



## **MEETING OF THE SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**

12 MARCH 2026  
MARCONI ROOM, CIVIC CENTRE, CHELMSFORD CITY COUNCIL  
COMMENCING AT 2PM

### **AGENDA**

1. Welcome from Chairman
2. Apologies for absence and substitutions
3. Minutes of the Joint Committee meeting held on 11 December 2025
4. Public Question Time
5. Operational and Performance Report ( Verbal update - Russell Panter)
6. Financial Report (Michael Packham)
7. Progress on Business Plan 2025/26 (Nick Binder)
8. Delegation of the Joint Committee decision to consider representations against an advertised Traffic Regulation Order and sign and line funding
9. Confirmation of one year extension to the Joint Committee Agreement

Date and time of next meeting  
Proposed change from 25 June 2026 to 2 July 2026 at 2pm

**MINUTES**  
of the  
**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**  
held on 11<sup>th</sup> December 2025 at 2pm

Members present:

Councillor Daryll Sankey – Brentwood Borough Council  
Councillor Terry Sherlock – Chelmsford City Council  
Cllr Simon Morgan - Maldon District Council  
Cllr Aiden McGurran - Basildon Council  
Councillor Mike Steptoe – Rochford District Council

Officers present:

Stuart Anderson – Rochford District Council  
Freddey Banks-Ayres – Chelmsford City Council  
Nick Binder – Chelmsford City Council  
Paul Brookes – Chelmsford City Council  
William Butcher – Chelmsford City Council  
Jo Heynes – Essex County Council  
Stuart Jarvis – Castle Point Borough Council  
Michael Packham – Chelmsford City Council  
Russell Panter – Chelmsford City Council  
Jack Sharp – Chelmsford City Council  
Alan Underdown – Basildon Council

Shadowing:

Jack Doyle – Chelmsford City Council  
Nicola Morris – Chelmsford City Council

### 1. Welcome and Introductions

The Chair welcomed those present to the meeting.

### 2. Apologies for Absence

Apologies were received from Cllr Mike Fuller (Castle Point Borough Council), Cllr Laureen Shaw (Essex County Council), Nicola Syder (Maldon District Council), Sharon Braney (Rochford District Council)

### 3. Minutes of the Joint Committee Meeting 11<sup>th</sup> September 2025

The minutes of the meeting 11 September 2025 were confirmed as a correct record.

## 4. Public Question Time

Stock Parish Councillor John Pye raised a question regarding next steps for introducing parking restrictions in Stock village following withdrawal of TRO Amendment No. 66. Members discussed previous consultations, site visits, and objections that led to withdrawal. The Parish Council sought clarity on whether a new application would be required after the Essex Highways safety audit or if the existing TRO could be amended. Officers explained that Essex County Council (ECC) retains responsibility for TROs, and any revised scheme must meet ECC criteria and funding requirements. Safety concerns, including emergency vehicle access, were highlighted. ECC will undertake a safety audit, and engagement with County officers will determine the way forward.

## 5. Operational and Performance Report (Verbal Update)

The Committee received a verbal update on operational enforcement matters. It was reported that recruitment remained challenging, with two agency staff filling Brentwood vacancies and one vacancy in Chelmsford likely to remain until 2026. Maldon's new CEO had settled well. School engagement continued at Sawyers Hall Lane and Wickford schools promoting sustainable travel. Digital projects included development of an enforcement mailbox, QR links to services, and secure data sharing via Oppidatim.

Camera enforcement projects progressed in Chelmsford, focusing on Duke Street red route to protect bus gate access. Members discussed technical limitations of mobile cameras and legislative requirements. Updates were provided on NPED and Blue Badge digitisation, RMC resource expansion, and research into vehicle removal policies.

The second reading of the Pavement Parking Bill in the House of Commons, originally scheduled for 11 December, had been postponed to 16 January, with no further update. A two-page feature in Parking Review magazine included RAC research showing strong public support for action and detailed statistics on the impact of footway parking. The articles also covered political discussions, legislative proposals, and advocacy from charities calling for nationwide enforcement similar to London and Scotland.

The British Parking Association (BPA) had urged the government to raise penalty charge levels nationwide, citing evidence that current fines are not a sufficient deterrent. Data from a summer trial by Bournemouth, Christchurch & Poole (BCP) Council showed that increasing fines significantly impacted driver behaviour. The Department for Transport is reviewing these findings. Higher PCN charges were considered necessary to maintain their deterrent effect and reflect inflationary pressures. SEPP had provided data to the BPA for this.

Business plan performance varied across authorities: Basildon improved after staffing issues; Rochford recovered following long-term absence; Castle Point and Chelmsford reported strong consistency; Maldon maintained stability; Brentwood improved with agency support. School parking initiatives faced low engagement, with limited responses from targeted schools.

Questions from Members were around camera enforcement scope, school engagement strategies, agency staff permanency, and RMC's role in enforcement. Members also

discussed funding models for additional officers and explored AMPR technology limitations for enforcement.

RESOLVED that the operational and performance update be noted.

(2.00pm to 2.40pm)

## 6. Financial Report

The Joint Committee received a financial report regarding the financial position of the South Essex Parking Partnership for the period covering 1 April 2025 to 1 December 2025. The report provided details of the actual costs incurred and income received during this period.

Members were advised that the SEPP account showed a surplus of £274,538, while the TRO account showed a deficit of £295,479. The overall position for the Partnership, including the TRO account, was therefore a deficit of £20,942, which was £33,826 better than last reported.

The Joint Committee noted that income from Penalty Charge Notices between April and November 2025/26 totalled £1,121,239, compared to £997,544 in the same period of 2024/25. This represented just over 112% of the previous year's level, although members were advised that PCN income was still unlikely to reach the budgeted level of £1,731,000 unless there was a significant increase later in the year.

The impact of the inflationary increases to residents' parking charges was also highlighted, with income for April to November 2025/26 totalling £553,959, compared to £458,341 over the same period in 2024/25. This represented just under 121% of the 2024/25 level and was on target to achieve the £750,000 budgeted for 2025/26.

It was also confirmed that there had not been any spend from reserves to date in 2025/26.

RESOLVED that the Financial Report be noted.

(2.40pm to 2.48pm)

## 7. Annual Business Plan 2026/27

The Joint Committee received a report seeking approval of the Business Plan for 2026/27, which set out the proposed budget, objectives, and funding allocations for the forthcoming year.

It was reported that the Business Plan estimated total expenditure of £2,446,400 and income of £2,684,300, resulting in a projected surplus of £237,900 from the parking enforcement account. This surplus would be applied to cover the costs of the TRO function, maintenance of signs and lines, and the implementation of new traffic management schemes. The Partnership would continue to maintain the agreed reserve of £400,000.

The Committee noted that the proposed funding for 2026/27 included £63,000 for additional out-of-hours and weekend enforcement patrols and £152,000 to address the projected TRO operational shortfall for sign and line maintenance and new TROs. It was also confirmed that an additional £100,000 had been secured from a commuted sum for the Beaulieu Park Train Station development, ring-fenced to fund TROs and resident parking schemes in surrounding areas, with £35,000 allocated specifically for new resident permit schemes.

The Business Plan also outlined objectives for 2026/27, including monitoring the budget and service provision, maintaining performance and staff resources, reviewing patrol rotas, continuing resident parking schemes and school parking initiatives, and exploring efficiencies and digital improvements. Risks to the Partnership had been reviewed, and an updated action plan to address the top three risks was included.

In response to questions, it was shared that:

- The £100,000 ring-fenced for Beaulieu Park was considered adequate, noting that many cycle paths and walkways had already been implemented and that the funding would be monitored continuously.
- In relation to Brentwood High Street the Red Route option had been withdrawn and replaced with relining works on the new tarmac surface. Officers confirmed that a total of £100,000 had been allocated for Brentwood and Chelmsford, which had been revised to £80,000 to take into account the adjusted Brentwood scheme.
- Red Route Tow-Away would not generate income and was explained that implementing tow-away areas would involve significant costs for depots, 24/7 access, and compliance guidance, and that London was moving away from this approach due to high setup costs.

RESOLVED that the Joint Committee:

- approved the 2026/27 budget and the proposed actions and objectives
- approved the proposed allocation of funding (Table 3 page 16) for 2026/27
- agreed to maintain a reserve of £400,000 for financial year 2026/27
- approved the risks identified and the action plan to address the top three risks in Appendix B.

(2.49pm to 3.15pm)

## 8. One-year extension to the Joint Committee Agreement

The Committee considered a proposal to extend the current South Essex Parking Partnership (SEPP) Joint Committee Agreement by one year beyond its existing term, which is due to end on 31 March 2027. The extension would take the agreement to 31 March 2028, aligning with the timeline for Local Government Reorganisation and the creation of new unitary authorities in Essex from April 2028.

Members were advised that Essex County Council (ECC) must decide by 31 December 2025 whether to allow the extension. Each partner authority is then required to provide written consent by 31 March 2026, with confirmation requested by 20 February 2026 to enable reporting at the March Joint Committee meeting. The extension would ensure continuity of parking enforcement and Traffic Regulation Order functions during the transitional period and avoid disruption to staff and services.

It was noted that SEPP can fund the additional year without financial risk to partner authorities. If the extension is not agreed, the current agreement will end in March 2027, and functions would revert to ECC before transferring again to the new unitary authorities in April 2028, creating significant operational disruption. If any partner authority withdraws, SEPP would continue to operate in that area without elected representation on the Joint Committee, provided the quorum of three authorities is maintained.

The Committee agreed to go back to their respective Councils' to seek agreement for the South Essex Parking Partnership (SEPP) to continue the delegated function for a further one-year as set out in the Joint Committee Agreement and confirm this decision in writing to the South Essex Parking Partnership Manager by 20 February 2026.

(3.15pm to 3.21pm)

## 9. Forward plan of meetings

The Board received a report setting out the forward plan of agenda items for approval by the Joint Committee and the proposed meeting dates for the Joint Committee for the 2026/27 municipal year.

It was shared that a standing item on Local Government Reorganisation would be added to the work programme starting September 2026.

