NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR ON-STREET PARKING

20 October 2016 at 1.00pm Council Chamber, Civic Officers, High Street, Epping, Essex, CM16 4MZ

Executive Members	s Present:- Councillor Susan Barker (Uttlesford District Council) Councillor Mike Lilley (Colchester Borough Council) Councillor Robert Mitchell (Braintree District Council) Councillor Danny Purton (Harlow District Council) Councillor Nick Turner (Tendring District Council)
Substitutions:-	Councillor Richard Bassett for Councillor Gary Waller (Epping Forest District Council)
Apologies :-	Councillor Eddie Johnson (Essex County 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) Lisa Hinman (Parking Partnership) Joe McGill (Harlow District Council) Derek McNabb (Epping Forest District Council) Nikki Nepean (Tendring District Council) Samir Pandya (Braintree District Council) Shane Taylor (Parking Partnership) Richard Walker (Parking Partnership) Matthew Young (Colchester Borough Council)

16. Declaration of Interest

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

17. Have Your Say!

Valerie Russell

Valerie Russell attended the meeting to have her say regarding a previously approved Traffic Regulation Order in Allnutts Road, Charles Road, and Crossing Road in Epping.

Valerie Russell stated that there had been parking issues in this area for the last ten years, and that thankfully a traffic regulation order was approved in March. Valerie Russell questioned the progress of the Traffic Regulation Order, urging that it be installed as soon as possible. Valerie Russell also highlighted the number of occasions where the name of the road has been spelt incorrectly and wanted to ensure that this wouldn't happen in this

area.

Councillor Mitchell thanked Valerie Russell for attending the meeting and having her say. Councillor Mitchell stated that it was likely that the Traffic Regulation Order would be installed during spring next year.

18. Minutes

RESOLVED that the minutes of the meeting held on 30 June 2016 were confirmed as a correct record.

19. Traffic Regulation Orders Update, including those to be agreed.

Trevor Degville, Parking Partnership, introduced the Traffic Regulation Orders Update, including those to be agreed. The report requested that the Joint Committee note the work that has been undertaken over the past six months and to approve, reject or defer Traffic Regulation Orders in each Partner Authority area.

Trevor Degville stated that the Technical Team are coming to the end of the lining period, and highlighted that pictures of the work undertaken was uploaded as an appendix to the North Essex Parking Partnerships website. The report then goes on to provide the list of Traffic Regulation Orders that need to be considered for approval, deferral or rejection.

Councillor Mitchell thanked the Technical Team for the information included within the report, and requested that in future reports schemes, which had been approved but as yet not implemented, could be listed with their progress to date.

Partner Authorities proceeded to announce the Traffic Regulation Orders that they were intending to approve, defer or reject.

Councillor Barker requested approval for an additional scheme that was not included in the report; loading restrictions in Marnet Place, Dunmow. This Committee accepted the addition of this scheme, with further discussions required with the Technical Team on the implementation of the loading restrictions.

RESOLVED;

- A) That the Traffic Regulation Orders Update report be noted.
- B) The decision on the Traffic Regulation Orders from each Partner Authority as outlined in **Appendix 1** be approved.

20. Proposed Traffic Regulation Order in Paringdon Road, Harlow

Trevor Degville, Parking Partnership, introduced the report on the proposed Traffic Regulation Order for Paringdon Road in Harlow. The report requests the Joint Committee decide whether to withdraw or progress the restrictions advertised.

Trevor Degville highlighted that there had been a slight amendment to the Traffic Regulation Order, in that it had been changed from a 'no waiting/no loading' order to a 'no loading only' restriction.

Councillor Danny Purton, Harlow District Council, stated that the Traffic Regulation Order will help to improve safety along the road as it is a busy bus route with a number of bus stops and bends in the road. Removing the number of parked cars will also assist in access for emergency services and reduce the amount of traffic on the road. Joe McGill stated that

residents of Millersdale could, if requested, have a Residents' Parking scheme.

RESOLVED to amend the TRO as described in the report and approve it for making, and not to accede to the other Objections

21. Traffic Regulation Orders – Disabled Bay Holder Permit Bays

Trevor Degville, Parking Partnership, introduced the report regarding disabled bay holder permit bays. The report requests that the Joint Committee confirm its position on the introduction of Disabled Badge holders permit bays and if Essex County Council install the bays whether the NEPP would provide enforcement.

