



North Essex Parking Partnership

Joint Working Committee On-Street Parking

**Council Chamber, Epping Forest District
Council, Civic Offices, High Street, Epping,
CM16 4MZ**

20 October 2016 at 1.00 pm

The vision and aim of the Joint Committee is to provide a merged parking service that provides a single, flexible enterprise of full parking services for the Partner Authorities.

North Essex Parking Partnership

Joint Committee Meeting – On-Street

Thursday 20 June 2016 at 1.00 pm

Council Chamber, Civic Offices, High Street, Epping, Essex, CM16 4MZ

Agenda

Attendees

Executive Members:-

Susan Barker (Uttlesford)
Eddie Johnson (ECC)
Mike Lilley (Colchester)
Robert Mitchell (Braintree)
Danny Purton (Harlow)
Nick Turner (Tendring District Council)
Gary Waller (Epping Forest)

Officers:-

Lou Belgrove (Parking Partnership)
Jonathan Baker (Colchester)
Trevor Degville (Parking Partnership)
Qasim Durrani (Epping Forest)
Gordon Glenday (Uttlesford)
Joe McGill (Harlow)
Samir Pandya (Braintree)
Liz Burr (ECC)
Shane Taylor (Parking Partnership)
Ian Taylor (Tendring)
Alexandra Tuthill (Colchester)
Richard Walker (Parking Partnership)
Matthew Young (Colchester)

	Introduced by	Page
1. Welcome & Introductions		
2. Apologies and Substitutions		
3. Declarations of Interest The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda.		
4. Have Your Say The Chairman to invite members of the public or attending councillors if they wish to speak either on an item on the agenda or a general matter.		
5. Minutes To approve as a correct record the draft minutes of the meeting held 30 June 2016.		1-7
6. Traffic Regulation Orders Update, including those to be agreed. To note the work of the technical team since the last Committee meeting and approve, defer or reject the schemes listed in the report.	Trevor Degville	8-16
7. Proposed Traffic Regulation Order in Paringdon Road, Harlow To withdraw or progress the restrictions advertised in The Essex County Council in the Harlow of (Paringdon Road Harlow, Essex) (Introduction of No Waiting/Loading restriction) (On Street) Order 2016 proposals.	Trevor Degville	17-21
8. Traffic Regulation Orders – Disabled Bay Holder Permit Bays To consider NEPPs position on disabled badge holder permit bays	Trevor Degville	22-24

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|--|--|---------------------|
| <p>9. NEPP On-Street financial position at period 6 2016/17
 This report sets out the six monthly financial position on the North Essex Parking Partnership (NEPP) On-street budget</p> | <p>Lou Belgrove</p> | <p>25-27</p> |
| <p>10. North Essex Parking Partnership Annual Report 2015/16
 To approve the North Essex Parking Partnership Annual report for 2015/16.</p> | <p>Richard Walker</p> | <p>28-47</p> |
| <p>11. Outside Agency Support in Enforcement – Partnership
 To decide whether to continue the partnership arrangements, set out below, on a permanent basis.</p> | <p>Stephanie Barnes</p> | <p>48</p> |
| <p>12. Essex County Council Scrutiny Committee Minute - Call in of North Essex Parking Partnership Decision
 The report requests the Joint Committee notes the minutes of the Essex County Council Place Services and Economic Growth Scrutiny Committee following a Call in of a Joint Committee decision.</p> | <p>Jonathan Baker/Trevor Degville</p> | <p>49-58</p> |
| <p>13. North Essex Parking Partnership Operational Update
 This report provides Members with an update of operational progress since the last Operational Report in June 2016.</p> | <p>Lou Belgrove</p> | <p>59-63</p> |
| <p>14. Forward Plan 2016-17
 This report concerns the Forward Plan of meetings for the North Essex Parking Partnership</p> | <p>Jonathan Baker</p> | <p>64-67</p> |
| <p>15. Urgent Items
 To announce any items not on the agenda which the Chairman has agreed to consider.</p> | | |

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR ON-STREET PARKING

**30 June 2016 at 1.30pm
Grand Jury Room, Colchester Town Hall, High Street,
Colchester, Essex, C01 1PJ**

Executive Members Present:-

Councillor Susan Barker (Uttlesford District Council)
Councillor Eddie Johnson (Essex County 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 Will Breare-Hall for 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)
Roger Harborough (Uttlesford District Council)
Joe McGill (Harlow District Council)
Hayley McGrath (Colchester Borough Council)
Samir Pandya (Braintree District Council)
Ian Taylor (Tendring District Council)
Shane Taylor (Parking Partnership)
Alexandra Tuthill (Colchester Borough Council)
Richard Walker (Parking Partnership)
Matthew Young (Colchester Borough Council)

1. Appointment of Chairman

RESOLVED that Councillor Mitchell (Braintree District Council) be elected Chairman of the North Essex Parking Partnership (NEPP) Joint Committee for On-Street Parking for 2016/17.

