

MINUTES

of the

**SOUTH ESSEX PARKING PARTNERSHIP
JOINT COMMITTEE**

on 27 June 2019 at 2pm

Present:

Councillor J. Cloke	Brentwood Borough Council
Councillor Durham	Maldon District Council
Councillor D. Harrison	Basildon Borough Council
Councillor A. Sosin	Chelmsford City Council
Councillor M. Steptoe	Rochford District Council

In attendance:

Alina Bailey	Chelmsford City Council
Nick Binder	Chelmsford City Council
Dan Bird	Chelmsford City Council
Liz Burr	Essex County Council
Jonathan Desmond	Rochford District Council
Leah Martin	Chelmsford City Council
Michael Packham	Chelmsford City Council
Russel Panter	Chelmsford City Council
Heather Smith	Basildon Borough Council
Kar-Wai Chan	Chelmsford City Council

1. Welcome and Introductions

Nick Binder welcomed everyone present to the meeting of the South Essex Parking Partnership Joint Committee.

2. Apologies for Absence and Substitutions.

Apologies for absence had been received from Councillors P. Varker (Castle Point), M. Mackrory (Chelmsford), R. Mitchell (Essex) and K. Bentley (Essex). Councillor Sosin was the substitute for Cllr Mackrory. Apologies were also received from James Hendry (Basildon), Tracey Lillie (Brentwood), Trudie Bragg (Castle Point), Adrian Rayner (Maldon)

3. Election of Chair

AGREED that Councillor M. Steptoe (Rochford District Council) be elected as Chair of the Joint Committee for 2019/20.

4. Appointment of Vice-Chair

AGREED that Councillor J. Cloke (Brentwood Borough Council) be elected as Vice -Chair of the Joint Committee for 2019/20.

5. **Appointment of Sub-Committee (Signs and Lines & Traffic Regulation Orders)**

Nick Binder explained the work of this Sub-Committee, which was responsible for considering and allocating funding for essential maintenance works relating to existing parking restrictions and new proposals requiring a traffic regulation order (TRO).

The Joint Committee was requested to consider the appointment of members to serve on the Sub-Committee in 2019/2020.

AGREED that a Sub-Committee with responsibility for Signs and Lines comprising the Vice Chair, Councillor Paul Varker (Castle Point Borough Council) and Councillor Durham (Maldon District Council) be appointed for 2019/2020.

6. **Appointment of Sub-Committee (Objections against an advertised TRO)**

Nick Binder explained the work of the Traffic Regulation Orders Sub-Committee which considered representations made about advertised TRO proposals and decided if the scheme or schemes should proceed as advertised, be amended or not be pursued.

The Joint Committee was requested to consider the appointment of members to serve on the Sub-Committee in 2019/2020.

AGREED that a Sub-Committee to hear representations in respect of Traffic Regulation Orders comprising the Chair or Vice Chair and two other members of the Committee chosen on the basis of the local authority areas affected by the Orders be appointed for 2019/20.

7. **Minutes of the Joint Committee Meeting on 7 March 2019**

The minutes of the meeting held on 7 March 2019 were confirmed as a correct record and signed by the Chairman.

8. **Public Question Time**

No questions were asked or statements made.

9. **Operational Report**

Officers reported that:

- Health and Safety training would be taking place for Civil Enforcement Officers later this year.
- The PREDAS scheme which helped with obstruction of private driveways near schools had continued to be successful but did only grant additional powers rather than extra officers.
- Joint enforcement patrols in Brentwood had been very productive and well received especially during the out of hours service on Brentwood High St. It was noted that a similar scheme had been taking place with Maldon Community Protection Officers.
- A new vehicle supplier was being looked into using Basildon's framework and the previous uniform supplier had been replaced with a smaller independent company which was providing a much improved service.
- There had been two serious incidents with CEO's including physical assault and physical damage. The Committee was informed that support was in place for the officers

as well as the employee assistance programme. It was noted that the police were pursuing both cases but neither employee had received physical injuries.

- Five staffing positions had recently been recruited with two already in place and others joining soon.
- There has been difficulty in finding suitable trained TRO Technicians to fill the vacant roles. A new approach has been taken whereby staff are being developed into the technical roles and this is proving very successful, the TRO team is currently at full strength.
- Due to the recent elections and other issues there was a slightly higher number than usual of TRO's and other orders which would need to be decided by future Sub-Committees.
- In response to a member's question regarding greater levels of enforcement staff, it was confirmed that this would have to be looked at as part of the annual business plan which would be agreed in December.
- In response to another question it was confirmed that 28.5 FTE staff operated on street with a total number of 35 including off street.
- Performance during the first two months of 2019/20 was 2.5% higher than in the business plan.

AGREED that the report on the Partnership's operation be noted.

(2.06pm to 2.28pm)

10. **Financial Outturn for 2018/19**

Kar-Wai Chan reported on the financial position of South Essex Parking Partnership for the year ending 31 March 2019, which showed a cash-based surplus of £549,010. The Partnership had a cumulative cashable position of £2,438,070 for on-street operations.

The Joint Committee also received a document setting out the 2018/2019 outturn in the format required by the Section 2 of The Small Bodies Annual Return.

The Joint Committee was requested formally to approve the outturn.

AGREED that the financial outturn of the Partnership for 2018/2019 both on a cash basis and in the format of the Small Bodies Annual Return 2018/2019, Section 2 be noted and approved.

(2.29pm to 2.31pm)

11. **Annual Report for 2018/2019**

The Joint Committee received a draft of the Annual Report of the Partnership for 2018/2019. The report;

- provided statistical information on the operation of the Partnership and progress with initiatives carried out in 2018/2019;
- showed that the Partnership continued to operate an effective Business Plan and was in a sound financial position; and
- concluded that the objectives of the Partnership had been achieved and that it remained an effective and successful operation.

Members expressed appreciation for the work of officers and staff which had contributed to the successful operation of the Partnership.

AGREED that the Annual Report of the Partnership for 2018/2019 submitted to the meeting be approved.

(2.32pm to 2.41pm)

12. **Basildon Proposal for Allocated Funding**

The Committee received a report detailing the proposal from Basildon Borough Council on how they intended to use the £116,000 in accordance with Section 55 of the Road Traffic Regulation Act 1985. The Committee was informed that the proposal was made of five different areas.

- Reducing Nuisance Parking – Trial
- Radford Crescent Car Park Security Improvements
- Relining of Car Park Lines and Markings
- Installation of Drop Kerb, Wickford High Street Car Park
- Purchase and Installation of Cashless Car Parking Machines

The Committee agreed that the proposal included beneficial uses of the funding and were happy to approve the proposal. The Committee asked to be kept informed regarding the trail to reduce nuisance parking on grass verges.

AGREED that the agreed allocation of £116,000 for the Basildon Borough Council proposal be approved.

(2.42pm to 2.52pm)

13. **Forward Plan – next Sub-Committee Meeting to consider objections against an advertised TRO – date and time to be agreed**

AGREED that a meeting of the Signs and Lines Sub-Committee be organised by officers soon.

(2.53pm to 2.254pm)

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

It was noted that the next meeting of the Joint Committee would be on 5 September 2019 at 2pm at the Chelmsford City Council offices.

(2.54pm to 2.55pm)

The meeting closed at 2.55pm

Chairman