The Committee discussed the report and raised a number of concerns about the introduction of disabled bay holder permit bays. Councillor Bassett stated that he had significant concerns about this proposal, especially in areas around sheltered housing due to the difficulty of managing and providing enforcement for the parking bays.

Councillor Lilley highlighted that this would cause a lot of problems in a number of areas, whilst managing disabled bays outside that individual's house is possible, enforcing those that are in different streets would be very difficult.

The Committee agreed that the Parking Partnership would not agree with the introduction of disabled badge holder permit bays and that if Essex County Council did install the bays, NEPP would advise ECC that the new bays would not be enforced as it would not be manageable with current resources.

RESOLVED;

- *a)* That the North Essex Parking Partnership does not support the introduction of Disabled Badge Holders permit bays.
- *b)* That if Essex County Council opted to install the disabled badge holder permit bays the North Essex Parking Partnership would not be in a position to provide enforcement.

22. NEPP On-Street financial position at period 6 2016-17

Richard Walker and Lou Belgrove, Parking Partnership presented the NEPP On-Street financial position at period 6 2016/17. The report provides information for the Joint Committee to note and scrutinise.

Richard Walker highlighted that the Traffic Regulation Order service budget, which includes maintenance and order making has been integrated fully into the accounts. Previously this has been included within the financial reports, but listed as a separate account. In addition, Richard Walker highlighted that the Penalty Charge Notice (PCN) income budget has been revised. An average over the last four years of PCN debtors has been added at the start of the year so that the account is not skewed. In previous years income was reported when it was received resulting in a jump in PCN income from the debtor at the end of the year; the new approach provides a more balanced way of providing a forecast. Richard Walker also highlighted that there are still vacancies in Civil Enforcement Officer staffing.

The Committee welcomed the change in the reporting of Penalty charge income, which will assist in better understanding the budget across the year. Councillor Bassett raised a question about Civil Enforcement Officers CEO) routes and concerns that had been raised by fellow Councillors about lack of enforcement in the south of Epping Forest District Council's area. In response to the query Richard Walker confirmed that all locations of

CEO's routes are recorded on maps which can be shared with the Councillor following the meeting.

Councillor Purton requested further information about the reasons behind the surplus. In response Councillor Mitchell stated that this was due to a warmer than expected winter which means yellow lines are not covered by snow, resulting in parking restrictions being enforceable. In addition further efficiencies have been implemented across the Partnership in CEO deployment.

Councillor Barker and Mitchell, questioned whether the Partnership could aim for a higher than 100% employment rate for Civil Enforcement Officers. Richard Walker stated that the Partnership are continually trying to recruit new members of staff, and have recently produced a recruitment video.

RESOLVED that the NEPP On-Street Financial Position Period 6 2016/17 be noted.

23. North Essex Parking Partnership Annual Report 2015/16

Richard Walker, Parking Partnership, introduced the North Essex Parking Partnership Annual Report 2015/16. The report requests that the Joint Committee note the Annual Report.

Richard Walker stated that the Annual Report needs to be produced within six months of the previous year; the report has been updated to include those topical issues that occurred during 2015/16. Richard Walker stated that the report includes information on lone working systems as well as looking ahead to 2016/17. The report also includes the statistical information that was provided at the June NEPP meeting.

Following an appearance at the Uttlesford District Council Scrutiny Committee the Annual report will also include information on how the surplus contingency fund would be spent. This includes funding committed to body-worn cameras, handheld equipment and parking bay sensors.

Councillor Barker questioned whether the Annual Report could contain more information on traffic restrictions as well as information on a forward plan for the Partnership including a summary table. Councillor Barker also questioned whether it would be possible for the NEPP to enforce bus lanes across North Essex. Lou Belgrove stated that the Partnership had given information to Essex County Council and quoted lower costs than that of the current service provider. Liz Burr, Essex Highways, confirmed that Essex County Council would be providing a response to the NEPP shortly as part of a wider review.