2. Appointment of Deputy Chairman

RESOLVED that Councillor Barker (Uttlesford District Council) be elected Deputy Chairman of the North Essex Parking Partnership Joint Committee for On-Street Parking for 2016/17.

3. Declarations of Interest

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

Councillor Johnson, in respect of being a Member of Harlow District Council,

declared a non-pecuniary interest.

4. Have Your Say!

Richard Gilyead, Saffron Walden

Richard Gilyead attended the NEPP Joint Committee meeting to highlight his concerns with the proposals included within the Essex County Council (Uttlesford District) Order Amendment No.40 report.

Mr Gilyead stated that there had been a wide range of objections from residents, employees from local businesses and pedestrians in the area. The proposals included within Item 8, to remove parking throughout the day, would increase the traffic flow only benefiting drivers and causing concern for residents, those travelling to the local schools and healthcare workers.

Mr Gilyead stated that the Traffic Regulation Order should be rejected in its current form and alternative proposals devised from the views and concerns of local residents.

Dan Starr, WeAreResidents

Dan Starr attended the Joint Committee and raised his concerns regarding the Essex County Council (Uttlesford District) Order Amendment in Saffron Walden considered under Item 8.

Mr Starr stated that at the time the proposals were originally launched the North Essex Parking Partnership Policy required the Town Councils approval, which had not at the time been given.

In removing the parking as part of this Traffic Regulation Order, it would displace 200 vehicles to park in other areas of Saffron Walden. The previous incarnations of the scheme were different but both rejected at the time. Mr Gilyead urged the Committee to reject the proposals.

Councillor Dr Richard Freeman, Uttlesford District Council and Saffron Walden Town Council.

Councillor Dr Richard Freeman addressed the Committee and highlighted his concern about the significant impact of this scheme. Cllr Dr Freeman stated that the fast moving traffic is not what is required and this would impact those attending schools in the area.

Cllr Dr Freeman also highlighted that there is a shortage of proposed crossings in the proposals, and that the NEPP should reject the proposals and go back to the drawing board to create a better set of proposals.

5. Minutes

RESOLVED that the minutes of the meeting held on 17 March 2016 were approved, subject to the following amendments;

- a) Epping Forest District Council Traffic Regulation Order 60072 type of restriction corrected to a Residents Parking Zone.
- b) To approve Traffic Regulation Order 10059 Hill Street, Saffron Walden,

6. The Essex County Council (Uttlesford District) (Permitted Parking and Special Parking Area) (Amendment No.40) Order – Consideration of Objections

Councillor Robert Mitchell introduced the report on the Essex County Council (Uttlesford District Area) (Amendment No.40) Order and highlighted the e-mail correspondence from Essex County Councillor for Saffron Walden Councillor Jon Lodge.

Councillor Susan Barker stated that the Essex County Council Order was required to remove the number of parked cars along the roads which cause a number of blind spots. The Traffic Regulation Order would allow for the traffic on the affected roads to run without the obstruction of parked cars. Councillor Barker also highlighted that the scheme was created following a traffic assessment of committed development on the east side of the town which indicated the need to improve traffic flow and air quality in the air quality management area covering the central part of the town.

Councillor Mitchell highlighted that many of the comments received were not necessarily objections, and that a high number of residents on the roads affected by the Traffic Regulation Order have Off-Street parking.

A member of the Committee questioned whether there had been a risk assessment on the introduction of this scheme given the cost of a potential challenge to the scheme. In response Richard Walker, Parking Partnership, stated that every Traffic Regulation Order is challengeable 6 weeks after it is made.

A member of the Committee also highlighted concern that different tiers of local government were not necessarily in agreement about the proposed Traffic Regulation Order.

Councillor Barker stated that there is no issue with those using the leisure centre to park when accessing local services.

RESOLVED that the Essex County Council (Uttlesford District)(Permitted Parking and Special Parking Area)(Amendment No.40) Order restrictions be approved.

7. Annual Review of Risk Management

Hayley McGrath, Corporate Governance Manager, Colchester Borough Council, introduced the Annual Review of Risk Management report for the North Essex Parking Partnership. The report requests the committee endorses the risk management strategy and reviews and comments on the risk register for the NEPP.

The Committee discussed the reports and questioned the implications of the introduction of the new pound coins and the impact of upgrading the car parking machines to accept the coins.

The Committee also questioned the impact of Essex County Council withdrawing £150,000 of funding from 2017/18. Richard Walker stated that budget reports will continue to be brought to the Joint Committee which will provide members on updates on how the service is operating with the income generated.

RESOLVED that;

- a. The North Essex Parking Partnership Joint Committee endorse the Risk Management Strategy for 2016/17.
- b. The committee reviewed and commented on the risk register for the Partnership.

