

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

**21 June 2018 at 1.00pm  
Grand Jury Room, Town Hall, Colchester Borough Council**

Members Present:

Councillor Richard Van Dulken (Braintree District Council)  
Councillor Sam Kane (Epping Forest District Council)  
Councillor Mike Lilley (Colchester Borough Council)  
Councillor Fred Nicholls (Tendring District Council)  
Councillor Danny Purton (Harlow District Council)

Substitutions:

Councillor Susan Barker for Councillor Howard Ryles (Uttlesford District Council)

Apologies:

Councillor Robert Mitchell (Essex County Council)

Also Present:

Michael Adamson (Parking Partnership)  
Jonathan Baker (Colchester Borough Council)  
Lou Belgrove (Parking Partnership)  
Yogesh Bhagalia (Uttlesford District Council)  
Richard Block (Colchester Borough Council)  
Emma Day (Parking Partnership)  
Trevor Degville (Parking Partnership)  
Qasim Durrani (Epping Forest District Council)  
Paul Partridge (Braintree District Council)  
Miroslav Sihelsky (Harlow Council)  
Ian Taylor (Tendring District Council)  
Richard Walker (Parking Partnership)

**1. Appointment of Chairman**

*RESOLVED* that Councillor Robert Mitchell (Essex County Council) be appointed Chairman of the North Essex Parking Partnership Joint Committee for the ensuing municipal year.

**2. Appointment of Deputy Chairman**

*RESOLVED* that Councillor Danny Purton (Harlow Council) be appointed Deputy Chairman of the North Essex Parking Partnership Joint Committee for the ensuing municipal year.

### **3. Declaration of Interests**

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

### **4. Minutes**

*RESOLVED* that the minutes of the On-Street and Off-Street meetings held on 22 March were confirmed as a correct record.

### **5. Technical Team**

Trevor Degville, Parking Partnership, introduced the Technical Team report, which requested the Committee to consider traffic order scheme 10075, Audley Court, Saffron Walden, for approval and to approve a change to the NEPP Traffic Regulation Orders General Policy.

Trevor Degville provided a summary of the report, and highlighted that the Traffic Regulation Order 10075 in Audley Court, Saffron Walden would count as one of Uttlesford District Councils six schemes permitted for each partner authorities every year. Trevor Degville also informed the Committee that it is proposed the current North Essex Parking Partnership Traffic Regulation Order (TRO) General Policy be changed to incorporate any future reviews as one of the partner authority's prioritised schemes.

Trevor Degville explained to members that the second recommendation in the report, to approve amendments to Catons Lane in Saffron Walden residents permit scheme, had been amended to recommend that it be deferred until the October meeting.

The member from Uttlesford District Council supported the amendment to the recommendation to enable more time to analyse the impacts of the scheme and that she would hold further discussions with the Parish Council regarding whether a formal petition requesting a review is likely to be submitted.

*RESOLVED* that;

- a) Traffic Regulation Order 10075 Audley Court, Saffron Walden be approved.
- b) Amendments to Catons Lane, Saffron Walden, residents permit scheme be deferred until the October meeting.
- c) The change to the NEPP Traffic Regulation Orders General Policy to ensure that any further reviews agreed are counted as one of the relevant councils allotted prioritised proposals be agreed.

### **6. Proposals for funding to implement 3PR schools project**

Emma Day, Parking Partnership, introduced the proposals for funding to implement 3PR schools project report. The report requests that the Committee agree to £50,000 funding to be set aside to enable the implementation of the 3PR schools project across all districts and boroughs enforced by the North Essex Parking Partnership.

Richard Walker, Parking Partnership, Group Manager, highlighted that now the partnership is financially self-sustaining, it is possible for these proposals to be looked at in full.

Emma Day explained that the report sets out the different types of packages that can be offered to schools and the criteria that will have to be met for a school to be considered. Miss Day highlighted that to date four schools have already made contact regarding the 3PR scheme, two of which had funding in place, and two which did not. The funding, as set out in the report would provide the opportunity for this to be rolled out across the districts and tackle issues that traditional parking measures cannot address.

Members of the Committee thanked the officers for the work on this. In response to a query regarding the location of the schools that had already applied, Emma Day confirmed that two were in the Colchester Borough Council area, one within the Epping Forest District Council area and one further school in the Uttlesford District Council area.

A member of the Committee suggested that the local authority and other partners be made aware when schemes may launch so that everyone is aware and that press coverage will be achieved. Emma Day confirmed that further investigative work outside the schools is required prior to the launch of a 3PR zone and discussions are underway with headteachers to arrange this. In terms of informing partners in the local area about the schemes, conversations will be held with local Parish Councils in advance of a scheme launching.

In response to a question regarding the components in the packages, Emma Day confirmed that there are two different 3PR set up packages, which cost on average £500 each. Further items can be provided at cost to schools. The report also suggests a third package for those schools which would not be feasible for full 3PR zone. In addition, Emma Day outlined that there may be future scope for sponsorship on the 3PR schemes.