The Committee agreed:

- the forward plan of agenda items
- the future meeting dates of 25 June 2026, 10 September 2026, 10 December 2026, 11 March 2027, each commencing at 2pm
- that the above meeting be held at the Chelmsford City Council offices

(3.21pm to 3.23pm)

## 10. Date and time of next meeting

RESOLVED that the next meeting of the Joint Committee be on 12 March 2pm, in the Marconi Room, at the Chelmsford City Council offices.

The meeting closed at 3.24pm

Chairman

**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**

**12<sup>th</sup> March 2026**

**AGENDA ITEM 6**

<b>Subject</b>	Financial Report
<b>Report by</b>	Revenue Management Team Leader, Chelmsford City Council

**Enquiries contact:** Michael Packham, Revenue Management Team Leader, 01245 606682, michael.packham@chelmsford.gov.uk

**Purpose**

To report on the financial position of the South Essex Parking Partnership up to 16<sup>th</sup> February 2026

**Options**

**Recommendation(s)**

That the report be noted.

<b>Consultees</b>	Revenue Management Team Leader South Essex Parking Partnership Manager
-------------------	---

1. Introduction

- 1.1 This report sets out the summary of the financial position for the South Essex Parking Partnership for the period covering 1<sup>st</sup> April 2025 to 16<sup>th</sup> February 2026.

## 2. Financial summary

- 2.1 Appendix 1 provides details of the actual costs incurred and income received, and is currently showing a surplus of £281,017 for SEPP and a deficit of £363,040 for the TRO account, on a cash basis for the financial year to the 16<sup>th</sup> February 2026 before taking into account items funded from the Reserve. This results in an overall deficit position for the Partnership including the TRO account of £82,023. This is £61,081 worse than last reported. However, it should be noted that due to the timing of this report there is a level of income not included yet for February which would reduce this deficit position.

Looking at a comparison between this year and last year (April to January), and PCN income in particular, the Partnership received a total of £1,434,658 in 25/26, whereas in 24/25 the Partnership over the same period (April to January) received £1,243,037. PCN income to date in 25/26 therefore represents just over 115% of the income collected in 24/25, and income to the 16<sup>th</sup> February is now at a level higher than the total 24/25 PCN income figure. If PCN income for the full month of February and March is at the average per month for the year so far, total PCN income levels will be just short of the budgeted level of £1,731,000.

The impact of the inflationary increases to residents parking charges can be seen from a comparison between this year and last year over the same period as above. In 24/25, the Partnership received a total of £571,305 from residents parking up to the end of January, whereas in 25/26, £682,001 has been received over the same period. This represents just over 119% of the 24/25 income level and is on target to exceed the £750,000 budgeted level for 25/26.

- 2.2 There has not been any spend from reserves to date for 25/26

Whilst most costs reflect actual spend, where this is not specifically identifiable against an individual authority, the figures have been allocated based on the previously agreed method of allocation within the Annual Business Plan, and show the position for each Partner over the 1<sup>st</sup> April 2025 to 16<sup>th</sup> February 2026 period. For example, central support is not allocated across the Partnership until the end of the financial year, and so a pro-rata up to the date mentioned above has been included.

### List of Appendices

Appendix 1 - Financial summary @ 16/02/2026



**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**

**12 March 2026**

**AGENDA ITEM 7**

<b>Subject</b>	Update on Business Plan for 2025/26
<b>Report by</b>	Parking Partnership Manager

**Enquiries contact:** Nick Binder Parking Partnership Manager, Chelmsford. 01245 606303, nick.binder@chelmsford.gov.uk

**Purpose**

This report updates the Joint Committee on progress against the Business Plan approved for 2025/26 for the period 1 April 2025 to 31 January 2026

**Options**

This report is for information.

**Recommendation(s)**

1. That the Joint Committee notes this report

**Consultees**

Lead officers from each of the Partner Authorities as set out in Appendix B of the Joint Committee Agreement 2022.

1. Introduction

1.1 At its meeting on 15 January 2025, the Joint Committee approved the South Essex Parking Partnership's Business Plan for 2025/26.

1.2 This Business Plan provided an estimated annual budget based on the operational data and financial outturns from the previous years of operation and provided the business aims and objectives the Partnership set out to achieve during the financial year.

1.3 This report provides the current progress to date against the approved Business Plan.

## 2 Current position against projected outturn.

- 2.1 The Business Plan 2024/25 estimated that the enforcement account could expect a final surplus position of £332,000 to contribute to the operational costs of Traffic Regulation Order (TRO) function, the maintenance of signs and lines and the implementation of new traffic management schemes which require a traffic Regulation. The £400,000 reserve currently held in the reserve account would also be maintained. These projected outturns would be dependent on operating the function to the agreed expenditure costs and the amount of income received, in particular, PCN income which equates to 65% of the overall projected income.
- 2.2 The amount of PCNs issued across the Partnership is currently 19.6% up against the 2024/25 outturn and up by 4.2% against the estimated figure in the 2025/26 Business Plan.
- 2.3 Operating costs and expenditure are currently as expected but the overall income received from Penalty Charge Notices is currently up by 13.4% compared to the same period last year.

## 3 Business objectives for 2025/26

- 3.1 The Business Plan sets out the objectives the Partnership wishes to achieve in 2025/26. Appendix A, section 1, provides an update against each objective. Section 2 provides a comparison of the overall Parking Partnership PCN issue rates and Section 3 provides the PCN issue data for each individual partnership area.
- 4 Appendix A, Section 4, provides the current recovery rates for the overall Parking Partnership and the individual areas.

The overall recovery rate for PCNs paid is currently 74% of the PCNs issued. The expected outturn for the Partnership is in the region of 75% to 77%. In 2024/25 the outturn recovery rate was 72%. Considering that a high volume of PCNs issued are still within the initial recovery stage, the current recovery level is very good.

The rate of PCN cancellation (10%) remains within the expected level. The outturn position for cancellation rates in 2024/25 was 13.5%

## 5 Conclusion

The estimated level of PCN income is currently up against the estimate in the Business Plan. All other expenditure and income is currently as expected and the account will remain in a positive position to contribute to the costs of Traffic Regulation Order (TRO) function, the necessary maintenance of signs and lines and the implementation of new traffic management schemes which require a traffic Regulation Order, whilst also in a position to retain the agreed reserve of £400,000.

## List of Appendices

Appendix A: Performance and update on the Business Plan objectives for 2025/26

Background Papers

South Essex Parking Partnership Business Plan 2025/26

The South Essex Parking Partnership Joint Committee Agreement 2022

# APPENDIX A



## Performance and update on Business Plan objectives for 2025/26

(April 2025 to January 2026)

Section	Index	Page
1	Business Plan aims and objectives update	3
2	Overall Partnership PCN comparison	8
3	Individual area performance	10
3.1	Basildon	10
3.2	Brentwood	11
3.3	Castle Point	12
3.4	Chelmsford	13
3.5	Maldon	14
3.6	Rochford	15
4	Recovery rates	16

1 Business Plan aims and objectives update

Objective for 2025/26	Linked to business aim	Action and measure to date
<p><b>1: Monitor the effects of the business recovery and adjust the business case to ensure service provision meets demand.</b></p> <p>Continue to gauge the potential long term operational and financial impact of the change of working patterns / environments and parking requirements.</p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>The number of PCNs issued, and the amount of PCN, Pay &amp; Display and resident parking income is being compared and monitored against the business plan estimates and the outturn from 2024/25.</p> <p>The level of recovery is being gauged against the Annual Business Plan 2025/26 which contains estimates based on the assumed recovery and historical performance.</p>
<p><b>2: Continued focus on performance and sickness absence management at a local level to ensure best use of staff resource and improve attendance levels and subsequently maintain expected levels of patrol coverage.</b></p> <p>Provide a professional service, ensuring full compliance with TMA 2004 and high levels of customer service.</p> <p><b>Key Performance Indicators:</b></p> <ul style="list-style-type: none"> <li>• 75% of PCNs issued are successfully recovered</li> <li>• CEOs to achieve an average performance score of 33</li> <li>• PCNs which have been cancelled due to an CEO error, not to exceed 0.8%</li> </ul>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Monthly 1 to1 meetings are taking place between the Area Team Leaders and the Civil Enforcement Officers. These meetings provide an opportunity to discuss individual performance and how the performance is contributing to the overall Business Plan.</p> <p>In addition to these meetings, six monthly operational updates are provided by the Parking Partnership Manager. These inform staff of the progress against the agreed Business Plan. Monthly area performance updates are provided to each area depot on a monthly basis.</p> <p>CEOs are not set any targets regarding the amount of PCNs they should issue. The main focus of this work is to ensure that staff make best use of their time and maintain a sufficient level of patrol coverage throughout the many areas that require parking enforcement.</p> <p>The amount of PCNs issued across the Partnership is currently 19.6% up against the outturn from 2024/25</p>

		<p>and 4.2% up against the estimate in the 2025/26 Business Plan</p> <p>The current level of performance is slightly up on the overall outturn position as set out in the 2025/26 Business Plan</p>
<p><b>3: Ensure CEO patrol rotas are continually reviewed to ensure best use of staff time in key areas.</b></p> <p><b>Continue to provide ad-hoc out of hours enforcement to concentrate enforcement on known problem areas.</b></p> <p><b>Review enforcement outside of the core operational hours and review level of resource required to ensure staff have enough support during these periods</b></p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>Area Team Leaders are modifying staff rotas to meet the needs of changing parking habits. The focus of the team is to ensure that the staff are in the right place at the right time providing essential traffic management.</p> <p>The requests for enforcement at school drop off and pick up time is increasing and the teams continue to adjust working patterns to meet these demands.</p> <p>Each area continues to provide out of hours enforcement at known problem areas. The areas are identified from feedback and reports from Councillors, Lead Officers and members of the public.</p> <p>The Parking Partnership has arrangements in place with Maldon and Brentwood for their staff to provide additional patrol coverage at known problem areas outside of the core hours.</p>
<p><b>3: Partnership CEOs to support Castle Point, and Rochford at key times and to provide holiday cover.</b></p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>When resource permits, the partnership staff are being utilised to cover any staffing shortfalls due to holiday or sickness in these key areas.</p>
<p><b>4: Maldon to continue additional CEO patrol coverage with the use of the Community Safety Officers outside of normal working hours and during peak summer season.</b></p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking</p>	<p>Maldon Community Service Officers continue to provide additional support to the Parking Partnership to provide out of hours parking enforcement in the Resident Parking</p>