8. Annual Governance Review and Internal Audit

Hayley McGrath, 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 including the 'write offs'.

Hayley McGrath provided the Committee with an update on the Internal Audit report for 2015/16 for members to consider. The Committee heard that the Parking Partnership had received a limited assurance rating as the audit issued one level one recommendation and two level two recommendations. The level one recommendation related to ensuring that the car park income received in the bank account was matched with the amounts advised by G4S on a daily basis which mainly related to operations in Colchester. Hayley McGrath also highlighted the formalisation of the debt write-off process for the Parking Partnership.

The Committee welcomed the report and questioned whether some of the activities should be included in the Off-Street agenda. The Chairman provided clarification and highlighted that whilst some elements are related to Off-Street there is still a proportion of work undertaken in the On-Street and an impact on the On-Street service. Hayley McGrath stated that in delivering an audit it provides an overall view of the service and if there are issues in one part of the service this could then be affecting another part.

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.

9. Commuter Parking

Trevor Degville, Parking Partnership Technical Manager, introduced the report on Commuter Parking. The report requests the Committee decide on whether to tender for consultancy work which will review and assess the scale and impact of commuter parking in defined areas and seek to identify a solution.

The Committee discussed the areas that had been put forward for inclusion in the Commuter Parking Survey and questioned the basis of the suggestions and whether there should be a scoring mechanism.

Officers clarified that the proposals were made to enable a study of the main issues and the draft scope was set out in paragraphs 4-7.

Councillor Danny Purton, Harlow District Council, suggested an alternative approach may be to provide a toolkit to help those in local areas devise solutions unique to each situation and to work with train companies in commuter areas. Councillor Barker also mentioned that Stansted Airport should be given consideration to be included within the scope.

The Committee also highlighted to Councillor Johnson the impact of the five year freeze on restrictions being placed in new developments which are causing a significant issue in many areas of the North Essex Parking Partnership.

The Committee also questioned the level of risk associated, and the possible benefits of the plans, but also highlighted that the report did not include any potential cost of carrying out the work.

RESOLVED that:-

- a) The Joint Committee delegated responsibility to the Chairman with input from Client Officers to confirm additional areas to be considered as part of the scope.
- b) A report be submitted to a future Joint Committee meeting outlining the completed scope, and estimated cost of conducting a survey.

10. Essex County Council Scrutiny and Extension of NEPP Agreement

Richard Walker, Parking Partnership, introduced the report on the Essex County Council Scrutiny Report and extension of NEPP agreement. The report requests that the Joint Committee note the outcome of the Essex County Council Scrutiny Review and its support of an extension to the agreement. The report also requests that Joint Committee members make arrangements to be able to return to the October and December Joint Committee meetings with authority to make a decision about the operating agreement.

The Committee discussed the content of the report and the recommendations made by the Essex County Council Scrutiny Committee, and also suggested that a formal letter be sent to partner authorities regarding the requirements for renewing the partnership agreement.

Councillor Johnson highlighted that the letter from the North Essex Parking Partnership should be addressed to the Cabinet member rather than the Chairman of the Scrutiny Committee.

RESOLVED that –

- a) A letter to the Essex County Council Cabinet member in response to the Essex County Council scrutiny recommendations be drafted in consultation with the Chairman and circulated to Joint Committee members.
- b) The letter be submitted to the next Joint Committee meeting in October for information.
- c) A standard letter highlighting the requirements for renewing the partnership agreement for each partner authority be distributed to all Committee members.

11. NEPP On-Street Financial Position for 2015/16

Richard Walker, Parking Partnership, introduced the On-Street Financial Position for 2015/16. The report requests that the Joint Committee note the financial position and decide the allocation of surplus to projects or reserves.

Richard Walker stated that the Partnership has recruited more Civil Enforcement Officers (CEO's), which has helped with the effective issuing of Penalty Charge

Notices (PCN's) and that the winter weather was more favourable resulting in more enforcement being possible. This has resulted in the budget for 2015/16 ending in a position of surplus.

Richard Walker stated that with regards to the surplus funds that have not yet been allocated these could be reinvested into new Parking Schemes if requested by the Joint Committee. This would include innovations in technology such as bay sensors, additional Parksafe cars and communications including open days in different areas of the partnership.

RESOLVED that

- a) The On-Street Financial position for 2015/16 be noted.
- b) The additional surplus within the budget be used to provide additional technological advances and new parking schemes for the North Essex Parking Partnership.
- c) A new Development Plan for the Partnership is produced to carry the service up to 2022, including the four priority areas.

12. NEPP Annual Report Data for 2015/16

Richard Walker, Parking Partnership, introduced the report on the NEPP Annual report data. The report requires the Joint Committee to note the details as set out in the report.

Richard Walker stated that as part of the requirements regarding data publication the North Essex Parking Partnership is required to publish information relating to the partnerships performance in the previous financial year. The information included within the report is published through the datashare website and included within the NEPP's Annual report which will be brought to the Joint Committee meeting in October for approval.

