

MINUTES

of the

**SOUTH ESSEX PARKING PARTNERSHIP
JOINT COMMITTEE**

on 5 December 2019 at 2pm

Present:

Councillor M. Steptoe (Chairman)	Rochford District Council
Councillor P Channer	Maldon District Council
Councillor J. Cloke	Brentwood Borough Council
Councillor M. Mackrory	Chelmsford City Council
Councillor R Mitchell	Essex County 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
Leah Martin	Chelmsford City Council
Brian Mayfield	Chelmsford City Council
Michael Packham	Chelmsford City Council
Russell Panter	Chelmsford City Council
Glenn Reuben	Chelmsford City Council
Heather Smith	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 Councillors M Durham (Maldon District Council) and D Harrison (Basildon Borough Council), Tracey Lilley (Brentwood) and Adrian Rayner (Maldon). Councillor P Channer substituted for Councillor Durham.

3. Minutes of the Joint Committee Meeting on 5 September 2019

The minutes of the meeting held on 5 September 2019 were confirmed as a correct record and signed by the Chairman.

4. **Minutes of Meetings of Traffic Regulation Orders Sub-Committee**

The minutes of the meetings of the Traffic Regulation Orders Sub-Committee on 5 September, 19 September and 3 October 2019 were received and noted.

5. **Minutes of Meeting of the Signs and Lines Sub-Committee**

The minutes of the meeting of the Signs and Lines Sub-Committee on 5 September 2019 were received and noted.

6. **Public Question Time**

There were no questions from members of the public.

7. **Operational and Performance Report**

The Joint Committee was informed that the performance of the Partnership in the year to date was good, with the number of PCNs issued either meeting or exceeding the estimates in each partner's area and comparable to the same period in 2018/19.

Members were also informed that:

- The risk assessments for the role of Civil Enforcement Officer (CEO) had been revised and updated and they were now in line with Chelmsford City Council's health and safety policy.
- Two CEOs would soon have completed Level 2 training, all other CEOs having achieved that level.
- The biodegradable PCN envelopes agreed at the last meeting were now in use.
- Three joint enforcement patrols for Brentwood were planned for December 2019

The equipment for the CCTV car was being upgraded by the supplier. The possible use of deployable cameras in areas with significant parking problems was also being considered. NEPP's experience with them would be part of the assessment and a recommendation on whether to purchase one or more would be brought to the next meeting. It was explained that CCTV could be used for the enforcement of parking restrictions around schools, at bus stops and red routes and along zig-zags. The vehicles could be used to improve the efficient use of CEOs by directing them to areas where parking contraventions had been identified. Automatic Number Plate Recognition checked the number plates of vehicles against a database of permits and could be used as part of the enforcement of residents parking zones.

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

(2.05pm to 2.22pm)

8. Financial Report

Michael Packham reported on the financial position of the South Essex Parking Partnership up to 22 November 2019. It showed a surplus of £452,437 for SEPP and a deficit of £226,488 for the TRO account on a cash basis. Taking into account the cost of equipment and the use of reserves, the current surplus was £127,449.

AGREED that the financial position of the Partnership for 2019/2020 to 22 November 2019 be noted.

(2.22pm to 2.25pm)

9. School Parking Initiative

The Joint Committee received a presentation on the School Parking Initiative, which in the SEPP area now involved 35 schools. Under the scheme, schools encouraged parents who parked to drop off and collect children to follow three rules: Care, Consideration and Caution. Schools could adopt a basic bronze package, which focused on education and awareness, a silver package, with additional elements like park and stride and walking buses, or a gold package involving the introduction of an advisory patrolled parking zone around the school. A website had been created to provide information and resources for the scheme and its introduction could be tailored to individual schools.

AGREED that progress with the School Parking Initiative be noted and welcomed.

(2.25pm to 2.39pm)

10. Traffic Regulation Orders Mapping System

The Joint Committee received a presentation on the new mapping system being used to record the extent and details of all traffic regulation orders and their associated on-street signs and lines in the SEPP area. The functionality of the ParkMaps and TrafficWeb software was also demonstrated.

AGREED that the presentation on the mapping system be noted.

(2.39pm to 2.49pm)

11. Business Plan for 2020/21

A report was presented on the Business Plan for 2020/2021. The Plan presented the proposed annual budget for that year and set out the business aims and objectives to be achieved in that period. The budget was based on the annual performance of the South Essex Parking Partnership since its introduction in April 2011. The total direct and indirect expenditure for 2020/21 was estimated to be £1,782,455 and the total income was estimated to be £2,413,200.

Section 4 of the Business Plan set out the business objectives for 2020/21, which the Joint Committee noted. The Partnership had carefully managed the surplus achieved to date, ensuring that the cost of operating the TRO function could be achieved without the risk of operating the overall function in a deficit position.

AGREED that the Business Plan for 2020/21 submitted with the report to the meeting be approved together with the following:

1. The budgets for 2020/21 and the actions and objectives for them set out in the Business Plan.
2. The employment of two additional CEOs for the Chelmsford operation.
3. The write-off of all specific Parking Authority deficits, including those over £10,000, should they arise.
4. The maintenance of a reserve of £200,000 for 2020/21.
5. The use of £200,000 from the operational fund of £780,000 for operational costs, as shown in section 4.4 of the Business Plan.
6. The risks and the action plan to address the top three risks identified in Appendix B of the Business Plan.

(2.49pm to 2.57pm)

12. **Audit Recommendations**

The report to the meeting set out the findings of the audit of the SEPP operation by Chelmsford City Council's internal audit service. Five medium risks and one low risk had been identified following the audit of the Partnership's governance, reporting and management functions and these and the responses to them were detailed in the appendix to the report.

AGREED that the Internal Audit Final Report on the SEPP operation for 2020/21, its findings and the responses to them be noted.

(2.57pm to 3.00pm)

13. **Forward Plan**

The Joint Committee considered a proposed work programme and dates of meetings for 2020/21.

AGREED that subject to the June 2020 meeting being moved to 2 July, the Joint Committee's Forward Plan for 2020/21 be approved.

(3.00pm to 3.02pm)

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

It was noted that the next meeting of the Joint Committee would be on 5 March 2020 at 2pm at the Chelmsford City Council offices.

(3.02pm to 3.03pm)

15. Other Business*SEPP Agreement*

With the current contract between the Partnership and Essex County Council due to expire on 31 March 2020, both parties were looking at whether any of the latter's functions could be devolved to SEPP as part of any future agreement. One function being considered was assessing the provision of disabled parking bays outside of the properties of those for whom the County Council was providing them, advertising and making the required Traffic Regulation Orders and carrying out the signs and line works.

Other areas were

- the obstruction of footways by parked vehicles, when the law on who could take action to enforce this was changed, and
- whether CEOs could, when submitting reports on the condition of signs and lines associated with TROs, also check on other lines nearby and report any deficiencies to the County Council at the same time. This would enable works to all lines that needed renewing in an area to be carried out at the same time, thus achieving savings in cost and time.

The meeting closed at 3.10pm

Chairman