<p><b>Maintain communications between the Council and the Partnership passing on intelligence regarding events (such as the Maldon Mud Race. Burnham Carnival etc.) when additional enforcement is required</b></p> <p><b>Introduce targeted action days to deal with Hot Spots (schools etc.) allocating Council resources in addition to the Partnership staff</b></p>	<p>enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>Zones and in the High Street outside of normal patrol hours. This arrangement is extended to provide additional enforcement during know events in the district.</p>
<p><b>5: Continue to operate the service level agreement with Brentwood Borough Council to engage the services of the Brentwood Community Safety Officers to provide enforcement patrols to assist with weekend and out of hours coverage.</b></p> <p><b>Engage with external supplier to provide out of hours enforcement at key times (weekend evenings) within the City of Chelmsford</b></p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>The SEPP enforcement Team and the Brentwood Community Safety team are working well in Partnership to address issues outside of core operational hours. Joint patrols have also been set up with the police to deal with issues of anti-social behaviour and parking contraventions. These patrols have proved to be very successful.</p> <p>A new Service Level Agreement to continue this arrangement has been agreed and signed by both parties.</p>
<p><b>6: Review current operational expenditure and processes and determine if further efficiencies / improvements can be made</b></p>	<p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>The operational expenditure is currently as expected and in line with the budget in the Annual Business Plan.</p>
<p><b>7: Identify the proposed resident parking schemes, which are agreed and approved. Determine the additional income gained from the resident permit charges and adjust each area account to reflect the change.</b></p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking</p>	<p>Resident permit schemes have been progressed and approved by the Sub Committee. Several new permit schemes have been introduced into the Partnership areas and the additional income received is reflected in the individual area financial outturn and</p>

	<p>enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>contributes to the running of these schemes.</p>
<p><b>8: Identify and prioritise schemes in areas which provide the greatest benefit to the overall aims and objectives of the Parking Partnership</b></p> <p><b>Produce and implement a programme of essential maintenance works for signs and lines and TROs requiring attention.</b></p>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p> <p>Maintain signs and lines and TROs to an acceptable level ensuring suitable funding is available</p>	<p>Schemes requiring essential maintenance continue to be identified and agreed by the delegated powers given to the SEPP manager. A significant amount of work has been completed in this area ensuring parking restrictions remain relevant and enforceable.</p>
<p><b>9: Ensure that new developments requiring parking related restrictions / schemes contribute to the implementation of the scheme via section 106 arrangements or the Community Infrastructure Levy</b></p>	<p>Maintain signs and lines and TROs to an acceptable level ensuring suitable funding is available</p>	<p>Ongoing: Partnership Lead Officers to maintain local relationships with planning departments and Essex County Council Highways.</p>
<p><b>10: Continue to develop and roll out the School Parking Initiative across all Partnership areas, to improve</b></p>	<p>Support the core principles of TMA 2004</p>	<p>The Parking Partnership School Liaison officer continues to promote this scheme and is currently engaged with many schools interested in launching the scheme.</p>

parking behaviours at school drop off and pick up times		
<b>11. Meet with Officers from NEPP and ECC to determine any additional services that can be delivered by the Partnerships on behalf of ECC under separate Service Level Agreements.</b>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>Meetings continue to take place with NEPP and ECC officers. No new services have been identified to date.</p>
<b>12. Produce a report regarding current lease costs, types of vehicles and the financial impact and logistics of installing EV charging points to move to a fully electric fleet versus the current Hybrid vehicle costs</b>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Partnership lead officers take all reasonable steps to ensure individual Partnership areas reduce the level of individual deficit</p>	<p>This piece of work has been put on hold whilst LGR takes shape and a longer-term strategy can be determined via the new authorities.</p> <p>Current lease vehicle contracts will be extended to coincide with LGR.</p>
<b>13. Consider implementation of red routes with CCTV enforcement to deal with consistent all day inconsiderate parking on key parts of the network and bus routes</b>	<p>Support the core principles of TMA 2004</p> <p>Achieve an overall financial account to operate parking enforcement and the TRO function at zero deficit</p> <p>Maintain a contingency reserve</p>	<p>SEPP are currently working with ECC Bus Transportation to design a potential scheme to ease parking and congestion issues around the Chelmsford Bus Station.</p>

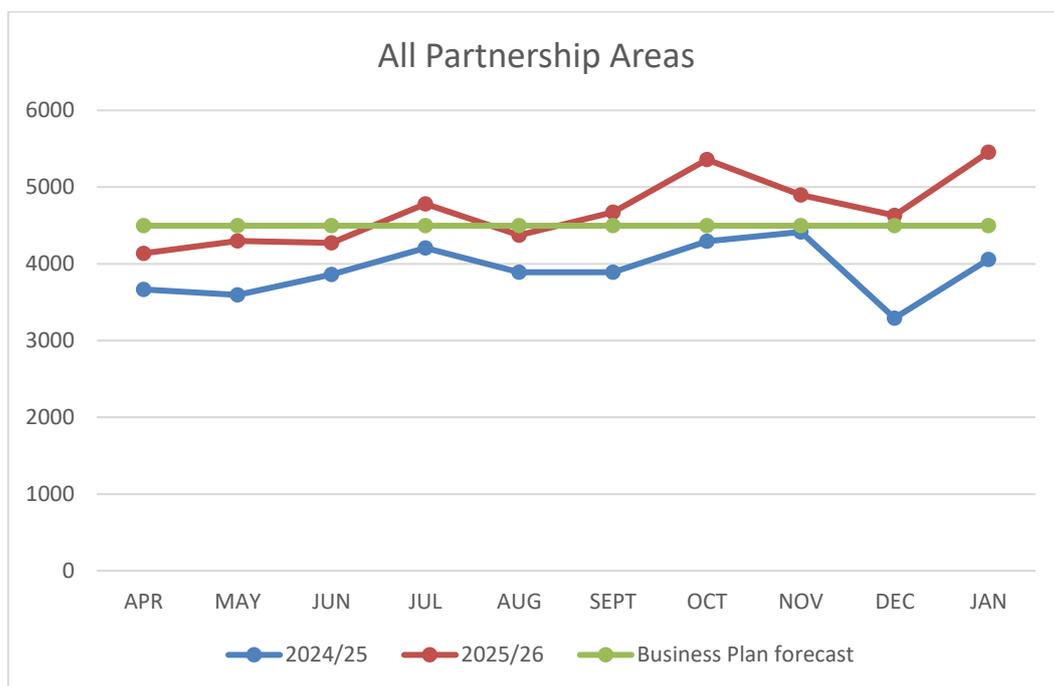
## 2 Overall Partnership PCN comparison

The income received from Penalty Charge Notices (PCNs) equates to 65% of the total income received. This income is not guaranteed and is dependent on the number of motorists who contravene a parking restriction and are noted by a patrolling enforcement officer.

A reduction in this level of income will have a detrimental effect on the overall account and it is therefore important to monitor this effect. The amount of PCNs issued compared to the previous years of the operation is a good benchmark to determine how the operation is performing. The following table provides the current PCN issue rate compared to the 2024/25 outturn and the Business Plan estimate.

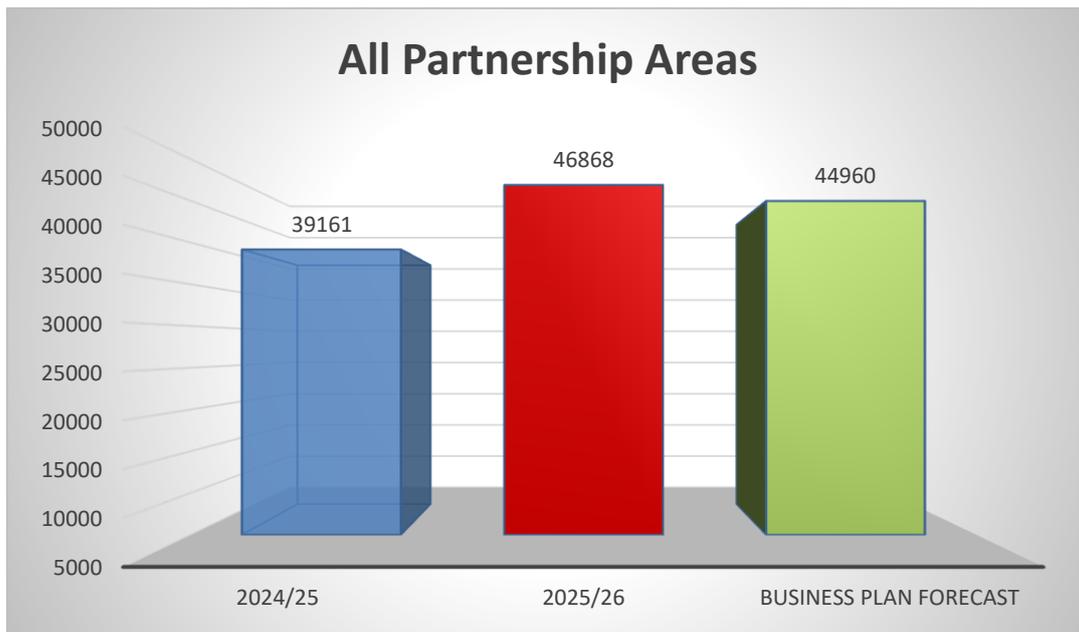
This relates to the period April 2025 to January 2026 for PCNs issued across all areas in the Parking Partnership.