Richard Walker responded to a query regarding how the PCN information is compiled for the year by stating that those PCN's that are issued within the year and paid within the year are included within the data. Those PCN's that aren't paid within the year are not represented within the data and nor is an estimate made of the potential payment that could be received.

RESOLVED that the NEPP Annual Report Data for 2015/16 be noted.

13. Traffic Regulation Orders Update

Trevor Degville, Parking Partnership, introduced the Traffic Regulation Orders Update report. The report for the Joint Committee to note provides an update to members on the maintenance of road markings and progress on Traffic Regulation orders.

RESOLVED that the Traffic Regulation Orders updated be noted.

14. North Essex Parking Partnership Operational Update

Lou Belgrove, Parking Partnership, introduced the North Essex Parking Operational Update. The report requests that the Joint Committee note the contents.

Lou Belgrove stated that the Parking Partnership in future would be alternating its

Operational reports so that they are on the agenda for the December and June meetings only.

Stephanie Barnes, Parking Partnership, provided the Committee with information on the Community Safety Accreditation Scheme that enables the Civil Enforcement Officers who have the training to issue Fixed Penalty Notices. The CSAS scheme also ensures that issues of violence or aggression are responded to by the Police as quick as possible. Currently there are fifteen employees who have the training, with ten of these being Civil Enforcement Officers.

The Committee also received an update on the progress of the Body Worn Cameras which CEOs are using across the partnership.

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

15. Forward Plan 2016/2017

Jonathan Baker, Colchester Borough Council, introduced the Forward Plan for the Joint Committee. The report requires the Forward Plan to be noted and for members to suggest items for inclusion.

The Committee highlighted that the renewal of the Partnership agreement should be added to the agenda for the October On-Street Joint Committee meeting.

RESOLVED that –

- a) The Renewal of the Parking Partnership agreement be added to the October meeting.
- b) That the Forward Plan 2016/2017 be noted.



North Essex Parking Partnership

20th October 2016

Title: Traffic Regulation Orders Update, including those to be Agreed
Author: Trevor Degville/Shane Taylor
Presented by: Trevor Degville

- To provide an update of the Technical Team activities
- To consider proposed Traffic Regulation Order schemes in all authority areas

1. Decision(s) Required

- 1.1. To note the work of the Technical team since the last Joint Committee in June.
- 1.2. To approve, reject or defer from the listed proposed schemes in Section 4.

2. Reasons for Decision(s)

- 2.1. To allow officers to start work on prioritised schemes that should be progressed and to allow unsuccessful applicants to be informed of the outcome of their application.

3. Installed Traffic Orders

- 3.1. Since the last Joint Parking Committee meeting in June the Technical Team have completed previously agreed traffic orders. Basic details about these are shown below. Maps and photos showing some of the new restrictions can be found in the appendix to this report which is available at <https://www.parkingpartnership.org/north/committee.aspx>

3.2. Braintree District

Town	Road	Type of restriction introduced
Witham	Stepfield	No waiting
	Moss Road	No waiting
	Perry Road	No waiting
	Freebournes Road	No waiting
	Crittall Road	No waiting
	Eastways	No waiting
	Laburnham Way	No waiting
	Yew Close	No waiting
	Elderberry Gardens	No waiting
	Mulberry Gardens	No waiting
	Cypress Road	No waiting
	Forest Road	No waiting
	Greenfield & Barleyfields	No waiting/Permit Holders
Braintree	St Peters Close	No waiting/Limited waiting
Hatfield Peverel	Toulmin Road	Permit Holders

	St Andrews Road	No waiting
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3.3 Colchester Borough

Town	Road	Type of restriction introduced
Colchester	Church Street	No waiting/no loading and loading bay
	Ireton Road	No waiting
	Heath Road	No waiting
	Wood Lane	No waiting
	Lexden Road	No waiting
	Sanders Drive	No waiting
	Roseberry Avenue	No waiting/Permit Holders
	Smythies Avenue	No waiting/Permit Holders
	Cloverlands	No waiting
	Mountain Ash Close	No waiting
	Upland Drive	No waiting
	St Christopher Road	No waiting
	St John's Green	School Keep Clear
	Nicholsons Grove	Permit Holders
	Middle Mill	Permit Holders

3.4 A temporary order to allow coach parking in Colchester High Street has been made. This has been paid for by Colchester Borough Council

