

**MINUTES**  
of the  
**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**  
held on 22 September 2022 at 2pm

Members present:

Councillor Mike Mackrory – Chelmsford City Council (Chairman)  
Councillor Warren Gibson – Castle Point Borough Council  
Councillor Keith Parker – Brentwood Borough Council  
Councillor Laureen Shaw – Essex County Council

Officers present:

Nick Binder – Chelmsford City Council  
Heather Binns – Chelmsford City Council  
William Butcher – Chelmsford City Council  
Mike Dunn – Brentwood Borough Council  
James Hendry – Basildon Borough Council  
Jo Heynes – Essex County Council  
Brian Mayfield – Chelmsford City Council  
Michael Packham – Chelmsford City Council  
Russell Panter – Chelmsford City Council

## 1. Welcome and Introductions

The Chairman welcomed those present to the meeting of the Joint Committee. He informed the Committee that he had passed to his predecessor, former councillor Jon Cloke, the thanks of members for his dedicated service to the Partnership. Mr Cloke had thanked the Committee for its kind wishes.

## 2. Apologies for Absence

Apologies for absence were received from Councillor Carole Morris – Basildon Borough Council, Councillor Carlie Mayes – Maldon District Council, and Councillor David Sperring – Rochford District Council. Apologies had also been received from Trudie Bragg – Castle Point Borough Council and Nicola Syder – Maldon District Council.

### 3. Minutes of the Joint Committee Meeting 28 July 2022

The minutes of the meeting 28 July 2022 were confirmed as a correct record.

### 4. Public Question Time

No public questions were asked at the meeting.

### 5. Operational and Performance Report

The Joint Committee received an oral update on operational and performance matters.

#### Recruitment

All but two vacancies for Civil Enforcement Officers had been filled and in total 14 new officers had been recruited and trained to Level 2 since June 2021. The two vacancies were likely to be left unfilled until 2023.

#### Equipment

New body-worn cameras which operated on a web-based system had been obtained from a new supplier. The cameras made access and administration much easier and would enable external users to be set up.

As a prelude to the replacement of existing hand-held devices, various suppliers' products were being market tested.

Similarly, meetings were being held with the suppliers of enforcement camera systems. There was a possibility of working with the North Essex Partnership to acquire a better camera system at a more favourable rate.

Officers were also looking at options for the replacement of the cargo vans in the Partnership's fleet with, at this stage, petrol hybrid vehicles. In response to a question, fully electric vehicles would not be a possibility at present owing to constraints associated with the location of charging stations.

#### Staffing

The Parking Partnership had now been awarded police accreditation and the required training of staff was being carried out.

The School Parking Liaison Officer post had now been filled and the postholder would be concentrating on new initiatives, rolling out the School Parking Initiative to more schools and aligning the work of the South and North Essex Partnerships.

With regard to health and safety matters, the Civil Enforcement Officers had been equipped with the most innovative and up to date equipment to enable them to carry out their work safely and efficiently.

AGREED that the Operational and Performance report on the Parking Partnership be noted.

(2.07pm to 2.18pm)

## 6. Financial Report 2022/23

The report to the meeting set out a summary of the financial position for the South Essex Parking Partnership for the period 1 April to 13 September 2022. The report showed a surplus of £236,191 for SEPP and a deficit of £166,507 for the TRO account on a cash basis for the financial year to 13 September 2022. This resulted in an overall surplus for the Partnership, including the TRO account, of £69,684.

It was noted that in comparison between the current year and last year, the 2022/23 figure represented just over 133% of the income received in 2021/22 over the same period. It was also noted that compared to 2019/20 (the last financial year not significantly impacted by the pandemic) the PCN income was very similar to that of a normal year of operation.

The Committee was informed that a check would be made on whether any of the partner authorities had been sent their share of the £1,302,000 under Section 55 of the Road Traffic Act 1984.

AGREED that the financial position of the Partnership at 13 September 2022 be noted.

(2.18pm to 2.22pm)

## 7. Business Plan Update 2022/23

The Joint Committee received an update on its Business Plan for the current year and progress with the achievement of financial projections. It showed that:

- The number of PCNs issued across the Partnership was currently 0.2% up on the pre-Covid 2019-20 performance and 20% up on the 2020/21 performance. The number of PCNs issued was 6.5% up against the estimated figure in the Business Plan for 2022/23. Operating costs and expenditure were currently as expected. The total overall income had reduced by 7% against the 2019/20 outturn and had increased by 16% compared to the 2020/21 account. Currently the income was 6% down against the estimated figure in the Business Plan for 2022/23. The reduction in resident permit income during May to June was the result of a 3-month extension on residential permits, a concession implemented to compensate for the additional non-resident parking required in the resident parking zones during the period of national lockdown.

- The overall recovery rate for PCNs paid was currently 72% of the PCN issued. The expected outturn for the Partnership was in the region of 75% to 77%. In 2021/22 the outturn recovery rate was 75%. Considering that a high volume of PCNs issued were still within the initial recovery stage, the current recovery level was good. The rate of PCN cancellation (9%) remained within the expected level. The outturn position for cancellation rates in 2021/22 was 17%.
- Overall, the operation had performed well in the first five months and the recovery of the operation following Covid-19 was progressing as estimated. Expenditure was currently as expected and the current financial position and the level of the performance to date provided a good indication that the Partnership would achieve the estimated outturn position of the 2022/23 Business Plan. The projected Partnership outturn for 2022/23, after the deduction of the agreed TRO operational, implementation and maintenance costs, was expected to achieve an operational surplus in the region of £83,000 to be allocated to Part 3 of the agreement to contribute to wider highway strategic priorities.

AGREED that the update on the Business Plan for 2022/23 be noted.

(2.22pm to 2.36pm)

## 8. Delegation of Decision-Making

The Joint Committee was requested to approve a number of delegations relating to operational, contractual and other matters for which the South Essex Parking Partnership was responsible.

AGREED that, for the term of the new 2022 Joint Committee Agreement, the Joint Committee:

1. confirms the delegation of operational decisions to the South Essex Parking Partnership Manager or nominated deputy of the Lead Authority, as set out in paragraph 2.3 of the report to the meeting; and
2. authorises the lead authority to enter into and sign contracts and agreements on behalf of the Joint Committee, in relation to the functions and services specified in 2.5 of the report

(2.36pm to 2.44pm)

## 9. Date and time of next meeting:

AGREED that the next meeting of the Joint Committee be on 15 December 2022 at 2pm.

The meeting closed at 2.45pm

Chairman