### Monthly 2025/26 PCN issue rate comparison against the 2024/25 outturn and the Business Plan estimate for 2025/26.



SEPP	2024/25	2025/26	Business Plan forecast
APR	3664	4137	4496
MAY	3596	4297	4496
JUN	3859	4274	4496
JUL	4208	4779	4496
AUG	3888	4372	4496
SEPT	3888	4671	4496
OCT	4295	5358	4496
NOV	4415	4896	4496
DEC	3292	4629	4496
JAN	4056	5455	4496
<b>Total</b>	<b>39161</b>	<b>46868</b>	<b>44960</b>

**Overall Partnership PCN issue comparison figure for period April 2025 to January 2026**

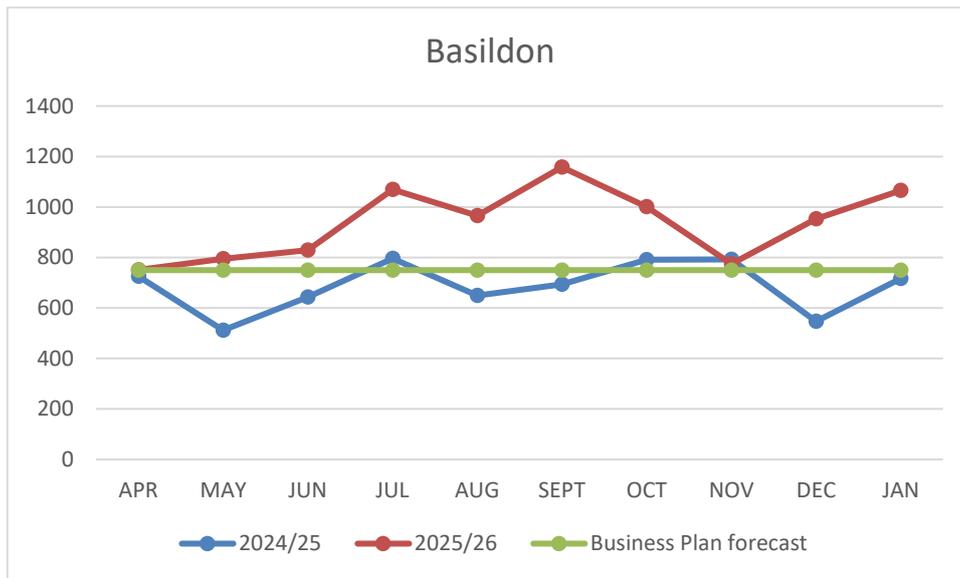


The amount of PCNs issued across the Partnership is currently 19.6% up against the 2024/25 performance and 4.2% up against the estimated figure in the Business Plan.

### 3 Individual area PCN comparison

The following tables (pages 10 to 15) provides the current PCN issue rate for each of the partner authorities compared to the 2023/24 outturn and the Business Plan estimate.

#### 3.1 Basildon

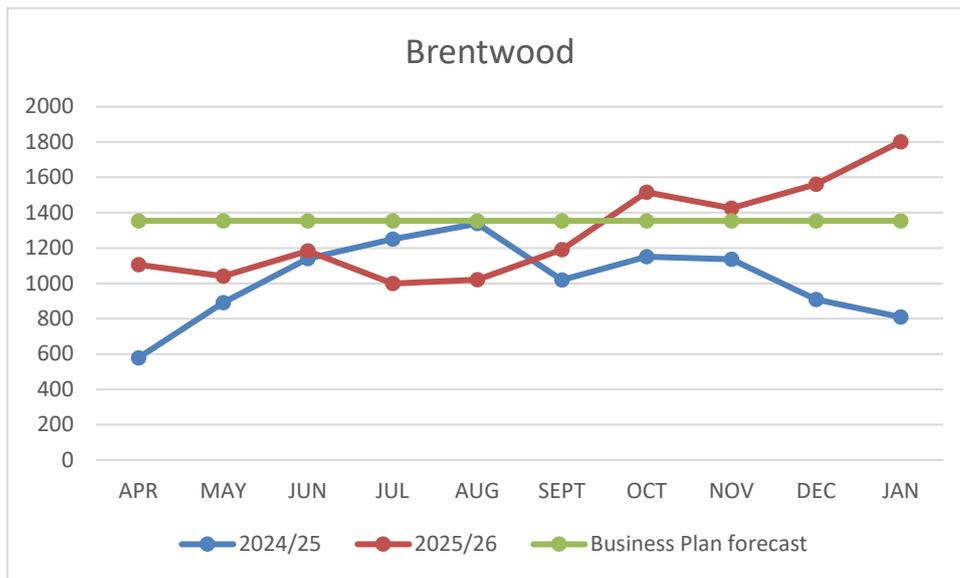


Basildon	2024/25	2025/26	Business Plan forecast
APR	725	751	750
MAY	512	795	750
JUN	643	829	750
JUL	796	1070	750
AUG	649	966	750
SEPT	694	1158	750
OCT	791	1001	750
NOV	793	775	750
DEC	547	953	750
JAN	716	1066	750
<b>Total</b>	<b>6866</b>	<b>9364</b>	<b>7500</b>

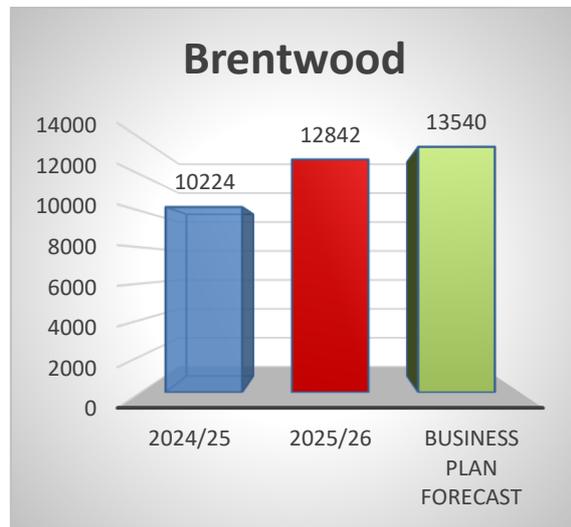


The amount of PCNs issued in Basildon is currently 36.4% up against the 2024/25 performance and 24.8% up against the estimated figure in the Business Plan.

### 3.2 Brentwood

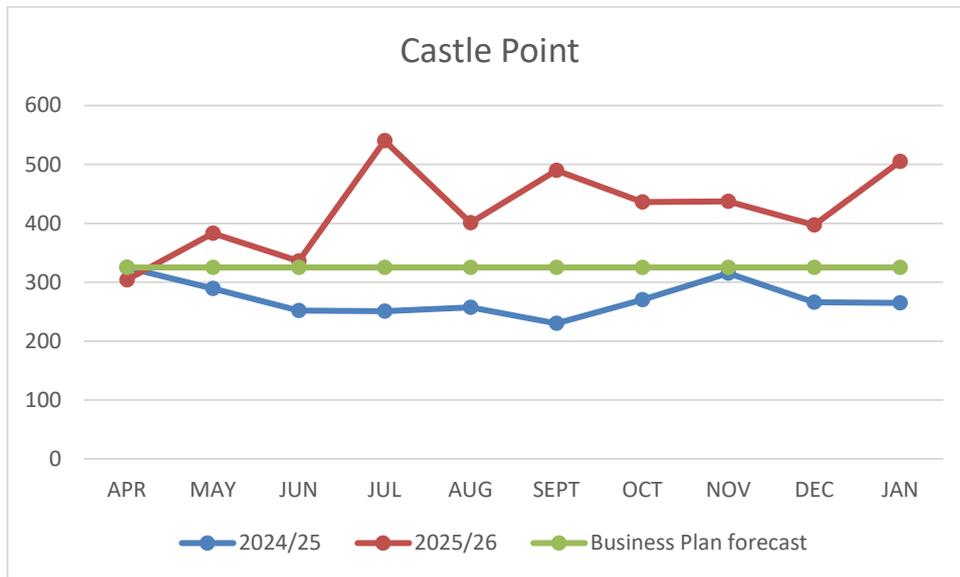


Brentwood	2024/25	2025/26	Business Plan forecast
APR	579	1105	1354
MAY	891	1040	1354
JUN	1140	1183	1354
JUL	1251	999	1354
AUG	1338	1020	1354
SEPT	1019	1191	1354
OCT	1151	1516	1354
NOV	1137	1425	1354
DEC	908	1561	1354
JAN	810	1802	1354
<b>Total</b>	<b>10224</b>	<b>12842</b>	<b>13540</b>

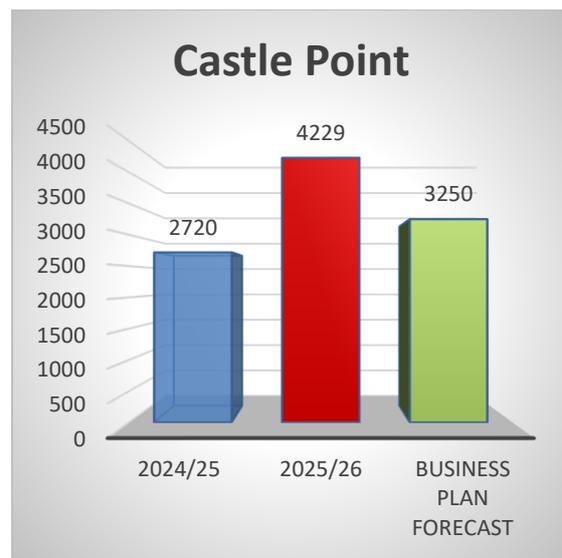


The amount of PCNs issued in Brentwood is currently 25.6% up against the 2024/25 performance and currently 5% down against the estimated figure in the Business Plan.

