

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

**22 March 2018 at 1.00pm  
Council Chamber, Epping Forest District Council**

Members Present: Councillor Sam Kane (Epping Forest District Council)  
Councillor Mike Lilley (Colchester Borough Council)  
Councillor Robert Mitchell (Essex County Council)  
Councillor Danny Purton (Harlow District Council)  
Councillor Howard Ryles (Uttlesford District Council)

Apologies - Councillor Richard Van Dulken (Colchester Borough Council)  
Councillor Fred Nicholls (Tendring District Council)

Also Present: - Michael Adamson (Parking Partnership)  
Jonathan Baker (Colchester Borough Council)  
Christine Belgrove (Parking Partnership)  
Richard Block (Colchester Borough Council)  
Frances Britton (Parking Partnership)  
Liz Burr (Essex County Council)  
Emma Day (Parking Partnership)  
Trevor Degville (Parking Partnership)  
Qasim Durrani (Epping Forest District Council)  
Simon Jackson (Uttlesford District Council)  
Samir Pandya (Braintree District Council)  
Ian Taylor (Tendring District Council)  
Shane Taylor (Parking Partnership)  
Richard Walker (Parking Partnership)  
Nick Binder (South Essex Parking Partnership)  
Claire Harris (South Essex Parking Partnership)

## **31. Declarations of Interest**

Councillor Robert Mitchell declared a non-pecuniary interest, in respect of being a member of Braintree District Council.

## **32. Minutes**

Richard Walker provided the Committee with a brief update on the footway and obstructive parking issue. The Committee were informed that this could be included within the CCAS accreditation and be included as one of the nine powers that Civil Enforcement Officers can use. Richard Walker also confirmed that it would be preferable if this particular issue were decriminalised. Richard Walker stated that it was intended that a further report including the guidelines and communication plan would come back to the Joint Committee in due course.

*RESOLVED* that the minutes of the meeting held on the 14 December 2017 were confirmed as a correct record.

## **33. South Essex Parking Partnership – 3PR Presentation**

Nick Binder, Group Manager, South Essex Parking Partnership, and Claire Harris, SEPP

Engagement Officer, provided the Panel with an update on the schools parking initiative '3PR'.

Nick Binder stated that the SEPP had previously attended the Joint Committee meeting to introduce the parking initiative and provide an overview of the pilot school launch. Nick Binder highlighted that this has now progressed and the SEPP have employed Claire Harris in a full time role as engagement officer to develop 3PR.

Clare Harris provided the Committee with a presentation regarding the progress of 3PR. The presentation provided details of the 3PR website, refreshed content including quizzes and certificates as well as school case studies.

Claire Harris explained that 3PR creates an advisory no parking zone outside of schools. The zone areas are created by each school and attempt to encourage more considerate parking by placing 3PR patrols at each entrance to the zone. The patrols are pupils at the school who wear hi-vis jackets and hand out tokens to other pupils who walk into the zone. Tokens are then collected by classes with the class that collects the most tokens receiving a trophy, and if they win for the whole year they could receive a goody bag or house points. Claire Harris confirmed that the 3PR parking zones does not remove the existing parking restrictions that are already in place. Prior to a scheme being introduced, residents are informed by a letter from the school or the local Council.

Claire Harris highlighted other schemes that could be introduced within a 3PR area, including Park and Stride where a local parking facility is used away from the school. An example of this was provided with an Asda store permits parents to park in their car park before walking to school. A further example was provided with regards to parents at a school in the Basildon area who have been signed up to MiPermit to have an hour of free parking in the morning and afternoon so they can park in a car park near the school and walk into the school. This has helped to remove 100 cars from the school gates.

Claire Harris highlighted other options that are available, such as walking buses, however these rely on more volunteers. It is also possible to develop links for the scheme with national walking initiatives.

As a result of parents parking on pavements outside schools, signs have been purchased to deter this and are currently on a rota basis across schools, however individual schools are able to purchase signs if required.

The Committee thanked Officers for attending and providing the update on the 3PR initiative. In response to a query about the number of schools that were involved in the pilot, it was confirmed that seven schools are up and running, with a further ten looking to implement the initiative. It was also confirmed that it can take some time to implement the park and stride parking locations.

With regard to signing parents up to MiPermit, this was set up so that it expired at the end of a school year and parents are also provided with an orange sticker to identify those cars participating in the scheme.

In response to a question about whether existing Traffic Regulation Order powers were required to assist when it was introduced, Claire Harris confirmed that the existing restrictions remain and Civil Enforcement Officers are aware of the schools that are part of 3PR. It was suggested that placing pupils at the edge of each zone in hi-vis jackets acts as a good deterrent.

As the initiative moves forward, 3PR is operating extremely well. The project is reviewed at

each school after a number of months with schools taking ownership of the scheme. Assistance is still provided by the SEPP if required. Claire Harris highlighted the need for 3PR to continue to be engaging, refreshing the content and using new quizzes and creating events.