Councillor Mitchell also questioned whether there any plans to allow Civil Enforcement Officers to administer Fixed Penalty Notices for footway obstructions, given that CEO's already take pictures of all the Penalty Charge Notices they issue.

RESOLVED that the North Essex Parking Partnership Annual Report 2015/16 be noted.

24. Outside Agency Support in Enforcement – Partnership

Stephanie Barnes, Parking Partnership, introduced the report asking the Committee to decide whether to continue the outside agency support in enforcement.

Stephanie Barnes stated that the current trial with Tendring District Council in providing additional enforcement at school times for an hour most mornings and afternoons has been a success. Following the success in the trial it is recommended that it becomes a

permanent arrangement.

Councillor Turner, Tendring District Council, thanked the officers for their work and highlighted the success of the trial. In response to a query, Councillor Turner confirmed that the additional patrols provided were paid for by Tendring District Council.

RESOLVED that the partnership enforcement arrangements with Tendring District Council become a permanent arrangement.

25. Essex County Council Scrutiny Committee Minute – Call in of North Essex Parking Partnership Decision

Jonathan Baker, Colchester Borough Council, introduced the report regarding a recent callin of a North Essex Parking Partnership Decision. The report requests that the Committee note the minute from the Essex County Council Scrutiny Committee.

Councillor Barker thanked the officers for their assistance during the Call in process.

Councillor Mitchell highlighted that he had been at an Essex County Council Scrutiny Committee meeting that morning, at which the extension of the Parking Partnership arrangements were discussed. Councillor Mitchell highlighted that authorities needed to attend the December Joint Committee meeting with the relevant delegated authority to sign up to an extension. Colchester Borough Council and Uttlesford District Council representatives confirmed that the relevant powers had been delegated, and Epping Forest District Council confirmed that they would be confirming the delegated authority at their next Cabinet meeting.

Councillor Barker questioned the recommendation made at the ECC Scrutiny Committee review of the extension to the agreement, suggesting a job description for Joint Committee members. Councillor Barker stated that it should focus on the process around how the Joint Committee works rather than a job description. Councillor Mitchell welcomed the comments and stated that a job description would be difficult given the variety of areas that Councillors work in.

RESOLVED;

- *a)* that the Essex County Council Scrutiny Minute of the Call-in of the North Essex Parking Partnership decision be noted,
- b) that authorities should ensure that they attend the next meeting with delegated authority to sign up to the extension of the Joint Committee Agreement.

26. North Essex Parking Partnership Operational Update

Lou Belgrove, Parking Partnership, introduced the North Essex Parking Partnership Operational update.

Lou Belgrove stated that a more significant update will be provided at the next Joint Committee meeting, as the reports will alternate with the Traffic Regulation Order recommendation reports.

Lou Belgrove stated that the number of Penalty Charge Notices has risen across most of the districts. In addition with regard to recruitment, adverts are currently out across the partnerships and vacancies exist in each area.

Lou Belgrove informed the Committee that the introduction of the lone worker solution along with the body warn video system means that an increase number of patrols is now possible.

In addition, Lou Belgrove stated that the Park Safe car was nearly ready to launch following some more testing. It is likely that the car will be launched the week after school half term. Lou Belgrove also informed the Joint Committee of a serious assault on a Civil Enforcement Officer in Colchester. Stephanie Barnes provided an update, stating that the accused individual is on bail and that no charge can be given until medical evidence has been provided. It was also highlighted that the addition of body-worn cameras for Civil Enforcement Officers had provided evidence that was passed onto the Police. Matthew Young confirmed that Colchester Borough Council would pursue a private prosecution if required.

All Committee members wished the Civil Enforcement Officer well, and support was offered from all partner authorities. Richard Walker and Stephanie Barnes thanked Committee members for their support, both individually and collectively.

RESOLVED that the North Essex Parking Partnership Joint Committee On-Street Operational Update be noted.

27. Forward Plan 2016-17

Jonathan Baker, Colchester Borough Council, introduced the Forward Plan 2016-17; the report is for the Joint Committee to note.

