

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

**15 December 2016 at 1.00pm  
Braintree District Council, Committee Room 1, Causeway  
House, Braintree, CM7 9HB**

## Executive Members 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)  
Councillor Gary Waller (Epping Forest District Council)

## Substitutions:-

Councillor Malcolm Buckley (non-executive) for Councillor Eddie Johnson (Essex County Council)

## Also Present: -

Michael Adamson (Parking Partnership)  
Jonathan Baker (Colchester Borough Council)  
Lou Belgrove (Parking Partnership)  
Trevor Degville (Parking Partnership)  
Vicky Duff (Essex Highways)  
Qasim Durrani (Epping Forest District Council)  
Laura Hardisty (Colchester Borough Council)  
Lisa Hinman (Parking Partnership)  
Gordon Glenday (Uttlesford District Council)  
Joe McGill (Harlow District Council)  
Samir Pandya (Braintree District Council)  
Ian Taylor (Tendring District Council)  
Richard Walker (Parking Partnership)  
Matthew Young (Colchester Borough Council)

## **28. Declaration of Interest**

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

## **29. Minutes**

*RESOLVED* that the minutes of the meeting held on the 20 October 2016 were confirmed as a correct record.

## **30. Traffic Regulation Orders Update**

Trevor Degville, Parking Partnership, introduced the Traffic Regulation Orders Update report to the Joint Committee. The report requests that the Committee provide clarification on the status of Traffic Regulation Order schemes that have been agreed at the previous Joint Committee meeting. The report also proposes that Traffic Regulation Order scheme proposals from partner authorities are included within the agenda at future meetings and that the report be noted.

Trevor Degville informed the Committee on the proposed changes to the Traffic Regulation Orders, and highlighted that the report now includes information about the Traffic Regulation Orders that have been agreed but as yet not implemented. Trevor Degville also informed the Committee about the reasoning behind the recommendation to include Traffic Regulation Order proposals from partner authorities within the published agenda.

The Committee welcomed the inclusion of the schemes that had been approved but not yet commenced in the report. Committee members stated that they would find it useful if the approved and completed schemes in the report also had information about what type of restriction was agreed to. In response to a query from Councillor Barker regarding when the recently approved schemes were likely to be advertised, Trevor Degville stated that this was likely to occur during June.

Councillor Mitchell informed the Committee that he had raised the issue with NEPP officers that the TRO application form on the NEPP website did not contain a filter that ensured that those making the application had received support from a locally elected member. Lou Belgrove, Parking Partnership, confirmed that this would be corrected by the end of the day.

Councillor Barker highlighted an amendment to correct the spelling of Takeley, a village in the Uttlesford District Council area.

The Committee agreed with the proposals for the TRO's contained within the report, and agreed that the proposed TRO's should be included within future meeting agendas. The Committee welcomed the transparency and information sharing that this would provide, both for members of the public and for partner authority members. Client Officers requested that deadline dates for publication of agendas be circulated to ensure the proposals for TRO's could be included within the agenda.

*RESOLVED* that;

- a) Traffic Regulation Order Scheme 60031 Hartland Road, Epping Forest District Council be reinstated onto the TRO scheme list, as a deferred scheme.
- b) Traffic Regulation Order 40021 Tall Trees, Colchester Borough Council be withdrawn.
- c) Traffic Regulation Order Scheme 10025 Hawthorne Close, Takeley, Uttlesford District Council be approved.
- d) Traffic Regulation Order scheme recommendations be shown on the list of schemes in the meeting agenda prior to consideration by the Joint Committee.
- e) The Committee note the status of the approved Traffic Regulation Orders.

## **32. Development Plan 2018-2022**

Richard Walker, Parking Partnership Manager, introduced the Development Plan 2018-2022 report. The report requests the Joint Committee accept the Development Plan for the NEPP in order to support the extension to the Joint Committee Agreement being offered by Essex County Council. In addition, the report requests that the Joint Committee delegate authority to the Chairman to write to Essex County Council (ECC) outlining the NEPP response to its invitation once all Districts/Boroughs have indicated their intentions.

Richard Walker, informed the Committee that a letter had been received from ECC to invite the NEPP to extend the Joint Committee agreement. In order to support the extension a revised Development Plan is required to set out the principles and finances for the NEPP over the next four years. Richard Walker confirmed that the extension to the agreement with

Essex County Council would no longer include the £150,000 per annum to support the Traffic Regulation Order function. The expectation, as included in the Development Plan is for the NEPP to continue to provide the TRO function and fully integrate the service into the budget. Previously, the core service of the NEPP focused on enforcement, with the TRO function as an addition to the business model. In addition to the TRO function, the Development Plan includes the recommendations following the Essex County Council scrutiny review.