*RESOLVED* that £50,000 funding be set aside to enable the implementation of the 3PR schools project across all Districts and Boroughs enforced by the North Essex Parking Partnership

## **7. Annual Governance Review and Internal Audit**

Hayley McGrath, Corporate Governance Manager, Colchester Borough Council, introduced the Annual Governance Review and Internal Audit Report. The report requests the Joint Committee note the annual governance review of the North Essex Parking Partnership and review and comment on the Internal Audit report.

Hayley McGrath provided the Committee with a summary of the report and highlighted that whilst it is no longer a requirement to do so, it is good practice to review the governance arrangements and provide assurance to partner authorities on the internal control arrangements of the North Essex Parking Partnership. Hayley McGrath confirmed that internal audit review forms a significant part of this review.

Hayley McGrath also informed members that many of the systems used by the NEPP are Colchester Borough Council systems, and are therefore subject to CBC controls and review processes. Hayley McGrath confirmed that Colchester Borough Council produced an annual governance statement, which indicated an effective system of control was in operation during 2017/18.

With regards to areas of concern, Hayley McGrath stated that five level two recommendations were identified through internal audit, and all the recommendations have been accepted. A substantial level of assurance was given, highlighting that systems of internal control are adequate.

Hayley McGrath stated that for the audit of 2018/19, additional testing will be undertaken. The testing will relate to the 2018/19 Key Performance Indicators, such as parking ticket issue rates and number of cancellations, which will provide management reassurance.

Richard Walker highlighted that, in relation to a 2017/18 audit recommendation, the full 2016/17 Annual Report was to be shown to Committee members following the conclusion of the meeting and the full 2017/18 Annual report would be brought to the next meeting.

A member of the Committee questioned the reasoning behind the timeliness of reconciliation. Lou Belgrove, Parking Partnership, explained the stages behind cash collection and reconciliation for the NEPP. This was the result of a delay in the provision of some paperwork back from the contractor, which then requires NEPP management sign off. This issue has now been resolved as team leaders are now able to provide the required second sign off.

Following on from a query about input and consultation into the audit plan, Hayley McGrath suggested that she could attend a future Joint Committee or Client Officer meeting to ensure feedback is provided from Partner Authorities and not just the NEPP management or Colchester Borough Council.

*RESOLVED* that;

- a) The Annual Governance Review of the North Essex Parking Partnership be noted.
- b) The Joint Committee reviewed and commented on the internal audit report for the North Essex Parking Partnership.

## **8. Annual Review of Risk Management**

Hayley McGrath, Corporate Governance Manager, Colchester Borough Council, introduced the Annual Review of Risk Management report. The report requests that the Committee endorse the Risk Management Strategy for 2018/19 and review and comment on the risk register for the North Essex Parking Partnership.

Hayley McGrath informed Committee members that risk management looks forward to see what issues may interrupt service delivery. Whilst there is no requirement to have a formal risk register, it is best practice to consider those risks going forward and to have a risk management strategy for the financial year. Hayley McGrath

highlighted that there are two types of risk, operational which is managed by the service and strategic risk which is owned by the Committee. The risk register provides reassurance that risk is being recognised and managed.

Hayley McGrath informed the Committee that appendix two contained a number of amendments following review and discussions with client officers. The highest strategic risk is the potential future financial challenges and the highest operational risks relate to the possibility of an officer or member of the public being seriously injured or an interruption in the IT service. Hayley McGrath confirmed that there are currently three risks that sit above the risk tolerance line.

A member of the Committee raised a query regarding whether the Partnership could suggest to central government that the level of parking fine be increased. This is because there has been no recent inflation uplift and, whilst the NEPP finances are in good shape, it does provide a high proportion of the income for the partnership. Richard Walker confirmed that, with the exception of the most serious contravention, parking fines had not increased since decriminalised parking started. Mr Walker stated that the Department for Transport were resolute that they would not want parking fines to change, however Scotland, Wales and London can change the charge level. It was also highlighted that in some areas receiving a parking fine is now similar to, or less than, the cost of a day's parking. Mr Walker highlighted that there are a few areas of discussion required with the DfT, including the statutory guidance that was removed.

A member of the Committee also highlighted the impact of potential changes to blue badge criteria, which could increase circulation by up to 40% and result in an increase the requirement of disabled parking spaces. Committee members acknowledged this and suggested that further information be provided when the government has formally responded about the consultation results.

In response to a query about the highest scoring strategic risk, Hayley McGrath informed the Committee that the scoring had evolved over time as a result of discussions with the Committee. The scoring of three for probability, represents a 25-50% likelihood. With regard to the impact score of five, this would equate to a financial impact of over £100,000, which could be caused by significant staff sickness, a Traffic Regulation Order judicial review or a prolonged period of bad weather.