### 3.3 Castle Point

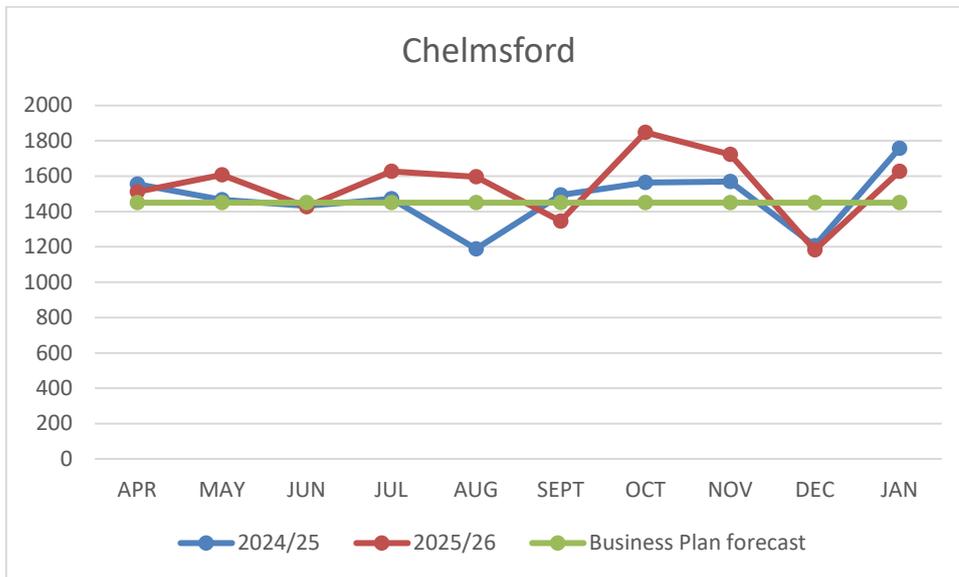


Castle Point	2024/25	2025/26	Business Plan forecast
APR	325	304	325
MAY	289	383	325
JUN	252	336	325
JUL	251	540	325
AUG	257	401	325
SEPT	230	490	325
OCT	270	436	325
NOV	315	437	325
DEC	266	397	325
JAN	265	505	325
<b>Total</b>	<b>2720</b>	<b>4229</b>	<b>3250</b>

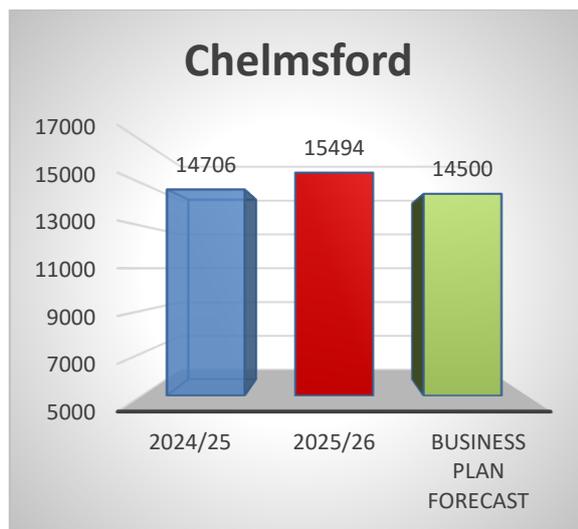


The amount of PCNs issued in Castle Point is currently 55% up against the 2024/25 performance and 29.7% up against the estimated figure in the Business Plan

### 3.4 Chelmsford

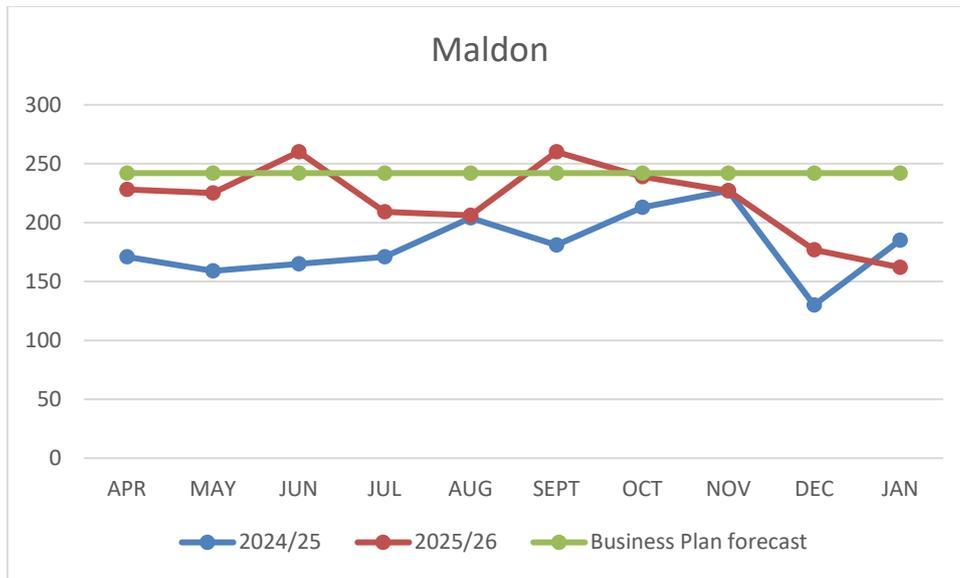


Chelmsford	2024/25	2025/26	Business Plan forecast
APR	1555	1511	1450
MAY	1467	1608	1450
JUN	1432	1426	1450
JUL	1472	1627	1450
AUG	1189	1596	1450
SEPT	1494	1345	1450
OCT	1564	1848	1450
NOV	1569	1723	1450
DEC	1206	1182	1450
JAN	1758	1628	1450
<b>Total</b>	<b>14706</b>	<b>15494</b>	<b>14500</b>

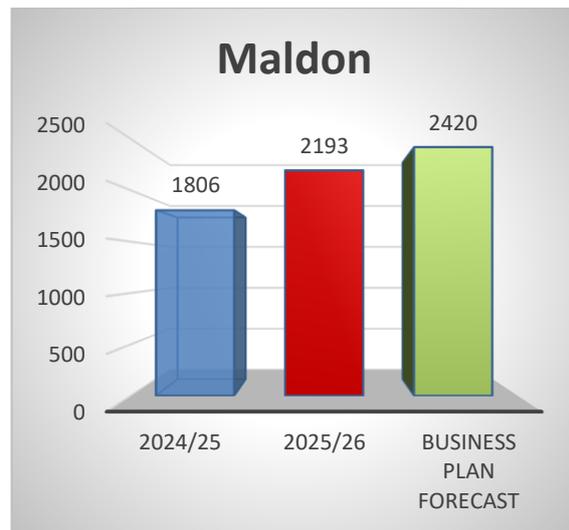


The amount of PCNs issued in Chelmsford is currently 5.3% up against the 2024/25 performance and 6.5% up against the estimated figure in the Business Plan

### 3.5 Maldon

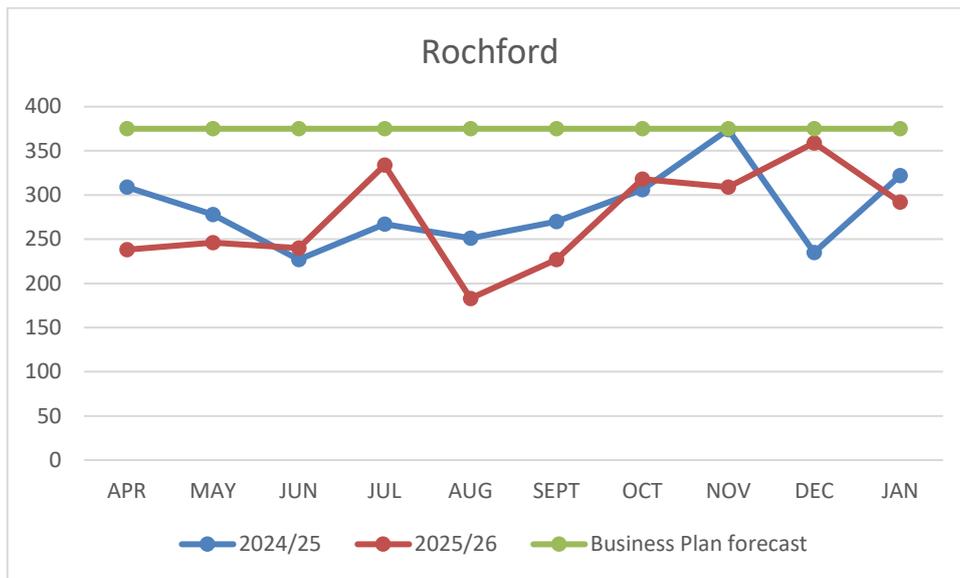


Maldon	2024/25	2025/26	Business Plan forecast
APR	171	228	242
MAY	159	225	242
JUN	165	260	242
JUL	171	209	242
AUG	204	206	242
SEPT	181	260	242
OCT	213	239	242
NOV	227	227	242
DEC	130	177	242
JAN	185	162	242
<b>Total</b>	<b>1806</b>	<b>2193</b>	<b>2420</b>

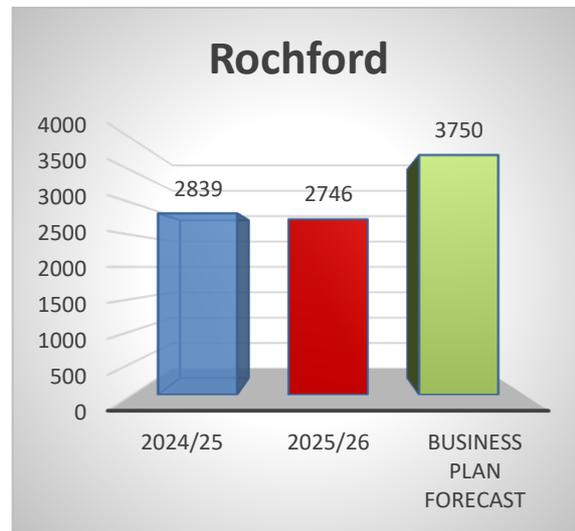


The amount of PCNs issued in Maldon is currently 15.6% up against the 2024/25 performance and 9.3% down against the estimated figure in the Business Plan

### 3.6 Rochford



Rochford	2024/25	2025/26	Business Plan forecast
APR	309	238	375
MAY	278	246	375
JUN	227	240	375
JUL	267	334	375
AUG	251	183	375
SEPT	270	227	375
OCT	306	318	375
NOV	374	309	375
DEC	235	359	375
JAN	322	292	375
<b>Total</b>	<b>2839</b>	<b>2746</b>	<b>3750</b>



The amount of PCNs issued in Rochford is currently 3.3% down against the 2024/25 performance and 26.8% down against the estimated figure in the Business Plan

#### 4 Recovery rates

The following table shows the current recovery and cancellation rates across the Partnership and for each individual area. This data relates to the period 1 April 2025 to 31 January 2026.