With regard to the cost of the scheme, it was confirmed that the total package costs £500 per school. This includes the tokens, boxes, trophies and literature. A cheaper option could be worked out if schools opted not to take the standard token boxes. Nick Binder also highlighted that the SEPP had allocated £80,000 to assist in approaching 160 schools. Further ongoing revenue support may be needed following this. Nick Binder highlighted that this support would provide a better solution than inputting a Traffic Regulation Order at significant cost, which may not work. Nick Binder also welcomed having a dedicated officer in Claire Harris providing engagement with schools.

Committee members welcomed the update provided and were keen to see a report brought back to the Joint Committee investigating the potential costs. Members also commented that it may be necessary to wait until further schools within the SEPP area have signed up to the scheme.

*RESOLVED;*

- a) That the progress of the 3PR scheme be noted
- b) That a report containing resource implications of the 3PR initiative, if implemented in the NEPP area, be brought to the next Committee meeting.

#### **34. Permit and Pay to Park Prices 2018-22**

Lou Belgrove, Parking Partnership, introduced the Permit and Pay to Park Prices 2018-22. The report requests that the Committee approve the permit prices and pay to park prices across the next four years. The report also requests that the Committee delegate powers to Officers to vary on-street prices in pay to park areas at other times to maintain parity with Off-Street prices and to introduce the changes to the Parking Orders.

Lou Belgrove explained that that previously agreed pricing structure had come to an end, and a new set of proposed charges was required. Lou Belgrove also highlighted that in order to remain flexible and to ensure that parity is kept between On-Street and Off-Street parking charges, delegated authority be given to officers to make changes to pricing as and when appropriate.

Committee members highlighted concerns regarding the increase in permit costs. Queries were raised as to the reason behind the rises and whether they truly reflect the cost of patrolling. Richard Walker informed the Committee that, in addition to the cost of patrolling, there is a socio-demographic and geographic element to the pricing, representing scarcity of space in some locations. This ensures that the cost of providing enforcement in residential parking zones is fully covered. The increase in permit parking prices amounts to approximately 3% and the partnership has to set out in advance the increase in permit price over the next four years. Richard Walker also highlighted the fact that the disparity between permit prices in different local authority areas is due to the prices that were introduced before the NEPP.

Following a further query regarding the number of parking permits in the NEPP area, Richard Walker confirmed that there are approximately 5,200 permits, which would yield £15k from the increase. Committee members agreed that it would be useful for further information on the number of permits and patrol costs to be presented at a future meeting. This would include the different permits purchased in each area.

In response to queries around the increase of the permit prices alongside the budget surplus, it was explained that the permit price covers the cost of maintaining the residents parking zones. The income from the pay and display services provides funding for other areas, and surpluses that are made are used to invest into the service in line with the development plan.

In response to a question regarding traders' permits, Richard Walker confirmed that these are for traders who work across the partnership. There is a recommendation to reduce the price which was set too high at the beginning of the process limiting the uptake.

Further clarification was made highlighting the reason between digital and paper permits costs, with the paper copies costing more due to the cost of administration, creation and storage.

It was proposed, following comments from some members of the Committee, that Permit Prices be considered again in two years' time, rather than the four years as recommended in the report. This will enable the Committee to assess the finances in two years and look again at the cost of permit prices. It was also suggested that in future reports, where permit prices are the same across the partnership this be displayed on a separate table so that it is easier to spot the differences in permit pricing across the partnership area.

With regard to the delegation of powers to officers, Richard Walker explained that this was required to ensure that the cost of parking, particularly in relation to the Epping area retained parity. The Committee were also informed that MiPermit will soon be releasing an updated app that would cover visitors' permits and residents permits.

*RESOLVED* that;

- a) Permit Prices be approved across the next two financial years to 2020, before a further report is brought to the Committee
- b) Pay to park prices be approved across the next two financial years to 2020, before a further report is brought back to the Committee.
- c) The Committee delegate powers to officers to vary the on-street prices in pay to park areas at any other time in order to maintain at least parity with off-street areas
- d) The Committee delegate powers to officers to introduce the changes to the Parking Orders.
- e) A report be brought to the Committee at the next opportunity providing information relating to the number of permits and cost of enforcement.

### **35. Delegations to Officers and Chairman Report 2018**

Richard Walker, Parking Partnership, introduced the Delegations to Officers and Chairman Report. The report requests that the Committee note the delegations to officers and the Chair of the Committee. The report also recommended that wording within the Traffic Regulation Order policy be clarified to confirm that any Traffic Regulation Order could be made under the delegation.

Richard Walker, explained that the report was brought to the Committee to ensure good governance, transparency and clarity. The report provides a reminder of the delegations that are set up as part of the agreement and seeks to clarify the wording used in the policy to ensure that all TRO's could be issued under delegated powers.

*RESOLVED* that;

- a) The delegations to officers and the Chair of the Committee be noted.
- b) That the wording in 3.4 be clarified so that it is clear that any Traffic Regulation Order

can be made under this delegation.