3.5 Epping Forest District

Town	Road	Type of restriction introduced
Epping	Hillcrest Way	No waiting
Loughton	Alderwood Drive	No waiting
	Pancroft	No waiting
	Woodland Road	No waiting
	The Drive	No waiting
Abridge	Field Close	No waiting
	Alderwood Close	No waiting
	Fir Trees	No waiting
	New Farm Drive	No waiting
Waltham Abbey	Sewardstone Road	No waiting
Loughton	Pentlow Way	No waiting
	Loughton Way	No waiting
Potter Street	London Road/Potter Street	No waiting
Loughton	Hillyfields	No waiting
	Chester Road	No waiting
	Pryles Lane	No waiting
	Hillcroft	No waiting
Theydon Bois	The Green	No waiting
	Woburn Avenue	No waiting
	Loughton Lane	No waiting
North Weald	Merlin Way	No Stopping/No waiting for Goods Vehicles over 5T
	Poplar Road	No waiting
Chigwell	Warren Court	No waiting/Permit Holders
Abridge	Hoe Lane	Permit Holders

Buckhurst Hill	Albert Road	Permit Holders
Chigwell	Manor Road	No waiting/no loading
	Grange Crescent	No waiting/no loading
	Millwell Crescent	No waiting
Loughton	Smarts Lane	Taxi bays
	High Road	Taxi bays
Epping	High Street	Taxi bays

3.6 A consolidation Order has been sealed for the Epping Forest District. This replaced the 2008 Order that was made for the start of decriminalised parking enforcement.

3.7 Harlow District

3.8 One of the Harlow District Council proposed traffic regulation orders is being considered by the Joint Committee at this meeting. Traffic Orders have been sealed for the below roads which will be operational on 7th November:

Town	Road	Type of Restriction
Harlow	Partridge/Five Acres/Goldsmiths	No waiting/No loading
	Hodings/Rivermill	No waiting/No loading/Limited waiting
	Tanys Dell School Access Road	No waiting/No loading
	Tendring Road	No waiting/No loading

3.9 Tendring District

Town	Road	Type of restriction introduced
Brightlingsea	Victoria Place	Limited waiting
Clacton on Sea	Stephenson Road	No waiting
Manningtree	Station Road	No waiting
	Queensway	No waiting
	Victoria Crescent	No waiting
	Jubilee End	No waiting
Ardleigh	Old Ipswich Road	No waiting/no loading
Ardleigh	Crown Lane	No waiting
Holland on Sea	Holland Road	No waiting
	Deanhill Avenue	No waiting
	Clarendon Park	No waiting
Ardleigh	Unnamed Road	No waiting
Brightlingsea	Lower Park Road	No stopping on school entrance
Harwich	Williamsburg Avenue	No stopping
Brightlingsea	Waterside	Limited waiting
	Copperas Road	Limited waiting
	High Street	Limited waiting
	Queen Road	Limited waiting

3.10 Uttlesford District

Town	Road	Type of restriction introduced
Saffron Walden	Mount Pleasant Road	No waiting and no stopping on school entrance
	Common Hill	Limited waiting
	Catons Lane	Permit Holders

	Bridge Street	No waiting/no loading/limited waiting
	Audley End Road	Limited waiting/No waiting/No loading
Gt Hallingbury	B1256 Dunmow Road	No stopping (Clearway)
Felsted	Chelmsford/Braintree Road	No waiting
Gt Dunmow	Maynard Close	No waiting
	Knights Way	No waiting
	Randall Close	No waiting
Stansted	Church Road	No waiting
	Saint Marys Drive	No waiting
	Priory Drive	No waiting
	Maitland Road	No waiting
	Mount Drive	No waiting
	Manor Road	No waiting
Gt Dunmow	Beehive Court	No waiting
	Lower Mill Field	Permit Holders
Thaxted	Bell Lane	No waiting/no loading
	Margaret Street	No waiting/no loading
Manuden	Carters Hill	No Stopping on School entrance
Hatfield Heath	A1060	No Stopping on School entrance
Gt Dunmow	Weavers Close	No waiting
Saffron Walden	Hill Street	No waiting
Birchanger	Birchwood	No stopping on School entrance

4. Schemes for Consideration

4.1. The list of potential schemes for consideration is shown below by authority area. To save time at the meeting the schemes that Epping Forest District Council representatives have advised will be recommended for rejection are shown in with a strikethrough.

Ref No	District/Borough	Name of Scheme	Type of restriction/Reason for Application	Decision- Approve Reject Defer
20121	Braintree	Guithavon Valley	Waiting restrictions	
20125	Braintree	Mill Lane	Waiting restrictions	
20130	Braintree	High Street	Limited waiting	
20131	Braintree	Swan Street/Alexandra Road	Waiting restrictions	
20132	Braintree	Church Green	Waiting restrictions	
20134	Braintree	Church Road Hatfield Peverel	Waiting restrictons	
20135	Braintree	Nottage Crescent	Waiting restrictions	
20136	Braintree	Cutting Drive	Resident Permit	
40088	Colchester	Catchpool Road	Waiting Restrictions	
40021	Colchester	Tall Trees	Waiting Restrictions	
40104	Colchester	High Street/Station Road Wivenhoe	Waiting Restrictions	
40109.5	Colchester	Northern Estate Roads	Resident Permit	
40111	Colchester	Thomas Wakley Close	Residents parking	
40118	Colchester	Boxted Road	Football based parking	
40128	Colchester	Church Lane	Commuter parking.	

