

**MINUTES**

of the

**SOUTH ESSEX PARKING PARTNERSHIP  
JOINT COMMITTEE**

on 5 March 2020 at 2:00 p.m.

Present:

Councillor Jon Cloke	Brentwood Borough Council
Councillor Mike Mackrory	Chelmsford City Council
Councillor Robert Mitchell	Essex County Council
Councillor Michael Steptoe	Rochford District Council
Councillor Lesley Wagland	Essex County Council

In attendance:

Nick Binder	Chelmsford City Council
Daniel Bird	Chelmsford City Council
William Butcher	Chelmsford City Council
Russel Panter	Chelmsford City Council
Liz Burr	Essex County Council
Heather Smith	Basildon Borough Council
Jonathan Desmond	Rochford District Council
Trudie Bragg	Castle Point Borough Council
Mike Dun	Brentwood Borough Council

1. **Welcome and Introductions**

The Chair welcomed everyone present to the meeting of the South Essex Parking Partnership Joint Committee.

2. **Apologies for Absence and Substitutions.**

It was reported that apologies had been received from Councillor Varker, James Hendy and Cllr Harrison

3. **Minutes of the Joint Committee Meeting on 5 December 2019**

The minutes of the meeting held 5 December 2019 were amended to include Jonathan Desmond as an attendee confirmed as a correct record and signed by the Chair.

4. **Public Question Time**

No public questions were asked.

5. **Operational and Performance Report**

Russell Panter, SEPP's Enforcement Operations Manager, presented a report on the operation of the South Essex Parking Partnership since the last meeting. The report covered the following matters:

Risk assessments had been fully reviewed with amendments made to sections on adverse weather and PPE. Joint patrols had been continuing with Brentwood and a service level agreement was due to be signed regarding this.

The use of dashcams had continued to be investigated and a new alarm system was being introduced for enforcement officers.

The possibility of a CCTV car continued to be explored and the use of deployable cameras outside schools would be looked at after a trial by the North Essex Parking Partnership.

There were various staff vacancies out to advert both for enforcement officers and enforcement team leaders. It was noted that a slightly different structure would be in place with the new roles.

**AGREED** that the Operational and Performance Report be noted.

*(2.01pm to 2.19pm)*

6. **Financial Report**

Nick Binder reported on the financial position of South Essex Parking Partnership for the period up to 25<sup>th</sup> February 2020.

The Partnership currently had an overall surplus of £673,526 on a cash basis for the year to date, a £403,789 deficit for the TRO account and therefore an overall surplus position of £269,738. Taking into account the items of spend from the reserve which will be included in the 2019-20 account, the surplus position is £140,338

**AGREED** that the financial report for the period to January 2020 be noted.

*(2.20pm to 2.21pm)*

7. **Update on Business Plan for 2019/20**

Nick Binder presented a report on progress against the approved Business Plan for 2019/2020.

Based on the projected income and expenditure, it was estimated that there would be an operational fund of £391,000 at the end of the financial year.

The Plan's business objectives were largely being met and the Partnership's performance remained good and in line with targets. It was noted that PCNs were currently 9% higher than estimates and four of the partnerships council's were on course to exceed their estimates.

**AGREED** that the update on the Partnership's Business Plan for 2019/20 be noted.

*(2.25pm to 2.26pm)*

8. **Review of the policy document setting out how the SEPP will deal with requests for parking restrictions requiring TRO's**

Nick Binder presented a report that provided an update on the review of the SEPP policy document detailing requests for parking restrictions regarding TRO's.

The Joint Committee confirmed they were still happy with the policy and did not recommend any changes.

**AGREED** that the report be noted.

*(2.27pm to 2.28pm)*

9. **Essex County Council proposal for the allocation of operational fund**

Liz Burr presented a report detailing Essex County Council's proposal to use their £116,000 allocation from the SEPP operational fund surplus. Members were informed that the fund would be used to explore further bus lane/gate enforcement areas, along with other enhancements, some temporary staff and media material.

In response to a question from a member, it was confirmed the fund would cover approximately two to three sites. It was also confirmed that Essex County Council officers would explore the use of enforcement on the new Chelmer Valley road route.

**AGREED** that the allocation of £116,000 for the Essex County Council proposal be approved.

*(2.29pm to 2.32pm)*

10. **Maldon District Council proposal for the allocation of operational fund**

Nick Binder presented a report detailing Maldon District Council's proposal to use their £116,000 allocation from the SEPP operational fund surplus. Members were informed that the fund would be used to install new pay and display machines which would improve the provision of cashless payments.

**AGREED** that the allocation of £116,000 for the Maldon District Council proposal be approved.

*(2.33pm to 2.34pm)*

11. **Brentwood proposal for the allocation of operational fund**

It was noted by members that there had been a typing error in this report. It was clarified by officers that in both paragraph 1.1 and the conclusion, reference should be made to Brentwood Council rather than Essex County Council.

Cllr Jon Cloke presented a report detailing Brentwood Borough Council's proposal to use their £116,591 allocation from the SEPP operational fund surplus. Members were informed

that the fund would be used for a signalised pedestrian crossing under project number LBRE193003 and a child safety project currently being undertaken at Sawyers Hall Lane.

**AGREED** that the allocation of £116,591 for the Brentwood Borough Council proposal be approved.

*(2.35pm to 2.36pm)*

11.1 **Rochford District Council proposal for the allocation of operational fund**

*The Chair accepted this as an urgent item as the report had not been available when the agenda was published.*

Jonathan Desmond presented a report detailing Rochford District Council's proposal to use their £16,000 allocation from the SEPP operational fund surplus. Members were informed that the fund would be used for public right of way improvements nearby to a school. It was noted that the improvements would improve parking issues and air pollution nearby.

**AGREED** that the allocation of £16,000 for the Rochford District Council proposal be approved.

*(2.37pm to 2.38pm)*

12. **Date and Time of Next Meeting**

It was noted that the next meeting of the Joint Committee would be on 2 July 2020 at 2.00pm at the Chelmsford City Council offices.

Nick Binder also updated the Committee on future meetings that would be taking place regarding allocations and objections and advised the date would be circulated soon. Nick Binder also noted that some exploratory work was being undertaken with NEPP on the future of the parking partnerships and an informal meeting would be organised soon.

The meeting closed at 2.49pm

Chair