### **36. NEPP Technical Team Traffic Regulation Order Updates**

Trevor Degville, Parking Partnership, presented the Technical Team Traffic Regulation Order update report. The report requests that the update be noted.

Trevor Degville stated that the information contained within the report provided Committee members with an update of the schemes that had been introduced during 2017, temporary orders that had been put in place as well as the Loughton Review Phase 1.

The report also contained information on those schemes that had been advertised, however this did not include schemes in the Harlow District Council areas as they are being advertised in the week following the meeting. Trevor Degville, also confirmed that if any significant objections are received, as is standard practice, they would be brought to the next possible meeting.

Members of the Committee and Client Officers expressed thanks to the NEPP Officers for the work undertaken.

It was highlighted that the work undertaken at Mount Pleasant in Saffron Walden had not been included in the report. Thanks were also expressed for the work carried out on this project.

*RESOLVED* that the Technical Team Traffic Regulation Order update be noted.

### **37. On-Street Finance Report**

Christine Belgrove, Parking Partnership, introduced the On-Street Finance report. The report requests that the Committee note the financial position after period 10 2017/18 and to approve the proposed budget for 2018/19.

Christine Belgrove explained that whilst the income from Penalty Charge Notices and Pay and Display areas currently remains on track the outturn figure at the end of the year is likely to change due to the recent weather conditions. The outturn position for resident parking is slightly over budget due to the number of schemes brought in.

In response to a query regarding the budget for Traffic Regulation Orders, Richard Walker explained that for next year's budget this has been moved from the traffic regulation order line into the supplies and services section. This will be moved back when in the 2018-19 financial year.

*RESOLVED* that;

- a) That the financial position after period 10 2017/18 be noted.
- b) That the proposed budget for 2018/19 be approved.

### **38. North Essex Parking Partnership Annual Report**

Richard Walker, Parking Partnership, introduced the North Essex Parking Partnership Annual Report. The report requests that the accompanying text of the Annual Report 2016/17 be noted and that the Annual report be published in the revised style which will set up for the format for future publications.

Richard Walker explained that in line with the statutory guidance the Joint Committee had previously received the data that would be included in an annual report. This report

provides information relating to the text that would be used in a more visually appealing and customer friendly report. Richard Walker highlighted the Brighton and Hove Council Annual Parking Report as an example to follow. Richard Walker also informed the Committee that he has been pushing for a more consistent approach for annual reports nationally.

*RESOLVED* that;

- a) The accompanying text for the Annual Report 2016/17 be noted
- b) The report be published in a revised style that will set up the format for future publications.

### **39. Forward Plan 2018/19**

Jonathan Baker, Colchester Borough Council, introduced the Forward Plan 2017/18. The report requests that the North Essex Parking Partnership Forward Plan for 2017/18 be noted.

Jonathan Baker highlighted that the Committee had suggested that three items be included in the work programme for the next municipal year during this meeting. This included an update on the number of permits issued within the NEPP area and cost of enforcement, as well as a report on the cost implications of the 3PR initiative. The Committee also requested that further information on the footway and obstructive enforcement powers be provided at a future meeting. All three items will be scheduled for the next municipal years' work programme.

*RESOLVED* that;

- a) The Forward Plan 2017/18 be noted

### **40. Urgent Items**

#### **NEPP TRO Review and Combined ECC ParkMap Implementation proposal**

Following agreement from the Committee Chairman, Richard Walker provided information regarding the NEPP Traffic Regulation Order review and combined Essex County Council ParkMap implementation proposal. This item was required as urgent due to the fact that the South Essex Parking Partnership had already agreed to this scheme and if the NEPP were proceed it would ensure a single mapping approach across the whole of Essex and lead to efficiency savings.

Richard Walker explained that at the June 2017 Joint Committee meeting, members agreed that £80,000 be spent on remapping the NEPP area which will assist with creating TRO's and providing information to the public.

Following this, the plans have been further developed to move to a line based mapping scheme, which will enable both members of the public and contractors to see exactly where existing and proposals TRO's will be situated.

Nick Binder, SEPP, informed the Committee that this project started following a desire to do a health check on the current lines in place in the South Essex area. This led to discussions with providers and the possibility of using a line based system which was easier to map and could be provided at a lower cost than the polygon system.

The Committee were informed that moving to this system would cost approximately £108,000 and include some additional works.

Committee members welcomed the possibility of improved mapping and technology.

Further confirmation was requested regarding who would own the system. Richard Walker stated that whilst Essex County Council would provide the technology platform, but that this would need to be funded by the NEPP and the SEPP in order to proceed.

*RESOLVED* that:

- a) The Joint Committee note the update on the NEPP TRO Review and Combined ECC ParkMap implementation proposal.
- b) The Joint Committee delegate authority to the Chairman to approve the funding for the NEPP TRO Review, following circulation of a report to all Client Officers.