40129	Colchester	Leys Road	Waiting restrictions	
40130	Colchester	Rectory Road	Waiting restrictions.	
40131	Colchester	Home Farm Primary School	Restrictions to increase visibility and safety around the school entrance during drop-off/pick-up times.	
40132	Colchester	Rotary Way	Waiting restrictions	
40133	Colchester	Threshers End	Waiting restrictions	
40134	Colchester	Wheatfield Road	Waiting restrictions	
40135	Colchester	Spring Lane	Waiting restrictions	
40136	Colchester	Layer Road/Gladwin Road	Waiting restrictions	
40137	Colchester	Baden Powell Drive	Waiting restrictions	
60000/60105	Epping Forest	Algers Mead/Algers Close	Residents Parking	
60005	Epping Forest	Rodings Garden	Waiting Restrictions	
60007	Epping Forest	Fairmeads	Waiting Restrictions	
60008	Epping Forest	Audley Gardens	Waiting Restrictions	
60011	Epping Forest	Norman Close	Waiting Restrictions	
60014	Epping Forest	Marjorams Avenue/Hill Top	Waiting Restrictions	
60015	Epping Forest	Beaconfield Road	Waiting Restrictions	
60016	Epping Forest	Beaconsfield Avenue	Waiting Restrictions	
60018	Epping Forest	Queens Road	Change to P&D Machines Times	
60019	Epping Forest	Willow Tree Close	Waiting Restrictions	
60021	Epping Forest	Hornbeam Road	Waiting Restrictions	
60022	Epping Forest	Green Walk	Waiting Restrictions	
60023	Epping Forest	Purlieu Way/Theydon Park	Waiting Restrictions/Residents Parking	
60025	Epping Forest	Pike Way	Waiting Restrictions	
60028	Epping Forest	Ongar Market	Relocate Market to Highway	
60029	Epping Forest	Taxi Bays (throughout district)	Introduce new sites	
60030	Epping Forest	The Uplands	Waiting Restrictions	
60031	Epping Forest	Hartland Road	Waiting Restrictions	
60034	Epping Forest	Smarts Lane	Resident Parking	
60035	Epping Forest	Epping New Road(Boleyn Court)	Waiting Restrictions	
60037	Epping Forest	Brooklyn Parade	Limited Waiting	
60038	Epping Forest	Hazelwood	Adjust recently implemented restrictions	
60039	Epping Forest	Goldings Road	Waiting Restrictions	
60040	Epping Forest	Tycehurst Hill	Waiting Restrictions	
60041	Epping Forest	Forest Edge	Waiting Restrictions	
60043.5	Epping Forest	High Road (Station)	Commuter Parking	
60044	Epping Forest	Coppice Row	Commuter Parking	

60045	Epping Forest	Ivy Chimneys Road	Resident permit parking	
60046	Epping Forest	Crossing Road	Resident permit parking	
60047	Epping Forest	Hemnal Street	Change Resident permit parking/Limited waiting	
60049	Epping Forest	Lower Swaines	Restrictions to counter school based parking	
60050	Epping Forest	High Street	Loading Bay	
60051	Epping Forest	Pancroft	Waiting restriction	
60054	Epping Forest	Monkswood Avenue/The Cobbins	Verge Parking	
60055	Epping Forest	Harveyfields	Resident permit parking	
60056	Epping Forest	Stradbroke Grove	Change in restrictions to combat commuter parking	
60057	Epping Forest	Scotland Road	Waiting restrictions	
60058	Epping Forest	Crownfield	Commuter restrictions/Resident permit parking	
60059	Epping Forest	Ladywell Prospect	Waiting Restriction	
60060	Epping Forest	Church Mead	Waiting Restriction	
60062	Epping Forest	High Gables	Resident permit parking	
60063	Epping Forest	Forest Drive	Pavement Parking	
60064	Epping Forest	High Road (School)	School based/Commuter Parking	
60066	Epping Forest	Knighton Lane	Waiting Restrictions	
60067	Epping Forest	Theydon Park Road	Revocation of waiting restriction	
60068	Epping Forest	Glebe Road	Waiting restriction	
60073	Epping Forest	The Drive	Conversion of SYL to DYL near Morrisons	
60073.5	Epping Forest	Whitehills Road	Waiting restrictions on bend near to school	
60074	Epping Forest	Bridge Hill	Extension of waiting restrictions	
60078	Epping Forest	Monkswood Avenue	Waiting restrictions	
60079	Epping Forest	Pancroft	Waiting restrictions to assist bus assist	
60080	Epping Forest	Ladywell Prospect	Waiting restrictions to deter commercial vehicle parking	
60082	Epping Forest	Eastbrook Road	Resident parking	
60083	Epping Forest	Borders Lane/St Nicholas Place	Waiting restrictions	
60085	Epping Forest	Albion Hill	Extension to waiting restrictions	
60086	Epping Forest	Queens Road (145)	Adjustment to parking bay	
60087	Epping Forest	Queens Road (102-104)	Adjustment to parking bay	
60088	Epping Forest	Cleland Path	Waiting restrictions-junction/pavement parking	
60089	Epping Forest	Blackmore Road	Waiting restrictions-junction parking	
60090	Epping Forest	High Street (St Martins Mews)	Adjustment of parking bay	
60091	Epping Forest	Theydon Grove	Extension to residents	

