

**MINUTES**

of the

**SOUTH ESSEX PARKING PARTNERSHIP  
JOINT COMMITTEE**

on 5 September 2019 at 2pm

Present:

Councillor M. Steptoe (Chairman)	Rochford District Council
Councillor J. Cloke	Brentwood Borough Council
Councillor M. Durham	Maldon District Council
Councillor D. Harrison	Basildon Borough Council
Councillor M. Mackrory	Chelmsford City Council
Councillor P Varker	Castle Point Borough Council

In attendance:

Nick Binder	Chelmsford City Council
William Butcher	Chelmsford City Council
Liz Burr	Essex County Council
Ryan Lynch	Castle Point Borough Council
Brian Mayfield	Chelmsford City Council
Michael Packham	Chelmsford City Council
Russell Panter	Chelmsford City Council
Hugh Reynolds	Basildon Borough Council

**1. Welcome and Introductions**

The Chairman 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 Councillor R. Mitchell (Essex County Council) , Trudie Bragg (Castle Point), James Hendry (Basildon) and Tracey Lillie (Brentwood).

**3. Minutes of the Joint Committee Meeting on 27 June 2019**

The minutes of the meeting held on 27 June 2019 were confirmed as a correct record and signed by the Chairman.

#### 4. **Public Question Time**

Mr Costen spoke in support of the scheme detailed in the report at Item 10 on the agenda which proposed road safety and parking control measures in Broomfield Parade, Chelmsford. He said that inappropriate parking in connection with the Tesco Express and KFC drive-thru had caused problems in the area in recent years and the proposed measures would go some way to alleviating them.

#### 5. **Operational and Performance Report**

Officers reported that:

- Health and Safety training would be taking place for Civil Enforcement Officers later this year.
- Consultation was planned with residents of Hamilton Gardens, Oak Walk, Leamington Road and Cheltenham Road on a PREDAS scheme which would help with the obstruction of private driveways near the local school.
- A new van leasing scheme with Basildon Council and Riverside was working well.
- Joint enforcement patrols in Brentwood continued to be productive and the associated Service Level Agreement between the Lead Authority and Brentwood was nearly complete.
- The use of biodegradable bags for PCNs was being explored. They would be more environmentally friendly than the existing plastic bags and could be produced in different colours, such as the blue colour scheme used by SEPP.
- Risk assessments were being reviewed.
- The use of dash-cams on Partnership lease vehicles was being considered.
- Four of the five vacancies for Civil Enforcement Officers (CEOs) had been filled through recruitment, and agency workers were being used to temporarily fill any others. An agency staff policy was currently being discussed with the Partnership's agency staff provider.

The Joint Committee agreed that, in view of their environmental benefits and the fact that they cost only a little more than the current plastic bags, biodegradable bags should be used for PCNs, although the yellow and black colour scheme should be retained.

Members referred to concerns among some members of the public about the lack of enforcement by CEOs in evenings and at weekends. Nick Binder said that the Business Plan to be considered by the Joint Committee in December would recommend an increase in the number of CEOs to address not only the increase in the number of contraventions but to extend enforcement outside of core times. In the meantime, information from the public would continue to be used to identify the problem areas; the possibility of extending the scheme in Brentwood which enabled other local authority staff to carry out enforcement duties would be explored; and discussions would continue about changes to the law which would allow local authorities to take on enforcement duties currently performed by the police.

**AGREED** that the report on the Partnership's operation be noted and that the proposed move to the use of biodegradable bags for PCNs, in the present colours, be endorsed.

*(2.06pm to 2.39pm)*

## 6. **Financial Report**

Michael Packham reported on the financial position of the South Essex Parking Partnership up to 20 August 2019. It showed a surplus of £322,261 for SEPP and a deficit of £93,958 for the TRO account on a cash basis. Taking into account the cost of equipment and the use of reserves, the current surplus was £144,702.

**AGREED** that the financial position of the Partnership for 2019/2020 to 20 August 2019 be noted.

*(2.39pm to 2.41pm)*

## 7. **Update on Business Plan for 2019/2020**

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 issue rate of PCNs was 5% down compared to the same period in the last financial year, but 7% above the figure estimated in the Business Plan.
- Operating costs and expenditure were as expected.
- The average number of days lost through sickness had decreased by 17 per month compared with the same period last year.
- The number of visits by CEOs to streets had decreased slightly, largely due to vacancies.
- The performance in terms of the number of PCNs issued in the various districts varied but was generally improving as vacancies in some areas were filled and sickness absence reduced.
- The recovery rate for PCNs was slightly lower than last year whilst the cancellation rate remained the same, both figures being satisfactory.

**AGREED** that progress against the Business Plan for 2019/2020 be noted.

*(2.41pm to 2.47pm)*

## 8. **Review of Policies**

The Joint Committee received an update on the results of the review of the Parking Partnership's Operational Protocols, the Parking Policy Framework, including the Partnership Enforcement Policy, and the Civil Parking Enforcement Discretion Policy. It had been concluded that all the policies continued to meet the requirements of the Partnership and legislation and did not need to be amended.

**AGREED** that the results of the review of the Partnership's policies be noted.

*(2.47pm to 2.49pm)*

9. **Castle Point Borough Council Proposal for Allocated Funding**

The Joint Committee received a report detailing a proposal from Castle Point Borough Council on how it intended to use the £116,000 allocated to it from the operational fund in accordance with Section 55 of the Road Traffic Regulation Act 1985. The proposal consisted of £77,000 for the resurfacing of a car park at the John H Burrows Recreation Ground and £39,000 for improvements to the car park on Canvey Island seafront.

**AGREED** that the proposed use of the allocation of £116,000 by Castle Point Borough Council for the schemes detailed in the report be approved.

*(2.49pm to 2.53pm)*

10. **Chelmsford City Council Proposal for Allocated Funding**

The Joint Committee received a report detailing a proposal from Chelmsford City Council on how it intended to use part of the £116,000 allocated to it from the operational fund in accordance with Section 55 of the Road Traffic Regulation Act 1985. The proposal involved road safety and improved parking control measures in Broomfield Parade at an estimated cost of £30,000.

**AGREED** that the proposed use of part of the allocation of £116,000 by Chelmsford City Council for the scheme detailed in the report be approved.

*(2.57pm to 2.59pm)*

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

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

*(2.54pm to 2.55pm)*

12. **Other Business**

*Reinstatement of lines and road markings*

In response to a question, Liz Burr explained the arrangements for the reinstatement of yellow lines and other road markings following the completion of road works by contractors. She said that the Specification for the reinstatement of highways stated that anyone who executed work on the highway, whether they be utilities or those carry out work for the Highways Authority, must reinstate it to a required permanent standard within six months of its completion. An inspection regime supported that arrangement.

The meeting closed at 3.10pm

Chairman