Back Office PCN recovery rates April 2025 to July 2025								% of stage payment received from PCNs fully paid		
	PCNs Issued	Cases stopped	%	Outstanding	%	Fully Paid	%	Discount	Full amount	Surcharge Paid
Basildon	9,364	1115	12	2028	22	6221	66	84.0	13.0	3.1
Brentwood	12842	1449	11	2244	17	9149	71	82.8	14.3	2.9
Chelmsford	15494	2380	15	3223	21	9891	64	84.1	12.4	3.4
Castle Point	4229	277	7	504	12	3448	82	86.6	10.4	3.0
Maldon	2193	229	10	266	12	1698	77	87.2	10.8	1.9
Rochford	2746	195	7	307	11	2244	82	85.5	12.1	2.4
<b>Partnership Total</b>	<b>46868</b>	<b>5645</b>	<b>10</b>	<b>8572</b>	<b>16</b>	<b>32651</b>	<b>74</b>	<b>84.2</b>	<b>12.7</b>	<b>3.0</b>

The overall recovery rate for PCNs paid is currently 74% of the PCN issued. The expected outturn for the Partnership is in the region of 75% to 77%. In 2024/25 the outturn recovery rate was 72%. Considering that a high volume of PCNs issued are still within the initial recovery stage, the current recovery level is very good.

The rate of PCN cancellation (10%) remains within the expected level. The outturn position for cancellation rates in 2024/25 was 13.5%

**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE MEETING**

**12 March 2026**

AGENDA ITEM 8

<b>Subject</b>	Decisions made under delegated authority for 2025/26 sign and line maintenance and new traffic management schemes requiring a new Traffic Regulation Order (TRO).
<b>Report by</b>	South Essex Parking Partnership Manager

**Enquiries contact:** Nick Binder, 01245 606303, [nick.binder@chelmsford.gov.uk](mailto:nick.binder@chelmsford.gov.uk)

<b>Purpose</b>	To update the Joint Committee as per the Terms of reference ( <b>Appendix A</b> ) on the funding decisions made under delegated authority by the South Essex Parking Partnership Manager in consultation with the SEPP Joint Committee Chairman and Vice Chairman for the allocation of the 2025/26 funding for signs and lines maintenance and traffic management schemes requiring a new TRO
<b>Options</b>	The report is for noting
<b>Recommendation(s)</b>	The report is noted

<b>Consultees</b>	Lead officers from each of the Local Authorities within the South Essex Parking Partnership (SEPP)
-------------------	--

1. Introduction
  - 1.1 Essex County Council has delegated to the Joint Committee the responsibility for on-street civil parking enforcement and responsibility for relevant sign and lines maintenance and the power to make relevant Traffic Regulation Orders (TROs) in accordance with the provisions contained within the Traffic Mangement Act 2004 (TMA 2004) and the Road Traffic Regulation Act 1984 (RTRA 1984)

1.2 After an operational term of 11 years, the 2011 Joint Committee Agreement expired on 31 March 2022. The newly agreed 2022 Joint Committee Agreement was signed and completed by all partners on 30 June 2022. The term of the 2022 Joint Committee Agreement is for a further 5 years with the option thereafter to extend annually up to a maximum of 8 years.

1.4 Section 10.4 of the 2022 Joint Committee Agreement also makes the following provisions for delegation of functions:

**10. Functions to be exercised by the Joint Committee**

*10.4 The Joint Committee is authorised to delegate any of its functions (including for the avoidance of doubt the enforcement and/or cancellations of PCN's) to the South Essex Parking Partnership Manager or nominated deputy of the Lead Authority.*

1.5 At its meeting on 28 July 2022 the Joint Committee agreed to continue with the delegated authority as set out in the terms of reference (**Appendix A**) to approve the funding for signs and lines maintenance and TRO funding for the term of the 2022 Joint Committee Agreement.

1.6 This report updates the Joint Committee on the decisions made under this arrangement.

2 Decisions made under delegated authority

2.1 At its meeting on 15 January 2025 the Joint Committee approved the Annual Business Plan for the financial year 2025/26. The Business Plan has allocated £200,000 for the essential maintenance of parking-related signs and lines and for the implementation of new parking schemes which require a new TRO.

2.1 **Appendix B** lists the Batch 22 schemes totalling £155,500 where funding has been allocated for the maintenance of parking related signs and lines and **Appendix C** lists the schemes totalling £42,000 where funding has been allocated for new parking schemes requiring a new TRO. These decisions were made under the delegated authority by the South Essex Parking Partnership Manager in consultation with the SEPP Joint Committee Chairman and Vice Chairman

2.2 From the allocated sum of £200,000 a total amount of £189,550 has been approved and allocated under these arrangements, leaving £2,500 available for the remainder of the financial year.

3 Conclusion

Under the terms of the 2022 Joint Committee Agreement, approval was given for the delegated authority for the funding of signs and lines maintenance and new TROs as set out in the Terms of Reference (**Appendix A**)

The Joint Committee has been updated on the funding decisions made under this delegation.

List of Appendices

**Appendix A** Terms of Reference for approval of funding for signs and lines maintenance and new Traffic Regulation Orders (TROs)

**Appendix B** South Essex Parking Partnership Lines & Signs Maintenance Batch 22 Funding Approval 2025/26

**Appendix C** Funding for new Traffic Regulations Orders

Background Papers

South Essex Parking Partnership Joint Committee Agreement June 2022

**Appendix A**

**South Essex Parking Partnership**  
**Approval of funding for signs and lines maintenance and new Traffic Regulation Orders**  
**(TROs)**

**1. Terms of Reference**

- In accordance with Clause 10.4 of the 2022 Joint Committee Agreement, the Joint Committee has delegated its function to approve funding for schemes requiring signs and lines maintenance and new Traffic Regulation Orders to the South Essex Parking Partnership Manager in consultation with the Chairman and Vice Chairman of the Joint Committee
- Decisions taken under this delegated authority by the South Essex Parking Partnership Manager will not exceed the level of funding agreed in the Annual Business Plan for the maintenance of signs and lines and new TROs and will be reported to the next available Joint Committee meeting.

## **Appendix B**

### **South Essex Parking Partnership Lines & Signs Maintenance Batch 22 Funding Approval 2025/26**

<b>BASILDON</b>		
<b>Road</b>	<b>Request</b>	<b>Estimate</b>
<u>Franklins Way, Wickford</u>	<u>Refresh Permit Bay and check signs</u>	<u>£750</u>
<u>Cherrydown West, Basildon</u>	<u>Refresh LWB. SYL, DYL</u>	<u>£1,000</u>
<u>Waldegrave, Basildon</u>	<u>Refresh DYL</u>	<u>£500</u>
<u>Codenham Green, Basildon</u>	<u>Refresh DYL</u>	<u>£500</u>
<u>Gobions, Basildon</u>	<u>Refresh DYL</u>	<u>£500</u>
<u>Wrexham Road, Basildon</u>	<u>Refresh SYL</u>	<u>£500</u>
<u>Denbigh Road, Basildon</u>	<u>Refresh SYL</u>	<u>£500</u>
<u>Bentalls, Basildon</u>	<u>Refresh SYL &amp; DYL's</u>	<u>£500</u>
<u>Davenants, Basildon</u>	<u>Refresh DYL's &amp; SKC's &amp; Bus Cages &amp; SKC post &amp; signs</u>	<u>£1,000</u>
<u>Lucklyn Lane, Basildon</u>	<u>Refresh DYL'S &amp; SYLS</u>	<u>£1,000</u>
<u>Chester Hall Lane, Basildon</u>	<u>Refresh DYL'S &amp; SYLS</u>	<u>£1,000</u>
<u>Tinkler Side, Basildon</u>	<u>Refresh DYL's &amp; replace missing or damaged signs and post</u>	<u>£2,000</u>
<u>Codenham Straight, Basildon</u>	<u>Refresh SYL's</u>	<u>£500</u>
<u>Grappells, Basildon</u>	<u>Refresh DYL's</u>	<u>£500</u>
<u>Long Riding, Basildon</u>	<u>Refresh SYL's (Church Road end, near school)</u>	<u>£500</u>
<u>Lower Southend Road, Wickford</u>	<u>Refresh SYL's, DYL's &amp; LWB</u>	<u>£1,000</u>
<u>Stilemans, Wickford</u>	<u>Refresh SYL's</u>	<u>£500</u>
<u>Parklands, Billericay</u>	<u>Refresh SYL's</u>	<u>£500</u>
<u>Pound Lane, Bowers Gifford</u>	<u>Refresh DYL's (jw William Road, Page Road, Kelly Road &amp; Bowers Court Drive)</u>	<u>£1,000</u>
<u>London Road &amp; Ilfracombe Avenue, Bowers Gifford</u>	<u>Refresh DYL's</u>	<u>£3,000</u>
<u>Hemmells, Basildon</u>	<u>Refresh DYL's &amp; SYL's</u>	<u>£1,000</u>
<u>Honywood Road, Basildon</u>	<u>Refresh DYL's</u>	<u>£1,000</u>
<b><u>Total</u></b>		<b><u>£19,250</u></b>