Councillor Barker questioned whether the budget setting process could be brought forward to the December meeting of the North Essex Parking Partnership. Richard Walker stated that the budget has to remain as scheduled for the March meeting due to the timescales involved. It was unlikely that extra funding for the Off-street account would be sought as the Partnership is expecting to see a small surplus at the end of the year. The Period 8 report that will go to the December meeting of the Joint Committee will provide a good level of information from which Partner Authorities can anticipate the budget level. Matthew Young confirmed that Client Officers will be kept up to date on the developments regarding the budget.

Matthew Young also highlighted, that following the agreement to extend the NEPP On-Street services, there will need an item relating to a the negotiation regarding the Off-Street Partnership with the remaining four Councils to discuss a way forward.

RESOLVED that the Forward Plan 2016-17 be noted.

Appendix 1

Braintree District Council

Ref Number	Name of Road(s)	Type of Restriction	Approve Defer Reject
20121	Guithavon Valley - Witham	Waiting restrictions	Defer
20125	Mill Lane - Witham	Waiting restrictions	Defer
20130	High Street – Earls Colne	Limited waiting	Approve
20131	Swan Street/Alexandra Road – Sible Hedingham	Waiting restrictions	Defer
20132	Church Green - Coggeshall	Waiting restrictions	Approve
20134	Church Road - Hatfield Peverel	Waiting restrictions	Defer
20135	Nottage Crescent - Braintree	Waiting restrictions	Approve

Ref Number	Name of Road(s)	Type of Restriction	Approve Defer Reject
20136	Cutting Drive - Halstead	Resident Permit	Defer

Colchester Borough Council

Ref Number	Name of Road(s)	Type of Restriction	Approve Defer Reject
40088	Catchpool Road	Waiting Restrictions	Defer
40021	Tall Trees	Waiting Restrictions	Approve
40104	High Street/Station Road Wivenhoe	Waiting Restrictions	Defer
40109.5	Northern Estate Roads	Resident Permit	Defer
40111	Thomas Wakley Close	Residents parking	Reject
40118	Boxted Road	Football based parking	Defer
40128	Church Lane, Marks Tey	Commuter parking.	Reject
40129	Leys Road, Wivenhoe	Waiting restrictions	Approve
40130	Rectory Road, Rowhedge	Waiting restrictions.	Approve
40131	Home Farm Primary School	Restrictions to increase visibility and safety around the school entrance.	Reject
40132	Rotary Way	Waiting restrictions	Approve
40133	Threshers End	Waiting restrictions	Reject
40134	Wheatfield Road	Waiting restrictions	Reject
40135	Spring Lane, Wivenhoe	Waiting restrictions	Defer
40136	Layer Road/Gladwin	Waiting restrictions	Defer
40137	Baden Powell Drive	Waiting restrictions	Reject

Epping Forest District Council

Ref Number	Name of Road	Type of Restriction	Approve Defer Reject
60000/601 05	Algers Mead/Algers Close	Residents Parking	Defer
60005	Rodings Garden	Waiting Restrictions	Defer
60007	Fairmeads	Waiting Restrictions	Defer
60008	Audley Gardens	Waiting Restrictions	Reject
60011	Norman Close	Waiting Restrictions	Reject
60014	Marjorams Avenue/Hill Top	Waiting Restrictions	Reject
60015	Beaconfield Road	Waiting Restrictions	Reject
60016	Beaconsfield Avenue	Waiting Restrictions	Reject
60018	Queens Road	Change to P&D Machines Times	Reject

