £129,714 when the TRO account was included.

It was noted that the total use of reserves in 2022/23 had been £208,703 and once this was taken into account, the net position for the Partnership including the TRO account was a deficit of £78,988.

It was noted that the £78,988 deficit, plus the £100,000 initial cashflow assistance from ECC were added to the total reserve balance, taking the Partnership to a cumulative cashable position of £2,155,790 at the end of 2022/23.

AGREED that the financial outturn of the Partnership for 2022/2023 be noted and approved.

(2.54pm to 2.59pm)

## 10. Financial Report 2023/24

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 21 August 2023. The report showed a surplus of £94,063 for SEPP and a deficit of £150,523 for the TRO account on a cash basis for the financial year to 21 August 2023. This resulted in an overall surplus for the Partnership, including the TRO account, of £56,460.

It was noted that in comparison between the current year and last year, the 23/24 figure represented just under 105% of the income received in 22/23 over the same period. In response to a question from a member of the Joint Committee, it was noted that the out of hours spend in Brentwood had been to facilitate the use of Community Safety Officers to issue PCN's outside of core hours.

AGREED that the financial position of the Partnership at 21 August 2023 be noted.

(3pm to 3.05pm)

## 11. Annual Report of the South Essex Parking Partnership 2022/23

The Joint Committee received a draft of the Annual Report of the Partnership for 2022/23. It was noted that the Joint Committee Agreement included a responsibility for producing an annual report and it had been produced in line with the Traffic Management Act of 2004. The report detailed the financial position of the Partnership, Team performance, PCN issue and recovery rates and a conclusion of the year. Officers informed the Joint Committee that, the year had still not been a consistent one due to ongoing changes in behaviours post covid, but that the income levels were starting to get back to previous levels. It was noted that the Partnership was well placed to continue the delivery of an effective service, efficiently into 2023/24.

In response to questions from the Joint Committee, it was noted that;

- 18% of the total number of PCN's issued were challenged by members of the public and 6% of the total number of PCNs issued were cancelled following a successful challenge.
- PCN's could either be high level contraventions charged at £70 or a lower level contraventions at £50.
- There were various reasons that a PCN could be cancelled by an officer, this included a ticket not being entered correctly or a test ticket at the start of the day.
- A type error was noted in Table 6, page 13 of the Annual Report. £186,00 needs amending to the correct figure of £186,000 before the report is published.

The Joint Committee expressed their thanks to the staff working within the partnership for their continued hard work.

AGREED that the Annual Report of the Partnership for 2022/23 submitted to the meeting be approved.

(3.06pm to 3.22pm)

## 12. Chelmsford proposal for the allocation of the agreed share of the operational fund

The Joint Committee received a report detailing the proposal from Chelmsford City Council on how they intended to use the agreed £232,500 allocation from the SEPP operational fund, in accordance with Section 55 of the Road Traffic Regulation Act 1984. It was noted that the funds had been allocated over two projects, the resurfacing and relining of Fairfield Road Car Park and improvement works to the High Chelmer Multi- Storey Car Park.

AGREED that;

1. The proposed schemes totalling £232,500, are in accordance with Section 55 of the RTRA 1984 act and;
2. The SEPP manager be authorised to release the funds to Chelmsford City Council from the SEPP parking account.

(3.23pm to 3.27pm)

## 13. Basildon proposal for the allocation of the agreed share of the operational fund

The Joint Committee received a report detailing the proposal from Basildon Borough Council on how they intended to use the agreed £186,000 allocation from the SEPP operational fund, in accordance with Section 55 of the Road Traffic Regulation Act 1984. It was noted that the funds had been allocated over three projects, Car Park improvements and the trial of formalising/restricting informal parking areas and Electric Vehicle Infrastructure.

AGREED that;

1. The proposed schemes totalling £186,000, are in accordance with Section 55 of the RTRA 1984 act and;
2. The SEPP manager be authorised to release the funds to Basildon Borough Council from the SEPP parking account.

(3.28pm to 3.30pm)

## 14. Date and time of next meeting:

AGREED that the next meeting of the Joint Committee be on 14 December 2023 at 2pm.

The meeting closed at 3.30pm

Chairman