

MINUTES
of the
SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE
held on 2nd July 2026 at 2pm

Members present:

Councillor Stuart Clarke – Essex County Council
Councillor Adi Malyiva – Rochford District Council
Councillor Ron Platt – Maldon District Council
Councillor Darryl Sankey – Brentwood Borough Council
Councillor Terry Sherlock – Chelmsford City Council

Officers present:

Carole Carr – Brentwood Borough Council
Brett Edwards – Basildon Council
Jo Heynes – Essex County Council
Lee Williams – Castle Point Borough Council
Nick Binder – Chelmsford City Council
Paul Brookes – Chelmsford City Council
William Butcher – Chelmsford City Council
Michael Packham – Chelmsford City Council
Russell Panter – Chelmsford City Council
Jack Sharp – Chelmsford City Council
Freddey Banks-Ayres – Chelmsford City Council

Shadowing:

Jack Doyle – Chelmsford City Council
Nicole Morris – Chelmsford City Council

1. Welcome and Introductions

The Chair welcomed those present to the meeting.

2. Apologies for Absence

Apologies were received from Councillor Mike Fuller, and officers Sharon Braney (Rochford), Stuart Jarvis (Castle Point), Nicola Syder (Maldon) and Alan Underdown (Basildon).

3. Election of Chairman for the ensuing Municipal year

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

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

4. Election of Vice Chairman for the ensuing Municipal year

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

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

5. Minutes of the Joint Committee Meeting 12th March 2026

The minutes of the meeting 12 March 2026 were confirmed as a correct record.

6. Public Question Time

A representative from Ingatestone and Fryerning Parish Council and a resident gave an overview of local concerns over congestion, safety, commuter and antisocial parking around Willow Green, Ingatestone.

It was reported that a local consultation had been undertaken and that more than 50% of residents had supported the introduction of additional parking restrictions. They explained that existing restrictions, particularly those relating to school drop-off and pick-up periods, were frequently ignored and that further measures were sought to improve safety for residents and reduce parking associated with commuters and sixth form students.

Concerns were also raised regarding double parking, blocked driveways, pavement obstruction and the impact of the narrow road layout on traffic flow. Additionally, the building of the new Anglo European School would increase student numbers which would likely increase existing parking and congestion issues. Additional Civil Enforcement Officer patrols to address parking problems in the area was also requested.

In response, officers outlined SEPPs Traffic Regulation Order process and shared that the link to the forms and PDF would be sent to the speakers. It was further noted that SEPP had no authority over school parking policies and that any concerns regarding those policies should be raised directly with the school.

7. Operational and Performance Report (Verbal Update)

The Joint Committee received a verbal update on enforcement operational matters. It was reported that staffing levels across the Partnership remained generally positive. Agency staff continued to be utilised in Brentwood, while one vacant Civil Enforcement Officer (CEO) post in Chelmsford remained unfilled. It was noted that the Maldon CEO provided support across both Maldon and Brentwood, and that the School Engagement Officer role continued to develop. Members were informed that CEOs received both formal and on-the-job training,

supported by training manuals, health and safety procedures and Chelmsford City Council's corporate values.

An update was provided on a number of ongoing projects. Members were advised that the Partnership's software provider, Chipside, had been acquired by Unity5. Officers had attended a recent Unity5 event and had received assurances regarding the long-term support and maintenance of the system. The Partnership continued to work with the National Persistent Evaders Database (NPED), sharing information to assist enforcement agencies and the police. Members also heard that RMC was continuing to provide out-of-hours enforcement patrols, including recent work in Rayleigh and Rochford. Further digital projects were underway, including improvements to the enforcement mailbox and the development of QR code functionality. Work was also continuing with Oppidatim in relation to paperless pay and display services in Basildon.

Members received updates on the progress of proposed footway parking legislation and proposals to increase Penalty Charge Notice charges. It was noted that both matters remained under consideration by Government and that further updates would be provided as developments occurred.

Members also received a performance update for the first quarter of 2026/27. Overall performance across the Partnership remained above forecast. Whilst Basildon, Brentwood, Castle Point and Chelmsford were performing well, Rochford and Maldon had experienced staffing related challenges. Officers advised that support arrangements were in place and performance improvements were anticipated.

In response to questions, Members were advised that Essex Police could be invited to attend Joint Committee meetings, although they could not formally become members. It was noted that maintaining engagement with the police could be challenging due to changing operational priorities and staff turnover.

Members were also advised that information relating to persistent offenders was shared through the National Persistent Evaders Database and that work continued with enforcement partners and Essex Police to improve intelligence sharing and data quality. Difficulties remained where vehicle keeper details were unavailable, particularly in cases involving unregistered or falsely registered vehicles. Members were advised that vehicle identification numbers could sometimes assist investigations, although modern vehicle designs often made them difficult to access for enforcement purposes.