60019	Willow Tree Close	Waiting Restrictions	Defer
60021	Hornbeam Road	Waiting Restrictions	Reject
60022	Green Walk	Waiting Restrictions	Defer
60023	Purlieu Way/Theydon Park	Waiting Restrictions/Residents Parking	Defer
60025	Pike Way	Waiting Restrictions	Defer
60028	Ongar Market	Relocate Market to Highway	Reject
60029	Taxi Bays (throughout district)	Introduce new sites	Reject
60030	The Uplands	Waiting Restrictions	Defer
60031	Hartland Road	Waiting Restrictions	Reject
60034	Smarts Lane	Resident Parking	Defer
60035	Epping New Road(Boleyn Court)	Waiting Restrictions	Approve
60037	Brooklyn Parade	Limited Waiting	Reject
60038	Hazelwood	Adjust recently implemented restrictions	Reject
60039	Goldings Road	Waiting Restrictions	Reject
60040	Tycehurst Hill	Waiting Restrictions	Reject
60041	Forest Edge	Waiting Restrictions	Reject
60043.5	High Road (Station)	Commuter Parking	Reject
60044	Coppice Row	Commuter Parking	Defer
60045	Ivy Chimneys Road	Resident permit parking	Reject
60046	Crossing Road	Resident permit parking	Reject
60047	Hemnal Street	Change Resident permit parking/Limited waiting	Defer
60049	Lower Swaines	Restrictions to counter school based parking	Defer
60050	High Street	Loading Bay	Reject
60051	Pancroft	Waiting restriction	Reject
60054	Monkswood Avenue/The Cobbins	Verge Parking	Defer
60055	Harveyfields	Resident permit parking	Reject
60056	Stradbroke Grove	Change in restrictions to combat commuter parking	Defer
60057	Scotland Road	Waiting restrictions	Reject
60058	Crownfield	Commuter restrictions/Resident permit parking	Defer
60059	Ladywell Prospect	Waiting Restriction	Defer
60060	Church Mead	Waiting Restriction	Defer
60062	High Gables	Resident permit parking	Defer
60063	Forest Drive	Pavement Parking	Defer
60064	High Road (School)	School based/Commuter Parking	Defer

60066	Knighton Lane	Waiting Restrictions	Reject
60067	Theydon Park Road	Revocation of waiting restriction	Reject
60068	Glebe Road	Waiting restriction	Defer
60073	The Drive	Conversion of single yellow line to double yellow lines and No waiting at any time restriction near Morrisons	Defer
60073.5	Whitehills Road	Waiting restrictions on bend near to school	Defer
60074	Bridge Hill	Extension of waiting restrictions	Defer
60078	Monkswood Avenue	Waiting restrictions	Reject
60079	Pancroft	Waiting restrictions to assist bus assist	Reject
60080	Ladywell Prospect	Waiting restrictions to deter commercial vehicle parking	Defer
60082	Eastbrook Road	Resident parking	Defer
60083	Borders Lane/St Nicholas Place	Waiting restrictions	Reject
60085	Albion Hill	Extension to waiting restrictions	Defer
60086	Queens Road (145)	Adjustment to parking bay	Reject
60087	Queens Road (102-104)	Adjustment to parking bay	Reject
60088	Cleland Path	Waiting restrictions- junction/pavement parking	Defer
60089	Blackmore Road	Waiting restrictions-junction parking	Defer
60090	High Street (St Martins Mews)	Adjustment of parking bay	Defer
60091	Theydon Grove	Extension to residents parking bays	Defer
60092	Lower Park Road	Waiting restrictions on bend	Reject
60093	Englands Lane	Waiting restrictions	Reject
60094	Epping town centre	Inclusion of additional business in permit zone	Reject
60095	Hanbury Park estate	Waiting restrictions	Defer
60096	Wheelers Farm Gardens	Waiting restrictions	Reject
60097	Courtland Drive	Waiting restrictions	Reject
60099	Field Close	Junction protection	Reject
60100	Lambourne Road	Junction protection	Reject
60101	Lower Road	Res parking-waiting restrictions	Defer
60103	Tempest Mead	Parking issues next to North Weald Station	Defer
60104	Sheering Lower Road	Residents parking	Defer
60106	Riverside Ave	Junction protection	Reject
60107	Church Hill	Change of restriction	Defer
60108	Raymond Gardens	Junction protection	Reject
	Sewardstone Road	Waiting restrictions	Defer
60110 60111	Sheering Lower Road	Extension of commuter	Defer