Richard Walker confirmed that the Development Plan is still a live document, and the staff briefings about the document are currently taking place. Richard Walker also highlighted the financial information within the Development Plan which indicated that a small change to the staffing budgets could produce a balanced budget which would also provide additional funds that could be reinvested into the service.

The Committee welcomed the Development Plan and discussed the ambition to harmonise permit prices across the Partnership. Some Committee members felt that partner authorities should retain the ability to set the permit prices locally given the existing disparity in pricing and reasons why schemes are installed. Richard Walker confirmed that the plan acknowledges that there may need to be deviations because of the lack of space or where there are local socio-demographic or geographic reasons.

The Committee also requested that further information be sought from Essex County Council to clarify the time at which the NEPP is required to submit its response to Essex, if partner members if they wish to extend the partnership, as the original agreement and letter received refer to different dates.

*RESOLVED* that;

- a) The Development Plan 2018-2022 for the NEPP, in order to support the extension to the Joint Committee agreement, be approved.
- b) That the Joint Committee delegate responsibility to the Chairman to respond to the ECC invitation, once all Districts/Boroughs have indicated their intentions.

### **33. Commuter Parking**

Trevor Degville, Parking Partnership, introduced the report for Commuter Parking. The report requests the Joint Committee decide whether to tender for consultancy work, and to delegate the final decision for a trial and other sites to the Chairman in consultation with officers, so that the work can progress in a timely manner.

Trevor Degville, highlighted that commuter parking can be a significant issue for areas near transportation hubs. The aim of the work is to evaluate what solutions could be provided in these areas to improve the situation for residents. The tender would allow areas to be investigated to ascertain if there is a real problem caused by commuters and if there are any measures the NEPP can introduce to improve the situation. The tender would also provide information to help the NEPP formulate commuter area policies. A trial of one area would be conducted before any reports into other areas are commissioned.

Members of the Committee highlighted stations that were not included in the report, including Debden, Roydon, Sawbridgeworth and Stansted Mountfitchet.

Councillor Purton, Harlow District Council, stated that whilst he was against the original proposal when presented at the previous NEPP meeting, he supported the idea to hold a trial at a location that has the range of issues that the NEPP is likely to face in other locations. Councillor Purton felt that in doing so the NEPP may be able to develop a toolkit

that can be applied in different locations.

Following a query from a committee member, Richard Walker confirmed that the remit provided to consultants would be in the form of a scoping document.

Committee members also stressed that whilst the aim of the report is to provide assistance to residents who live in areas near to train stations, the idea is not to deter individuals from using public transport but to implement measures to prevent anti-social parking, as many areas are not designed to cope with the increased number of cars.

*RESOLVED* that;

- a) The North Essex Parking Partnership goes to tender for consultancy work to be undertaken across the NEPP area, with one site being selected for reporting on a trial basis.
- b) The tender to be undertaken with work to encompass any further areas if the initial report provides the required outcomes.
- c) The final decision for a trial site be delegated to the Chairman, in consultation with officers.

#### **34. NEPP On-Street Financial Position at Period 7 2016/17**

Lou Belgrove, Parking Partnership, presented the report, which requires the Joint Committee to note the financial position set out in the report.

The Committee received an updated budget, providing information for period 8, as well a forecast for the 2017/18 budget as previously requested. Lou Belgrove stated that the budget at the end of the year 2016/2017 is predicted to be a small surplus.

With regard to the 2017/18 budget, Richard Walker highlighted that the full budget for agreement by partner authorities will be presented to the March meeting. With regard to the figures provided in the update, Richard Walker outlined that the employee costs included a saving, but this, as yet, does not take into account the implementation of the new Development Plan. In addition, next year's budget would also see the £150,000 TRO fund from Essex County Council removed, and the self-funded equivalent placed within the supplies and services budget. Richard Walker also highlighted that the budget includes a revised split of the budget due to the withdrawal of Epping Forest District Council from the Off-Street partnership.

Richard Walker also informed the Committee that the NEPP have been successful in recruitment, which has resulted in a slightly higher income from Penalty Charge Notices (PCN's), however vacancies still remain. In response to a question from Councillor Mitchell, Richard Walker stated that following the withdrawal of Epping Forest District Council from the Off-Street next year this would equate to the reduction of three full time equivalent posts from the service. Richard Walker also highlighted that the budget position at the end of year will depend on driver behaviour and the extent of the winter weather, which can restrict the issuing of PCN's.

The Committee welcomed the report and the hard work of the officers during the year.

*RESOLVED* that the Joint Committee noted the financial position set out in the report.