In relation to the 3PR School Parking Initiative, Members were advised that work had been undertaken to increase awareness of the initiative, including improvements to the website, the development of new promotional materials and the introduction of a School Parking Charter. The Charter set out key values and responsibilities for participating schools and provided a framework for engagement where parking concerns were reported.

Members were informed that discussions continued regarding the promotion of school parking issues within existing safeguarding and travel plan arrangements. Business cards had also been produced for Civil Enforcement Officers to distribute during school enforcement activities.

In response to questions Members were advised that participation in the scheme was not limited to primary schools. Whilst a number of schools had withdrawn from the initiative, new schools had joined and engagement levels varied considerably between establishments. Members suggested that Parent Teacher Associations could play a greater role in supporting the initiative and were advised that this would be explored as part of ongoing engagement work.

The Joint Committee was informed that a School Engagement Officer post had initially been funded by Essex County Council through its Sustainable Travel programme. As this funding was due to end, the Parking Partnership had agreed to continue funding the role. Members were advised that the post had helped strengthen engagement with schools, parents and other stakeholders and that work would continue to encourage additional schools to join the 3PR scheme, with the impact of this work expected to become evident during 2027.

RESOLVED that the operational and performance update be noted.

(2.14pm to 2.51pm)

8. Financial Outturn Report 2025/26

The Joint Committee received a financial outturn report detailing the financial position of the South Essex Parking Partnership for the period covering 1 April 2025 to 31 March 2026. The report also provided details of the actual costs incurred and income received.

Members were advised that the Partnership recorded a surplus of £288k and the Traffic Regulation Order (TRO) account recorded a deficit of £179k, resulting in an overall surplus position of £109k before the use of reserves. It was noted that funding for TRO signs and lines maintenance had been recorded as reserve expenditure in 2025/26 to align with the agreed treatment set out in the Annual Business Plan. Income and expenditure had both increased compared to the previous financial year, with higher staffing and transport costs offset by increased income levels. Penalty Charge Notice income totalled £1.76m during 2025/26.

The Joint Committee heard that expenditure funded from reserves totalled £303k, comprising £82k for out-of-hours enforcement services and £221k for signs and lines maintenance and new TRO funding. After taking reserve expenditure into account, the net position for the Partnership, including the TRO account, was a deficit of £195k. This deficit was met from the cumulative cashable position, which stood at £609k at 31 March 2026, excluding £575k of outstanding fines yet to be collected.

Members were advised that the reserve summary included expenditure relating to the £100k Beaulieu Park Station commuted sum received from Essex County Council. A total of £16k had been spent from this reserve during 2025/26, leaving a balance of £83k available for future expenditure.

In response to questions, Members were advised that unpaid Penalty Charge Notices were pursued through the full recovery process available, including the use of enforcement agents where appropriate. Members also discussed the longer-term financial position of the Partnership and the increasing financial pressures facing parking enforcement services.

RESOLVED that the Financial Outturn Report 2025/26 be noted.

(2.51pm to 3.02pm)

9. Financial Report 2026/27

The Joint Committee received a financial report regarding the financial position of the South Essex Parking Partnership for the period covering 1 April 2026 to 22 June 2026. The report also provided details of the actual costs incurred and income received during this period.

Members were advised that the SEPP account showed a deficit of £10k, with the Traffic Regulation Order (TRO) account showing a deficit of £45k. The overall position for the Partnership, including the TRO account, was therefore a deficit of £55k before the use of reserves. It was noted that Penalty Charge Notice income remained strong, with income received to date exceeding the equivalent period in 2025/26. Members heard that, whilst it was still early in the financial year, the budgeted level of Penalty Charge Notice income appeared achievable based on current performance.

The Joint Committee also noted that expenditure of £25k had been incurred from reserves in respect of signs and lines maintenance and new TRO funding. After taking this reserve expenditure into account, the net position for the Partnership, including the TRO account, was a deficit of £80k.

RESOLVED that the Financial Report 2026/27 be noted.

(3.02pm to 3.05pm)

10. Annual Report of the South Essex Parking Partnership 2025/26

The Joint Committee received the Annual Report for 2025/26 and noted the Partnership's financial and operational performance during the year. Members were advised that the enforcement operation had achieved a surplus of £288k, PCN income had increased and overall income had risen compared with the previous year.

Members heard that 56,805 PCNs had been issued during 2025/26, an increase of 18.5% on the previous year, and that 72% of PCNs had been paid. The report also highlighted the completion of 217 signs and lines maintenance schemes and the introduction of parking schemes on 17 roads.

In response to questions, Members were advised that whilst increased enforcement could generate additional income, it also resulted in additional processing and recovery costs. Members also received clarification on PCN recovery processes and the Partnership's reserve position.

RESOLVED that the Annual Report for 2025/26 be approved.

(3.05pm to 3.18pm)

11. Date and time of next meeting

RESOLVED that the next meeting of the Joint Committee be on 17th September 2026 at 2pm, in the Marconi Room, at the Chelmsford City Council offices.

The meeting closed at 3.20pm

Chairman