<b>BRENTWOOD</b>		
<b>Road</b>	<b>Request</b>	<b>Estimate</b>
<u>St Thomas Road, Brentwood</u>	<u>Refresh Permit bay and replace any worn or missing signs</u>	<u>£1,500</u>
<u>Zone C Brentwood</u>	<u>Refresh Permit bay and replace any worn or missing signs</u>	<u>£1,500</u>
<u>Walton Gardens, Hutton</u>	<u>Refresh SYL's &amp; DYL's</u>	<u>£1,000</u>
<u>Oakland Gardens, Hutton</u>	<u>Refresh SYL's &amp; DYL's</u>	<u>£500</u>
<u>Coram Green, Hutton</u>	<u>Refresh DYL's &amp; SKC's</u>	<u>£1,000</u>
<u>Cloughton Way, Hutton</u>	<u>Refresh DYL's &amp; SKC's</u>	<u>£1,000</u>
<u>Whittington Road, Hutton</u>	<u>Refresh DYL's</u>	<u>£500</u>
<u>Wash Road, Hutton</u>	<u>Refresh DYL's</u>	<u>£750</u>
<u>Hutton Drive, Hutton</u>	<u>Refresh DYL's</u>	<u>£1,000</u>
<u>Rosen Crescent, Hutton</u>	<u>Refresh DYL's</u>	<u>£1,000</u>
<u>Magdalen Gardens, Hutton</u>	<u>Refresh DYL's</u>	<u>£500</u>
<u>Sunray Avenue, Hutton</u>	<u>Refresh DYL's</u>	<u>£500</u>

<u>Woodman Road, Warley</u>	<u>Refresh DYL, SYL &amp; RP Bays and replace damaged or missing signs</u>	<u>£3,000</u>
<u>Hanging Hill Lane, Hutton</u>	<u>Refresh SKCs and replace damaged post &amp; SKC sign</u>	<u>£750</u>
<u>Nine Ashes Road, Blackmore</u>	<u>Refresh SKCs and replace posts &amp; SKC signs</u>	<u>£750</u>
<u>Western Road, Brentwood</u>	<u>Refresh lining</u>	<u>£1,000</u>
<u>Brook Street, Brentwood</u>	<u>Refresh DYL's</u>	<u>£500</u>
<u>Coptfold Road, Brentwood</u>	<u>Refresh DYL's</u>	<u>£500</u>
<u>10 Albert Street, Brentwood</u>	<u>Paint ABM (include other dropped kerbs)</u>	<u>£250</u>
<u>Wren Place, Brentwood</u>	<u>Repaint SYL's</u>	<u>£500</u>
<u>Rose Valley, Brentwood</u>	<u>DYL from Wren Place/ Gresham Road to Queens Road</u>	<u>£1,500</u>
<u>South Drive, Brentwood</u>	<u>Repaint DYL'S JW Headley Chase</u>	<u>£500</u>
<u>Burses Way, Hutton</u>	<u>Refresh SYL's &amp; DYL's (Mount Avenue end)</u>	<u>£1,000</u>
<u>Poplar Drive, Hutton</u>	<u>Refresh SYL's (Not DYL's)</u>	<u>£1,000</u>
<u>Bannister Drive, Hutton</u>	<u>Refresh SYL's (Not DYL's)</u>	<u>£500</u>
<u>Clavering Way, Hutton</u>	<u>Refresh SYL's (Not DYL's)</u>	<u>£500</u>
<u>Park Road, Brentwood</u>	<u>Refresh Permit Bay/SYL/DYL and replace low posts/signs</u>	<u>£4,000</u>
<b><u>Total</u></b>		<b><u>£27,000</u></b>

<b>CASTLE POINT</b>		
<b><u>Road</u></b>	<b><u>Request</u></b>	<b><u>Estimate</u></b>
<u>Common Approach, Benfleet</u>	<u>Refresh Lines</u>	<u>£500</u>
<u>Kings Road, Benfleet</u>	<u>Refresh Lines &amp; Signs</u>	<u>£1,000</u>
<u>Hillside Road, Benfleet</u>	<u>Refresh Lines &amp; Signs</u>	<u>£1,000</u>
<u>Alexandra Road, Benfleet</u>	<u>Refresh Lines &amp; Signs</u>	<u>£1,000</u>
<u>River View Road, Benfleet</u>	<u>Refresh Lines &amp; Signs</u>	<u>£1,000</u>
<u>St Marys Road, Benfleet</u>	<u>Refresh Lines &amp; Signs</u>	<u>£1,500</u>
<u>High Road, Benfleet</u>	<u>Refresh LWB Signs</u>	<u>£500</u>
<u>Kiln Road, Benfleet</u>	<u>Refresh LWB, hatching and SYL's outside dry cleaners</u>	<u>£750</u>
<u>Benfleet Road, Benfleet</u>	<u>Repaint SYL's &amp; LWB outside shop entrances</u>	<u>£750</u>
<u>Hart Close, Benfleet</u>	<u>Refresh DYL's</u>	<u>£500</u>
<u>Overton Road, Benfleet</u>	<u>Refresh DYL's</u>	<u>£750</u>
<u>Church Road, Benfleet</u>	<u>Refresh DYL's</u>	<u>£3,000</u>
<b><u>Total</u></b>		<b><u>£12,250</u></b>

<b>CHELMSFORD</b>		
<b><u>Road</u></b>	<b><u>Request</u></b>	<b><u>Estimate</u></b>
<u>Watchhouse Road / The Street, Galleywood</u>	<u>Refresh Lines</u>	<u>£500</u>
<u>Barnard Road, Galleywood</u>	<u>Replace Disabled Bay Sign &amp; Post</u>	<u>£500</u>
<u>New Road / Hall Close, Great Baddow</u>	<u>Refresh Lines</u>	<u>£1,000</u>
<u>Tabors Hill / Baddow Road, High Street, Great Baddow</u>	<u>Refresh Lines</u>	<u>£3,000</u>
<u>Honey Close, Great Baddow</u>	<u>Refresh Lines</u>	<u>£500</u>
<u>Beehive Lane / Apple Way, Great Baddow</u>	<u>Refresh Lines</u>	<u>£500</u>

<u>Hawk Hill, Battlesbridge</u>	<u>Refresh DYL o/s Phoenix Fireplaces</u>	<u>£2,000</u>
<u>Orchid Place, SWF</u>	<u>Refresh Lines</u>	<u>£3,000</u>
<u>Champions Way &amp; Greenacres, SWF</u>	<u>Refresh Lines</u>	<u>£2,000</u>
<u>Brent Avenue / Redshank Crescent, SWF</u>	<u>Refresh SKC &amp; Signs</u>	<u>£2,000</u>
<u>South Street, Great Waltham</u>	<u>Refresh SKC &amp; DYL</u>	<u>£1,000</u>
<u>Aragon Road, Great Leighs</u>	<u>Refresh SKC</u>	<u>£1,000</u>
<u>Rectory Lane, Chelmsford</u>	<u>Replace any faded/damaged signs and damaged posts</u>	<u>£1,000</u>
<u>New Street, Chelmsford</u>	<u>Replace any faded/damaged signs and damaged posts and refresh kerb markings</u>	<u>£2,000</u>
<u>Wharf Road, Chelmsford</u>	<u>Refresh Lines</u>	<u>£1,000</u>
<u>Vicarage Road, Chelmsford</u>	<u>Refresh DYL on j/w Braemar Avenue</u>	<u>£500</u>
<u>Lower Anchor Street, Chelmsford</u>	<u>Replace Faded Signs</u>	<u>£1,000</u>
<u>Townfield Street / Glebe Road, Chelmsford</u>	<u>Refresh Lines</u>	<u>£2,000</u>
<u>Legg Street, Chelmsford</u>	<u>Refresh Lines</u>	<u>£2,000</u>
<u>Waterloo Lane, Chelmsford</u>	<u>Check and refresh/replace Lines &amp; Signs</u>	<u>£2,000</u>
<u>Viaduct Road, Chelmsford</u>	<u>Check and replace Signs/Posts</u>	<u>£2,000</u>
<u>Tindal Street, Chelmsford</u>	<u>Refresh Kerb Markings</u>	<u>£1,000</u>
<u>Rainsford Road, Dukes Street &amp; Broomfield Road, Chelmsford</u>	<u>Refresh Kerb Markings</u>	<u>£4,000</u>
<u>Rainsford Road, Chelmsford</u>	<u>Replace Rusty Posts</u>	<u>£1,000</u>
<u>Market Road, Chelmsford</u>	<u>Refresh Kerb Markings</u>	<u>£1,000</u>
<u>Hanbury Road, Chelmsford</u>	<u>Refresh Lines</u>	<u>£2,500</u>
<u>Brooklands Walk, Chelmsford</u>	<u>Refresh Lines</u>	<u>£500</u>
<u>Springfield Park Hill, Chelmsford</u>	<u>Replace Permit Signs</u>	<u>£500</u>
<u>Springfield Park Road, Chelmsford</u>	<u>Refresh Lines</u>	<u>£3,000</u>
<u>Springfield Green, Springfield</u>	<u>Refresh Signs O/S All Saints Church</u>	<u>£1,000</u>
<u>Seymour Street, Chelmsford</u>	<u>Replace Faded Signs and Rusty Posts</u>	<u>£1,000</u>
<u>Hart Street, Chelmsford</u>	<u>Replace Faded Signs and Rusty Posts</u>	<u>£1,000</u>
<u>Wolseley Road, Chelmsford</u>	<u>Refresh Lines and Signs</u>	<u>£2,000</u>
<u>Baker Street, Chelmsford</u>	<u>Replace Faded Signs</u>	<u>£500</u>
<u>Lady Lane, Chelmsford</u>	<u>Replace Faded Signs</u>	<u>£2,000</u>
<u>Hoffmans Way, Chelmsford</u>	<u>Replace Faded Signs</u>	<u>£500</u>
<u>Trinity Road, Chelmsford</u>	<u>Replace sign outside No. 6</u>	<u>£500</u>
<u>Byron Road, Chelmsford</u>	<u>Refresh DYL O/S Shops</u>	<u>£500</u>
<u>Navigation Road &amp; Coates Quay, Chelmsford</u>	<u>Refresh Lines</u>	<u>£2,000</u>
<u>Oliver Way, Chelmsford</u>	<u>Refresh SKC and Signs</u>	<u>£1,000</u>
<b><u>Total</u></b>		<b><u>£56,000</u></b>