60114	The Street High Roding	Restriction lines	Defer
60115	Hillyfields, The Croft	Junction protection	Defer
60116	Amberley Road	Waiting restrictions	Defer
60117	Pyrles Lane	Waiting restrictions	Defer
60118	Broomstick Hall Lane	School restrictions	Defer
60124	Osprey Road	Waiting restrictions	Reject
60125	Fountain Place	Resident permits	Reject
60126	High Rd (Shore Point)	Waiting restrictions	Approve
60127	Egg Hall	Commuter parking	Reject
60128	Beech Lane	Commuter parking	Approve
60129	Bansons Way	Resident permit holders	Approve
60130	Park Hill	Waiting restrictions	Reject
60131	Cloverly Road	Junction protection.	Defer
60132	Willow Close	Pavement parking.	Reject
60133	High Meadows	Waiting restrictions	Reject
60134	Duck Lane Thornwood	Waiting restrictions	Reject
60135	Crownfield	Resident permit parking	Reject
60136	Oakwood Hill Ind. Est	Business Permit/Limited	Defer
		Waiting & Waiting	
		Restrictions	
60137	Albert Road	Permit Holders	Approve
60138	Stonards Hill	Waiting restrictions	Defer
60139	Kings Green	Multiple restrictions to	Approve
		create parking bays and	
		displace pavement parking.	
60140	Stradbroke Grove	Waiting restrictions	Reject
60141	Woburn Avenue	Multiple restrictions to limit	Approve
		commuter parking, improve	
		freeflow of traffic and	
		increase residential parking.	
60142	Four Acres/Ash Groves	Waiting Restrictions	Defer
60146	Tidys Lane	Waiting Restrictions	Defer

Harlow District Council

Ref Number	Type of Restriction	Type of scheme	Decision – Approve, Defer or Reject
30034	Harlow Mill Station	Pay and display	Defer
30035	College Square	Pay and display	Defer
30055	Kiln Lane – Roundabout	Waiting	Defer
30056	Parndon Mill Lane	Waiting	Defer
30064	Cooks Spinney	Resident Permit	Defer
30066	Water Lane	Waiting restriction in lay-by	Accept
30067	South Road	Amend waiting restrictions and introduce limited waiting	Defer
30068	Playhouse Square	No loading/unloading	Accept

Ref Number	Type of Restriction	Type of scheme	Decision – Approve, Defer or Reject
30069	Watlington Road	Waiting restrictions near to infant school	Defer
30070	St John's Walk	Waiting restrictions	Defer
30071	Elizabeth Way/Katherine's Way	Weight limit restriction	Accept
30072	Hodings Road/Rivermill	Permit parking	Accept
	The Chase	Waiting restriction subject to results of public consultation by HDC	Defer

Tendring District Council

Ref Number	Name of Road(s)	Type of restriciton	Approve Defer Reject
50004	School Road Elmstead	School Restriction	Approve
50005	Pathfield Road Clacton	School Restriction	Reject
50032	Promenade Way Brightlingsea	Waiting Restrictions	Approve
50057	Garden Road Jaywick	Limited waiting	Approve
50072	Watson Road/Herbert Road	Resident Permit Parking	Approve
50073	Highfield Avenue Dovercourt	Permits, limited waiting and no waiting	Reject
50089	Church Road Thorrington	School restriction	Reject
50095	Blacksmiths Lane Dovercourt	Waiting restriction	Reject
50096	Hughes Stanton Way	Waiting restrictions	Reject
50115	Windsor Court Brightlingsea	Waiting restrictions	Reject
50116	Beckford Road	Junction protection	Reject
50118	Mill Street	Change to current restrictions.	Defer
50119	Church Road	Permit parking	Approve
50120	Harold Road	Waiting restrictions	Reject
50121	Claire Road	Waiting restrictions	Defer
50122	Woodberry Way	To remove current waiting restrictions.	Defer
50123	Hill Road	Waiting restrictions	Defer

Uttlesford District Council

Ref No	Name of Scheme	Type of restriction/Reason for Application	Approve Defer Reject
10025	Hawthorne Close Takely	Waiting Restrictions	Defer

Ref No	Name of Scheme	Type of restriction/Reason for Application	Approve Defer Reject
10054	Museum Street	Change Limited waiting bays to shared use bays.	Reject
10056	Stebbing/Braintree Road	Waiting restrictions and school entrance markings	Completed
10057	Brick Kiln Lane	Waiting restrictions	Accept
10058	Stebbing Church	Waiting restrictions.	Reject
10059	Hill Street	Restrictions to improve emergency vehicle access/exit from the fire station	Completed
10060	Castle Street	Restrictions to improve traffic flow and alleviate some existing dangers in dropping off/ picking up.	Reject
	Market Place, Dunmow	Loading restrictions	Accept