

MINUTES
of the
SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE
held on 26th June 2025 at 2pm

Members present:

Councillor Aidan McGurran – 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
William Butcher – Chelmsford City Council
Brett Edwards – Basildon Borough Council
Stuart Jarvis – Castle Point Borough Council
Mike Packham – Chelmsford City Council
Russell Panter – Chelmsford City Council
Dan Sharma-Bird – Chelmsford City Council

1. Welcome and Introductions

Nick Binder welcomed those present to the meeting.

2. Apologies for Absence

Apologies were received from Carol Carr (Brentwood Borough Council), Cllr Andrew Cross (Rochford District Council), Cllr Mike Fuller (Castle Point Borough Council), Jo Heynes (Essex County Council), Nicola Syder (Maldon District Council), Sharon Braney (Rochford District Council) and Alan Underdown (Basildon Borough Council).

3. Election of Chairman for the ensuing Municipal year

A nomination was made by members by the Joint Committee and seconded, for Councillor Shaw.

AGREED that the Chairman for the ensuing Municipal year would be Councillor Shaw.

4. Election of Vice Chairman for the ensuing Municipal year

A nomination was made by members by the Joint Committee and seconded, for Councillor Sherlock.

AGREED that the Vice Chairman for the ensuing Municipal year would be Councillor Sherlock.

5. Minutes of the Joint Committee Meeting 13 March 2025

The minutes of the meeting 13 March 2025 were confirmed as a correct record.

6. Public Question Time

No public questions were received.

7. Operational and Performance Report (Verbal Update)

The Joint Committee received a verbal update on enforcement operational matters. The Joint Committee were informed that in relation to recruitment, three posts, one each at Brentwood, Chelmsford and Maldon were set to be filled soon. The Joint Committee also heard that new bodycams had been purchased along with two vans that had been purchased on favourable terms at the end of their lease. It was also noted that new flowbird machines had been purchased by Basildon for use in their car parks.

The Joint Committee heard that camera enforcement options continued to be explored with Brentwood and that service level agreements with Basildon and Maldon had also recently been looked at. There had also been a customer engagement project, involving officers carrying cards with QR codes, directing residents to the relevant web pages for resident permits and season ticket applications. The Joint Committee also noted that the footway parking bill was moving through the legislative stages and that no further information had been received from the British Parking Authority on increased PCN charges to date. The Joint Committee also heard that most areas were performing well against the business plan, with the overall position slightly above expectations.

In response to a question on the proposed camera enforcement and red route on Brentwood High Street, officers confirmed that work was expected on this later in the year and that meetings had been taking place with Essex Highways and that works to improve the road surface would also be required and that it would be important for Brentwood Borough Council to engage with the businesses on the High Street. In response to a further question, it was noted that the bill on pavement parking was still in its early stages and it was not

clear yet how it would affect local authorities, in terms of if additional Traffic Regulation Order's would be required for significant parts of the public highway or not.

RESOLVED that the operational and performance update be noted.

(2.03pm to 2.20pm)

8. Financial Outturn 2024/25

The Joint Committee received a financial outturn detailing the financial position of the South Essex Parking Partnership for the period covering 1st April 2024 to 31st March 2025. The report also provided the details of the actual costs incurred and income received.

Members were advised of the closing positions for the account, including the TRO account, in the last financial year for the Partnership. They heard that by 31st March 2025, there was a surplus of £195,670 for SEPP and a deficit of £340,702 for the TRO account. This resulted in an overall deficit position of £145,032. The closing position for the Partnership on 2023/24 was a surplus of £33,634, including the TRO account. The key variation compared to 23/24 had been lower than anticipated PCN income, but that expenditure had been broadly in line with 23/24.

The Joint Committee heard that the income levels from PCN had dropped between 2023/24 and 2024/25, receiving £108,770 less in 2024/25. They also heard that expenditure on items funded from the SEPP reserves had all been within the requested funding with a total amount of £650,833. The net position for the Partnership, including the TRO account, after use of reserves, was a deficit of £795,865. The Partnership currently have a cumulative cashable position of £801,740 which did not include £478,316 of outstanding fines that were yet to be collected.

