

**MINUTES**  
of the  
**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**  
held on 13<sup>th</sup> March 2025 at 2pm

Members present:

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:

Freddey Banks-Ayres – Chelmsford City Council  
Nick Binder - Chelmsford City Council  
William Butcher – Chelmsford City Council  
Carole Carr – Brentwood Borough Council  
Jo Heynes – Essex County Council  
Stuart Jarvis – Castle Point Borough Council  
Russell Panter – Chelmsford City Council  
Mike Packham – Chelmsford City 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), Cllr Mike Fuller (Castle Point Borough Council), Cllr Alan Ball (Basildon Borough Council), Nicola Sydor, (Maldon District Council), Sharon Braney (Rochford District Council) and Alan Underdown (Basildon Borough Council).

## 3. Minutes of the Joint Committee Meeting 10 October 2024

The minutes of the meeting 15 January 2025 were confirmed as a correct record.

A copy or list of all schools in the scheme to be sent. It's in the annual report this is to be sent to Cllr Stankey.

## 4. Public Question Time

No public questions were received.

(2.00pm to 2.02pm)

## 5. 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 there had been two posts filled and were waiting on start dates, and two vacancies in Chelmsford that had been filled with agency. The Joint Committee also heard that new handheld devices were now in action and feedback had been positive with a highlight on the higher quality of photos taken in low light. In relation to Full Hybrid vehicles, 4 MG vehicles had been ordered to replace the Citroen Berlingo's due to the expired lease.

A summary of ongoing projects was provided. The Joint Committee was informed that there would be new contraventions set out in the Traffic Management Act 2004 for obstruction of a footway, officers expressed that they would like to have more powers given to Local Governments to enforce this rather than a full blanket ban, more information was to be provided on this as it developed.

In relation to PCN Charges it was shared that there had been a statement from Brighton & Hove City Council and BPA lobbying to make changes to PCN charges. The increase in charges on Band A and B by £30 in London was in the final stages and would possibly be applied in London by April 2026. The proposed changes set out in the lobbying document was for outer London to introduce an inflationary framework to avoid the lengthy process of consultation and review. In response to question it was shared that devolution and LGR would not have a huge impact on enforcement as it would have been established in statute.

School Parking Initiative – the new 'Park & Stride' scheme for parents of Rayleigh Primary School had been delayed. Assemblies had been held in some schools, but some parents have complained that they were not aware of the scheme, so more work is needed in this area.

RESOLVED that the operational and performance update be noted.

(2.03pm to 2.27pm)

## 6. Financial Report

The Joint Committee received a financial report regarding the financial position of South Essex Parking Partnership for the period covering 1<sup>st</sup> April 2024 to 28<sup>th</sup> February 2025. The report also provided details of the actual costs and income received in this period.

Members heard that there was a surplus of £358,190 for SEPP and a deficit of £305,879 for the TRO account. The overall position for the Partnership was a surplus of £52,311 which was reported to be £118,412 less than that reported in January 2025.

It was reported that the Partnership had received a total of £1,352,909 in 2024/25 from PCN income. In the same period in 2023/24, members were advised that the Partnership had

received £1,487,263. It was advised that income levels from PCN's would not reach the levels achieved in 2023/24 or 2024/25.

It was advised that there had been one further item of reserve spend since last reported in January, which was a £135,000 allocation of Operational Fund to Castle Point Borough Council. It was noted that after taking the total reserve spend of £579,500 into account, the total position for the partnership was a deficit of £527,189.

RESOLVED that the financial report be noted.

(2.28pm to 2.30pm)

## 7. Annual Business Plan 2025/26

The Joint Committee received a report on the current progress on the business plan. It was noted that the Business Plan 2024/25 estimated that the enforcement account could expect a final surplus position of £357,900 to contribute to the operational costs of Traffic Regulation Order (TRO) function, the maintenance of signs and lines and the implementation of new traffic management schemes which require a traffic Regulation. The £400,000 reserve held in the reserve account would also be maintained. These projected outturns would be dependent on operating the function to the agreed expenditure costs and the amount of income received, in particular, PCN income which equates to 65% of the overall projected income.

The amount of PCNs issued across the Partnership was 4.3% down against the 2022/23 outturn and down by 11.5% against the estimated figure in the 2024/25 Business Plan, this was due to difficulties around staffing and recruitment.

The overall recovery rate for PCNs paid was 75% of the PCNs issued. The expected outturn for the Partnership was between 75% to 77%. In 2023/24 the outturn recovery rate was 80%. This was considered a good outcome as a high volume of PCNs issued were still within the initial recovery stage. The rate of PCN cancellation remains within the expected level at 11%.

RESOLVED that the Annual Business Plan 2025/26 update be noted.

(2.30pm to 2.44pm)

## 8. Funding decisions made under delegated authority for 2024-25 sign and line maintenance and new Traffic Regulation Orders.

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 for the allocation of the 2024/25 funding for signs and lines maintenance and traffic management schemes requiring a new TRO.

The Business Plan allocated £200,000 for the essential maintenance of parking related signs and lines and new parking schemes which require a new TRO. From the allocated sum of £200,000 a total amount of £189,550 has been approved and allocated under these arrangements, leaving £10,450 available for the remainder of the financial year.

In response to questions, it was advised that liaison with Essex, in relation to street works, was upkept to avoid street lining and then relining if the road was to be dug up for gasworks etc.

RESOLVED that the decisions made under delegated authority be noted.

(2.45pm to 3.13pm)

### 9. Date and time of next meeting:

RESOLVED that the next meeting of the Joint Committee be on 26th June 2pm, at the Chelmsford City Council offices.

The meeting closed at 3.13pm

Chairman