

# **NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR OFF-STREET PARKING**

**17 March 2016 at 1.00pm**

**Council Chamber, Uttlesford District Council, Saffron  
Walden, Essex, CM11 4ER**

Executive Members Present:-

Councillor Susan Barker (Uttlesford District Council)  
Councillor Anthony Durcan (Harlow District Council)  
Councillor Dominic Graham (Colchester Borough Council)  
Councillor Robert Mitchell (Braintree District Council)  
Councillor Gary Waller (Epping Forest District Council)

Also Present: -

Michael Adamson (Parking Partnership)  
Jonathan Baker (Colchester Borough Council)  
Stephanie Barnes (Parking Partnership)  
Lou Belgrove (Parking Partnership)  
Trevor Degville (Parking Partnership)  
Qasim Durrani (Epping Forest District Council)  
Joe McGill (Harlow District Council)  
Samir Pandya (Braintree District Council)  
Andrew Taylor (Uttlesford District Council)  
Alexandra Tuthill (Colchester Borough Council)  
Richard Walker (Parking Partnership)  
Matthew Young (Colchester Borough Council)

## **17. Declaration of Interests**

Councillor Barker, in respect of being a Member of Essex County Council, declared a non-pecuniary interest.

Councillor Durcan, in respect of being a Member of Essex County Council, declared a non-pecuniary interest.

## **18. Minutes**

*RESOLVED* that the minutes of the meeting of the Joint Committee for Off-Street Parking of 17 December 2015 be confirmed as a correct record.

## **19. NEPP Off-Street Financial Position at Period 10 2016/17**

Richard Walker, Parking Partnership, introduced the report updating the Joint Committee on the Off Street Financial Position for Period 10 2015/16. The Joint Committee are requested to note the report and decide on a level of surplus provision in the balances to be maintained as well as the basis of the distribution of any surpluses between Partner Authorities.

Richard Walker highlighted that following the alteration of the split between the Off-Street

and On-Street services during the year, a significant saving has been attributed to the Off-Street service due to the staffing vacancies. Richard Walker stated that it was for the Committee to decide whether the Off-Street service retained an amount of the surplus for a reserve.

The Committee discussed the level of reserve for the Off-Street Partnership and favoured retaining £50,000 in reserve. With regard to the remaining surplus, the Committee agreed that it would provide each Partner Authority with information on the remaining proportion of the surplus. Some Committee members were keen that the proportion of the surplus returned to partner authorities should be used to invest and improve parking equipment and technology. Committee members agreed that the level of contributions in the next financial year should remain the same.

Committee members also requested a copy of the letter from Epping Forest District Council regarding their intention to withdraw from the Parking Partnership.

*RESOLVED* that

- (a) the NEPP Off-Street Financial Position 10 2015/16 be noted.
- (b) The Off-Street service retains a £50,000 reserve.
- (c) Partner authorities are informed of the level of surplus in the Off-Street account at the year-end.
- (d) The Epping Forest District Council letter to withdraw from the Off-Street Parking Partnership be circulated to members.

## **20. Parking Partnership Off-Street Budget 2016/17**

Richard Walker introduced the Off-Street Budget for 2016/17; the report requests that the Joint Committee members decide the budget for the best achievement of the North Essex Parking Partnership priorities.

Richard Walker highlighted that the proposed contributions for the coming year remain unchanged from the previous year.

*RESOLVED* that the Parking Partnership Off-Street Budget 2016/17 be approved.

## **21. Off-Street Operational Report**

Lou Belgrove introduced the Off-Street Operational Report, which is put to the Joint Committee to be noted.

Lou Belgrove highlighted the usage of MiPermit in pay and display machines, as well as the uptake contactless payments which the Parking Partnership is looking to extend. Currently in St Mary's Car Park Colchester 12% of the payments are contactless.

The Committee welcomed the information presented within the report, including the increase in the level of contactless payments in car parks and noted the levels of Penalty Charge Notices.

The Committee also noted that the North Essex Parking Partnership had received a request from Epping Forest District Council to withdraw from the Off-Street Partnership. Following receipt of the letter, Epping Forest District Council will cease to be part of the Off-Street Partnership from 1 April 2017. The Committee requested that a copy of the

letter of the intention to withdraw be circulated to Members.

*RESOLVED* that

(a) the Off-Street Operational be noted.

(b) a copy of the letter from Epping Forest District Council regarding their intention to leave the Off-Street Partnership be distributed to all Members.