<b>MALDON</b>		
<b>Road</b>	<b>Request</b>	<b>Estimate</b>
<u>High Street, Maldon</u>	<u>Replace Limited Waiting / No Waiting Sign</u>	<u>£250</u>
<u>Basin Road, Heybridge</u>	<u>Refresh Lines</u>	<u>£2,000</u>
<u>Walden House Road, Great Totham</u>	<u>Refresh Lines</u>	<u>£1,000</u>
<u>Southminster</u>	<u>Refresh Signs</u>	<u>£3,000</u>
	<b><u>Total</u></b>	<b><u>£6,250</u></b>

<b>ROCHFORD</b>		
<b><u>Road</u></b>	<b><u>Request</u></b>	<b><u>Estimate</u></b>
<u>North Street, Rochford</u>	<u>Replace Sign o/s Premier Wills &amp; Refresh Lines</u>	<u>£2,000</u>
<u>Little Wheatley Chase, Rochford</u>	<u>Replace Incorrect Signs for SYL</u>	<u>£3,000</u>
<u>Main Road, Hockley</u>	<u>Refresh Kerb Markings</u>	<u>£1,000</u>
<u>Bullwood Avenue, Hockley</u>	<u>Replace Signs</u>	<u>£2,000</u>
<u>Southend Road, Hockley</u>	<u>Replace Sign &amp; Posts</u>	<u>£2,000</u>
<u>Willow Walk, Broad Walk, Broad Close, Hockley</u>	<u>Refresh Lines &amp; Signs</u>	<u>£3,000</u>
<u>Ironwell Lane, Hawkwell</u>	<u>Refresh Lines</u>	<u>£3,000</u>
<u>Brook Road, Rayleigh</u>	<u>Refresh Lines</u>	<u>£3,000</u>
<u>Roche Close, Rayleigh</u>	<u>Refresh Lines</u>	<u>£250</u>
<u>Station Crescent, Rayleigh</u>	<u>Refresh Lines &amp; Signs</u>	<u>£3,000</u>
<u>Upway, Rayleigh</u>	<u>Refresh Lines &amp; Signs</u>	<u>£2,000</u>
<u>Castle Road, Rayleigh</u>	<u>Replace Rusty Post</u>	<u>£1,000</u>
<u>Burrows Way, Rayleigh</u>	<u>Replace Signs</u>	<u>£1,000</u>
<u>Spring Gardens, Rayleigh</u>	<u>Replace Lines &amp; Signs</u>	<u>£1,000</u>
<u>Meadow Way, Rayleigh</u>	<u>Refresh Lines &amp; Sign</u>	<u>£1,500</u>
<u>Uplands Park Road, Rayleigh</u>	<u>Refresh DYL &amp; SKC</u>	<u>£2,000</u>
<u>Victoria Road, Rayleigh</u>	<u>Refresh Lines</u>	<u>£2,000</u>
<u>Cotswold Avenue, Rayleigh</u>	<u>Refresh Lines and Signs</u>	<u>£2,000</u>
<b><u>Total</u></b>		<b><u>£34,750</u></b>

<b><u>AREA</u></b>	<b><u>TOTALS</u></b>
<b><u>Basildon</u></b>	<b><u>£19,250</u></b>
<b><u>Brentwood</u></b>	<b><u>£27,000</u></b>
<b><u>Castle Point</u></b>	<b><u>£12,250</u></b>
<b><u>Chelmsford</u></b>	<b><u>£56,000</u></b>
<b><u>Maldon</u></b>	<b><u>£6,250</u></b>
<b><u>Rochford</u></b>	<b><u>£34,750</u></b>
<b><u>Total</u></b>	<b><u>£155,500</u></b>

## Appendix C

### Funding for new Traffic Regulation Orders within The South Essex Parking Partnership

TRO SCHEMES 2025/26 BRENTWOOD					
Item	Road	Town	District	Restriction	Estimated cost
1	South Drive	Warley	Brentwood	RP scheme	£3,000
2	King Edward Road & Gresham Road	Brentwood	Brentwood	Extend operational times of existing permit bays	£3,500
<b>TOTAL - £6,500</b>					

TRO SCHEMES 2025/26 BRENTWOOD					
Item	Road	Town	District	Restriction	Estimated cost
1	Ongar Road & Reeves Close	Stondon Massey	Brentwood	DYL & Disabled Permit Bays	£3,500
2	Willow Close	Hutton	Brentwood	Amend operational times of the SYL	£3,500
3	Great Oaks	Hutton	Brentwood	Amend operational times of the SYL	£3,000
<b>TOTAL - £10,000</b>					

TRO SCHEMES 2025/26 BASILDON					
Item	Road/s	Town	District	Restriction	Estimated cost
1	Popes Crescent	Pitsea	Basildon	Amend operational times of PPA and SYL to DYL	£3,000
2	Wynters	Basildon	Basildon	Amend part of PPA on bend to DYL	£2,500
3	Short Acre	Basildon	Basildon	DYL on junction	£2,000
4	Brightside, The Warren & Coombes Close	Billericay	Basildon	PPA and DYL	£8,000
<b>TOTAL - £15,500</b>					

<b>TRO SCHEMES 2025/26 Rochford</b>					
<b>Item</b>	<b>Road</b>	<b>Town</b>	<b>District</b>	<b>Restriction</b>	<b>Estimated cost</b>
<b>1</b>	Helena Road, Alexandra Road, Louise Road and Bracken Dell	Rayliegh	Rochford	Resident Permit Scheme Mon to Frid 10- 11am and 2-3pm	£10,000
<b>TOTAL - £10,000</b>					

**Total - £42,000**

**SOUTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE**

**12 March 2026**

**AGENDA ITEM 9**

<b>Subject</b>	Confirmation of one-year extension to the current Joint Committee Agreement
<b>Report by</b>	The South Essex Parking Partnership Manager

**Enquiries contact:** Nick Binder, South Essex Parking Partnership Manager ,01245 606303, nick.binder@chelmsford.gov.uk

**Purpose**

The report sets out the decisions made by the South Essex Parking Partnership (SEPP) Authorities to extend the current Joint Committee Agreement by a further 1 year until 31 March 2028 as per clauses of the Joint Committee Agreement.

**Options**

To note the report

**Recommendation(s)**

1. The report is noted

**Consultees**

Lead officers from each of the Partner Authorities as set out in Appendix B of the Joint Committee Agreement 2022.

1. Introduction

1.1 At its meeting on 11 December 2025 the SEPP Joint Committee was presented with a report setting out that the current 5-year term of the SEPP Joint Committee Agreement would expire on 31 March 2027. The report highlighted that Essex County Council (ECC) had the option to extend the Joint Committee Agreement for a further one-year period until 31 March 2028 which would coincide with the timeline of Local Government Reform.

1.2 The Term is set out in Section 3 of the agreement as follows:

### **3. The Term**

- 3.1 The Joint Committee shall be operational for a period of five years (“the Operational Period”) commencing on 1 April 2022 (“the Commencement Date”) unless, with the written consent of all the Partner Authorities, the Operational Period is extended for an additional 12 months on three consecutive occasions, to a maximum term of eight years.
- 3.2 The decision whether to extend the Operational Period shall be taken by the Council not less than fifteen months before the end of the Operational Period.
- 3.3 The Joint Committee’s consent must be obtained in writing to the proposed extension and shall be delivered to the Council not less than twelve months before the end of the Operational Period.

1.3 The report set out that the Joint Committee’s consent would be required from each Partner Authority by 20<sup>th</sup> February 2026 to enable this to be reported to the SEPP Joint Committee meeting being held on 12 March 2026. Each Partner Authority was requested to seek approval via their respective Councils governance to enter into a further one-year extension and to provide their written consent of this decision to the South Essex Parking Partnership Manager by 20<sup>th</sup> February 2026.

## **2 Notification of intent by ECC**

2.1 As per clause 3.2 of the Joint Committee Agreement, the decision whether to extend the Operational Period shall be taken by the Council (ECC) not less than fifteen months before the end of the Operational Period. On 24 December 2025 a letter of intention was sent by ECC and received by the SEPP Manager. The letter set out the intention of ECC to extend the current Joint Committee Agreement by a further 1 year period until 31 March 2028 to align with the current Local Government Reform timetable and to seek acknowledgement of the outcome of the decisions made by the partner authorities.

## **3 Confirmation of decisions made**

3.1 Each of the partner authorities submitted reports via their respective governance for a decision. Table 1 sets out the decisions made.

**Table 1**

Area	Date	Meeting / Committee	Decision
Chelmsford	27-Jan-25	Cabinet	agreed to extend
Basildon	03-Feb-25	Cabinet	agreed to extend
Castle Point	11-Feb-25	Cabinet	agreed to extend
Maldon	11-Feb-25	Council	agreed to extend
Rochford	12-Feb-25	Economic Development , Regeneration and Tourism Committee	agreed to extend
Brentwood	18-Feb-25	Finance & Resources Committee	agreed to extend

All partner authorities have now formally confirmed that they agree to an extension of the Joint Committee Agreement by a further 1 year until 31 March 2028

3.2 As per clause 3.3 of the Joint Committee Agreement the Joint Committee's consent must be obtained in writing to the proposed extension and shall be delivered to the Council not less than 12 months before the end of the operational period. A letter confirming the SEPP Joint Committee decision to extend the Joint Committee Agreement by a further year until 31 March 2028 will be sent to ECC before this 31 March 2026 deadline.

## 6 Conclusion

As per clause 3.2 of the Joint Committee Agreement, ECC has provided the SEPP Joint Committee with a letter of intent to extend the current term of the Joint Committee Agreement by a further one-year period until 31 March 2028.

Extending the Joint Committee Agreement by a further one-year period and as per clause 3.1 of the Agreement is dependent on all six partner authorities providing their written consent to the extension.

All six partner authorities have gained approval to the one-year extension via their respective governance and confirmed this decision in writing to the South Essex Parking Partnership Manager.

A letter confirming the SEPP Joint Committee decision to extend the Joint Committee Agreement by a further year until 31 March 2028 will be sent to ECC before the 31 March 2026 deadline.

<u>List of Appendices</u>
None
<u>Background Papers</u>
South Essex Parking Partnership Joint Committee Agreement 2022