			parking bays	
60092	Epping Forest	Lower Park Road	Waiting restrictions on bend	
60093	Epping Forest	Englands Lane	Waiting restrictions	
60094	Epping Forest	Epping town centre	Inclusion of additional business in permit zone	
60095	Epping Forest	Hanbury Park estate	Waiting restrictions	
60096	Epping Forest	Wheelers Farm Gardens	Waiting restrictions	
60097	Epping Forest	Courtland Drive	Waiting restrictions	
60099	Epping Forest	Field Close	Junction protection	
60100	Epping Forest	Lambourne Road	Junction protection	
60101	Epping Forest	Lower Road	Res parking-waiting restrictions	
60103	Epping Forest	Tempest Mead	Parking issues next to North Weald Station	
60104	Epping Forest	Sheering Lower Road	Residents parking	
60106	Epping Forest	Riverside Ave	Junction protection	
60107	Epping Forest	Church Hill	Change of restriction	
60108	Epping Forest	Raymond Gardens	Junction protection	
60110	Epping Forest	Sewardstone Road	Waiting restrictions	
60111	Epping Forest	Sheering Lower Road	Extension of commuter restriction	
60113	Epping Forest	Traps Hill (doctors surgery)	Junction/entrance protection	
60114	Epping Forest	The Street High Roding	Restriction lines	
60115	Epping Forest	Hillyfields, The Croft	Junction protection	
60116	Epping Forest	Amberley Road	Waiting restrictions	
60117	Epping Forest	Pyrles Lane	Waiting restrictions	
60118	Epping Forest	Broomstick Hall Lane	School restrictions	
60124	Epping Forest	Osprey Road	Waiting restrictions	
60125	Epping Forest	Fountain Place	RPZ	
60126	Epping Forest	High Rd (Shore Point)	Waiting restrictions	
60127	Epping Forest	Egg Hall	Commuter parking	
60128	Epping Forest	Beech Lane	Commuter parking	
60129	Epping Forest	Bansons Way	Resident permit holders	
60130	Epping Forest	Park Hill	Waiting restrictions	
60131	Epping Forest	Cloverly Road	Junction protection.	
60132	Epping Forest	Willow Close	Pavement parking.	
60133	Epping Forest	High Meadows	Waiting restrictions	
60134	Epping Forest	Duck Lane Thornwood	Waiting restrictions	
60135	Epping Forest	Crownfield	Resident permit parking	
60136	Epping Forest	Oakwood Hill Ind. Est	Business Permit/Limited Waiting & Waiting Restrictions	
60137	Epping Forest	Albert Road	Permit Holders	
60138	Epping Forest	Stonards Hill	Waiting restrictions	
60139	Epping Forest	Kings Green	Multiple restrictions to create parking bays and displace pavement parking.	
60140	Epping Forest	Stradbroke Grove	Waiting restrictions	

60141	Epping Forest	Woburn Avenue	Multiple restrictions to limit commuter parking, improve freeflow of traffic and increase residential parking.	
60142	Epping Forest	Four Acres/Ash Groves	Waiting Restrictions	
60146	Epping Forest	Tidys Lane	Waiting Restrictions	
30034	Harlow	Harlow Mill Station	Pay and display	
30035	Harlow	College Square	Pay and display	
30055	Harlow	Kiln Lane – Roundabout	Waiting	
30056	Harlow	Parndon Mill Lane	Waiting	
30064	Harlow	Cooks Spinney	Resident Permit	
30066	Harlow	Water Lane	Waiting restriction in lay-by	
30067	Harlow	South Road	Amend waiting restrictions and introduce limited waiting	
30068	Harlow	Playhouse Square	No loading/unloading	
30069	Harlow	Watlington Road	Waiting restrictions near to infant school	
30070	Harlow	St John's Walk	Waiting restrictions	
30071	Harlow	Elizabeth Way/Katherine's Way	Weight limit restriction	
30072	Harlow	Hodings Road/Rivermill	Permit parking	
50004	Tendring	School Road Elmstead	School Restriction	
50005	Tendring	Pathfield Road Clacton	School Restriction	
50032	Tendring	Promenade Way Brightlingsea	Waiting Restrictions	
50057	Tendring	Garden Road Jaywick	Limited waiting	
50072	Tendring	Watson Road/Herbert Road	Resident Permit Parking	
50073	Tendring	Highfield Avenue Dovercourt	Permits, limited waiting and no waiting	
50089	Tendring	Church Road Thorrington	School restriction	
50095	Tendring	Blacksmiths Lane Dovercourt	Waiting restriction	
50096	Tendring	Hughes Stanton Way	Waiting restrictions	
50115	Tendring	Windsor Court Brightlingsea	Waiting restrictions	
50116	Tendring	Beckford Road	Junction protection	
50118	Tendring	Mill Street	Change to current restrictions.	
50119	Tendring	Church Road	Permit parking	
50120	Tendring	Harold Road	Waiting restrictions	
50121	Tendring	Claire Road	Waiting restrictions	
50122	Tendring	Woodberry Way	To remove current waiting restrictions.	
50123	Tendring	Hill Road	Waiting restrictions	