*RESOLVED* that;

- a) The Risk Management Strategy for 2018/19 be endorsed
- b) The Joint Committee reviewed and commented on the risk register for the North Essex Parking Partnership

## **9. Finance Report (On and Off Street)**

Lou Belgrove, NEPP Business Manager, introduced the Financial report, which contains both On-Street and Off-Street information. The report requests that the Committee approve the financial positions at the end of 2017/18 and note the distribution of the Off-Street Parking Reserve.

Lou Belgrove provided the Committee with a summary of the report, which detailed the On-Street and Off-Street accounts at the end of the 2017/18 financial year, and detailed Off-Street parking reserve at the end of the year and will be divided proportionally amongst the Off-Street partners.

*RESOLVED* that:

- a) The financial positions at the end of 2017/18 be approved.
- b) The distribution of the Off-Street parking reserve be noted.

## **10. NEPP Annual Report Data 2017/18**

Richard Walker, NEPP Group Manager, presented the NEPP Annual Report Data 2017/18. The report requests that the Committee note the details as set out in the appendix.

Richard Walker explained that this report provides the information from the 2017/18 financial year that will be uploaded to the datashare service in connection with transparency arrangements. The report provides information on the number of Penalty Charge Notices (PCN's) issued as well as previous years' information. The data provided includes those that are outlined in statutory guidance, as well as other information which is deemed useful.

Richard Walker explained that going forward, the aim is to report information more frequently and up to date than currently provided. The NEPP provide a quarterly e-briefing which provides performance indicators. Further discussions on providing up to date data is taking place with regional partners. Richard walker also confirmed that the NEPP is working with other authorities to improve the presentation, style and content of the reports and the full Annual report will be brought to the next meeting.

In response to a question regarding the increase in tickets issued, Richard Walker highlighted that this follows successes in terms of recruitment and the number of tickets issued is within the standard deviation of what is expected.

A member of the Panel suggested that the budget surplus could be used to purchase another ParkSafe car. Lou Belgrove confirmed that the NEPP had intended to have a fleet of three ParkSafe cars, however they are not currently fully satisfied with the car in its current state and are trying to refine the process to make it more fluid and increase the number of tickets produced. It was suggested that information on the tickets issued by the ParkSafe car be split between those outside of schools and those issued as bus stops.

*RESOLVED* that the NEPP Annual Report data for 2017/18 be noted.

## **11. NEPP Operational Report**

Lou Belgrove, Parking Partnership Business Manager, presented the NEPP Operational Report. The report requests that the Committee note the contents of the report.

Lou Belgrove highlighted that the report contains operational information on both the

On-Street and Off-Street elements of the North Essex Parking Partnership. This is to allow members to continue to discuss and review elements of the Off-Street account, following the closure of the Off-Street Committee. Lou Belgrove informed the Committee that the report contains details on the link between the community parking report and MiPermit.

In response from a question regarding why Harlow Council had a decrease in PCN's issued, yet all other areas had an increase, Lou Belgrove confirmed that there had been a difficulty in recruiting Civil Enforcement Officers in the west. There had also been issues with machines in the area too. Lou Belgrove confirmed that this issue was picked up in the client officer meeting in May and is being looked at.

*RESOLVED* that the NEPP Operational Report be noted.

## **12. Forward Plan 2018-19**

Jonathan Baker, Democratic Services Officer, Colchester Borough Council, introduced the Forward Plan 2018-19. The report requests that the North Essex Parking Partnership Joint Committee Forward Plan for 2018-19 be noted.

Jonathan Baker informed the Committee that the next meeting of the Joint Committee would be taking place at Braintree District Council on 4 October. Members were reminded that this meeting has the approval, rejection or deferral of Traffic Regulation Orders on the agenda.

Jonathan Baker highlighted a number of items that had been raised during the meeting that the Committee requested to be included on the forward plan. This included an update on footway and obstructive parking. Richard Walker confirmed that a short report would be brought back to the October meeting outlining the immediate measures and the next steps.

Committee members also requested that the terms of reference be reviewed to bring it in line with the recent changes to the Committee including the closure of the Off-Street Committee and extension of the Partnership arrangements. Jonathan Baker suggested that this be brought back to the next meeting of the Partnership in October.

For the December meeting, Jonathan Baker informed the Committee that a residents and commuter parking report had been scheduled. The Committee also agreed that reports on the TRO policy, allocation of NEPP financial surplus and the ParkSafe car be brought to the December meeting.

With regard to the potential changes to disabled parking criteria, this would be brought to the Committee following the formal response to the consultation feedback from the Government.

*RESOLVED* that;

- a) An update on footway and obstructive parking and a review of the terms of reference be brought to the October Joint Committee meeting.
- b) Reports regarding the TRO Policy, Allocation of NEPP financial surplus,

ParkSafe Car and Residents and Commuter Parking reports be brought to the December Joint Committee meeting.

- c) The North Essex Parking Partnership Joint Committee Forward Plan 2018-19 be noted.