RESOLVED that the financial outturn for 2024/25 be noted.

(2.20pm to 2.22pm)

9. Financial Report 2025/26

The Joint Committee received a financial report regarding the financial position of South Essex Parking Partnership for the period covering 1st April 2025 to 9th June 2025. The report also provided details of the actual costs and income received in this period.

Members were advised that the SEPP account showed a surplus of £127,750 but also a deficit of £77,757 for the TRO account. The overall surplus position for the SEPP, including the TRO account, was therefore £49,993. It was noted that it was early in the year to say what PCN levels would be at year end but early indications were that income could be at broadly the same level as achieved in 24/25. The Joint Committee also noted that there had not been any spend from reserves to date for 25/26.

RESOLVED that the financial report be noted.

(2.23pm to 2.24pm)

10. Annual Report of the South Essex Parking Partnership 2024/25

The Joint Committee received the 2024/25 Annual Report of the South Essex Parking Partnership as per required on Section 14.1.9 and 28.3 of the Joint Committee Agreement. It was also advised that the annual report was produced in line with the Traffic Management Act which placed a duty on enforcement authorities to produce and publish an annual report. The report detailed the financial position and reserves of the Partnership, team performance data, and PCN issue and recovery rates.

The Joint Committee were informed that costs of the partnership continued to increase, whilst income stayed flat and this had led to the increase in resident permit fees and pay and display charges in 2024/25. It was also noted that the main function of the partnership was to deliver enforcement and a surplus in this area was then normally used to cover Traffic Regulation Order costs. It was also highlighted that the £400k set reserve had been maintained, but that it was important that a rise in PCN Charges would be agreed by government in the near future to assist with rising costs. It was noted that PCN income had been down in 2024/25, partly due to vacancies, but that the amount fully paid had been in line with the national average, only 6% had been cancelled due to challenge, 1.5% for errors and only 0.08% of motorists had gone to the independent adjudicator. An error in the report was also highlighted to the Committee in the executive summary of the Annual Report where the figure of £155,050 allocated during the year for new schemes requiring a new TRO needed to be switched with the figure of £34,500 allocated during the year for essential maintenance of signs and lines.

RESOLVED that the Annual Report 2024/25 be approved with the above amendment.

(2.25pm to 2.37pm)

11. Update on the School Parking Initiative

The Joint Committee received a verbal update on the School Parking Initiative. The Joint Committee were informed that Rayleigh Primary School had recently joined the 3pr gold scheme and that banners would be put in place soon and that St Margarets School in Basildon had also shown an interest in joining the gold scheme. The Joint Committee heard that other schools were being contacted and there were around 60 schools now signed up to the 3pr scheme. It was noted that an audit of signed up schools would be carried out too to ensure that it was working well and that findings would be reported to a future meeting.

In response to questions, it was confirmed that primary schools in Ingatestone could be reached out to and that success of the scheme was measured via complaint levels and liaison with Civil Enforcement Officers visiting sites.

RESOLVED that report be noted.

(2.38pm to 2.42pm)

12. Funding decisions made under delegated authority

The Joint Committee considered a report detailing the funding decisions made under delegated authority by the South Essex Parking Partnership Manager in consultation with the SEPP Joint Committee Chairman and Vice Chairman so far in 2025/26. It was noted that the individual funding decisions were detailed in the Appendix and from the allocated sum of £200,000, a total amount of £162,000 had been approved and allocated under the arrangements, leaving £38,000 for the remainder of the financial year.

RESOLVED that the decisions made under delegated authority be noted.

(2.43pm to 2.47pm)

13. Date and time of next meeting

RESOLVED that the next meeting of the Joint Committee be on 11th September 2pm, in the Marconi Room, at the Chelmsford City Council offices.

The meeting closed at 2.47pm

Chairman