#### **35. Traffic Regulation Orders Policy Amendment**

Richard Walker, Parking Partnership, introduced the Traffic Regulation Order Policy

amendment report, which requests that the Joint Committee makes the suggested changes to the policy.

Richard Walker informed the Joint Committee that the policy changes aim to avoid the confusion that occurred during a Traffic Regulation Order in Saffron Walden. Richard Walker stated that the policy as presented within the report has been reviewed by the Essex County Council legal team.

The Committee welcomed the report and the changes to the Policy. Committee members suggested some alterations to the policy that they felt would avoid confusion for members of the public. This included replacing the term 'The Council' with direct reference to the NEPP and confirmation that the new parking restrictions policy does apply to those requests received by Parish Council's, which requires deletion of a bullet point.

In addition to these suggested amendments, Councillor Barker suggested that the wording in the Policy should clarify that the NEPP would seek the views of local stakeholders if funding for a TRO is agreed. The decision on whether to approve the scheme would remain with the North Essex Parking Partnership.

Vicky Duff, Essex Highways, highlighted that with regard to experimental TRO's it is a requirement to inform members of the public what the experimental TRO is for, and provide the data both prior to implementation and after completion to establish whether the aim of the TRO has been achieved.

Some members of the Committee suggested that Essex County Council should consult with the NEPP on the introduction of Traffic Regulation Orders. Committee members also commented that the note on page 74, relating to requests from members of the public for new parking restrictions be strengthened to highlight the requirement to have support from a local councillor or local authority.

Councillor Mitchell highlighted that the form to submit a TRO request will require support from a local councillor in order for it to proceed, and that information informing members of the public about this needs to be included on the form.

*RESOLVED* that the Traffic Regulation Orders Policy be approved, subject to the amendments raised by the Committee.

### **36. Operational Protocols Amendment**

Richard Walker, Parking Partnership, presented the report which asks the Committee to accept the changes to the Policy and are implemented with immediate effect.

Richard Walker highlighted that the changes to the policy are to make the dis-application of the observation period in certain circumstances more transparent. Richard Walker provided the Committee with a series of examples when observation periods are required, and those occasions where evidence periods would not be required prior to issuing a PCN.

*RESOLVED* that the Operational Protocols policy be amended as stated.

### **37. Department of Communities and Local Government – Connecting Town Halls – consultation on allowing joint committees and combined authorities to hold meetings by video conference**

Jonathan Baker, Colchester Borough Council, introduced the report which requests that the Joint Committee provide their view on the possibility of being allowed to use video

conferencing technology to hold meetings of the Joint Committee. The report also requests that if the Joint Committee wish to respond to the consultation that the officer responsible be authorised to submit a response, following consultation with the Chairman on behalf of the NEPP.

The Committee welcomed the opportunity to hold meetings by video conferencing, and for members of the public to be able to access Joint Committee meetings from their local Borough/District building. However, there was concern that holding a meeting by video conferencing would require meeting rooms in each Partner Authority to be booked and supported, which would require additional resources. Committee members also highlighted that holding a meeting by video conferencing restricts the ability to hold informal discussions and build relationships at meetings. In addition to this, there is also the cost of installing the required technology.

*RESOLVED* that the Officer responsible submit a response to the consultation containing the views from the Committee, following consultation with the Chairman.

### **38. North Essex Parking Partnership Operational Update**

Lou Belgrove, Parking Partnership, introduced the Operational Update, which requests that the Committee note the contents of the report.

Lou Belgrove stated that the ParkSafe Car is in operation in the Colchester Borough Council area and being used to effectively enforce restrictions outside schools and at bus stops where ECC and bus operators have raised issues with difficulty stopping at the kerbside. Following the Christmas period it is intended that the ParkSafe car will also operate in the central and western districts. Lou Belgrove highlighted to the committee the quality of the photos taken by the ParkSafe car.

Councillor Mitchell requested that the historical PCN issue rate be provided as an average of the last three to four years, which could then be used to provide a benchmark against the average.

*RESOLVED* that the North Essex Parking Partnership Operational Update be noted.

### **39. Forward Plan 2016/17**

Jonathan Baker, Colchester Borough Council, introduced the North Essex Parking Partnership forward plan. The report requests that the Committee note the forward plan for 2016/17.

Jonathan Baker highlighted that the report on Schools will be submitted to the next North Essex Parking Partnership meeting in March, to which the Manager of the South Essex Parking Partnership has been invited. Jonathan Baker also stated that proposed dates for the forward plan 2017/18 would be circulated to Committee prior to the next meeting, in order for the dates to be approved in March.

*RESOLVED* that the Forward Plan be noted.