10025	Uttlesford	Hawthorne Close Takely	Waiting Restrictions	
10054	Uttlesford	Museum Street	Change Limited waiting bays to shared use bays.	
10056	Uttlesford	Stebbing/Braintree Road	Waiting restrictions and school entrance markings	
10057	Uttlesford	Brick Kiln Lane	Waiting restrictions	
10058	Uttlesford	Stebbing Church	Waiting restrictions.	
10059	Uttlesford	Hill Street	Restrictions to improve emergency vehicle access/exit from the fire station	
10060	Uttlesford	Castle Street	Restrictions to improve traffic flow and alleviate some existing dangers in dropping off/ picking up.	



North Essex Parking Partnership

NORTH ESSEX 20th October 2016

Title: Proposed Traffic Regulation Order in Paringdon Road, Harlow

Author: Trevor Degville

- **The Essex County Council in the Harlow District of (Paringdon Road Harlow, Essex) (Introduction of No Waiting/Loading restriction) (On Street) Order 2016 Traffic Order Proposal**

1. Decision(s) Required

- 1.1. To withdraw or progress the restrictions advertised in The Essex County Council in the Harlow of (Paringdon Road Harlow, Essex) (Introduction of No Waiting/Loading restriction) (On Street) Order 2016 proposals.

2.0 Introduction

- 2.1 The NEPP has a delegated authority from ECC to introduce Traffic Regulation Orders (TROs). There is a legal process that must be followed when permanent TROs are introduced which involves a formal consultation period of 21 days during which objections may be made to the proposals. Any objections that are received must be considered before any restrictions are introduced.
- 2.2 Due to the number and nature of objections that have been received regarding the proposed traffic order concerning Paringdon Road, Harlow, it has been requested that the members of on the Joint Committee decide whether the objections should be acceded to or the traffic order made as advertised.
- 2.3 The Notice of Intention for the proposed traffic order was advertised in May 2016. The proposal is to introduce areas of no waiting and no loading along Paringdon Road. A copy of the map showing the original proposals can be found in the appendices to the report labelled **Appendix A**. The NEPP has two years from the date of the Notice of Intention to introduce the traffic order. In view of the objections some minor amendments to the plans have been made, these can be seen in the map labelled **Appendix B**.
- 2.4 The Notice of Intention advises that the Council proposes to make the traffic order and gives details of how to make an objection. Anyone who supports the traffic order proposals is not required to advise the Council of this support. It is therefore not unusual that objections to schemes are received but not letters or comments supporting the proposals.

3.0 Objections

3.1 Redacted copies of the objections and the NEPP reply can be found in the appendix labelled “C” – “K”, located here <https://www.parkingpartnership.org/north/uploads/committee/Item%207.%20Appendix%20-%20Paringdon%20Road,%20Harlow%20Report.pdf>

A brief reason for the objection can be found in the below table. Correspondence is included as an objection even if it is broadly in favour of the scheme but the correspondent wishes to raise concerns about one or other aspect of the proposals, such as objection F.

Objection	Reason for Objection
C	Displacement of vehicles into Millersdale. Effect will be to turn a small housing estate into a parking battlefield. Asks if there are alternatives to help Millersdale residents such as resident parking.
D	Restrictions will mean that there is nowhere to legally park within suitable walking distance of objectors property and nowhere to load/unload. Suggests there are several areas of grass and shrubbery that could be used for resident parking.
E	The proposed restrictions should be extended to include the area outside Kingsmoor School. Objector asks if there are any measures under consideration to prevent speeding and points out that without regular enforcement the effect of the restrictions diminishes.
F	In principle agrees with the proposal but raises the following concerns – can the proposals be altered to allow deliveries and other vehicles to park opposite the objectors dropped kerb?, can the proposals on the other side of the carriageway be amended to prevent parking opposite the dropped kerb?. Objector asks how restriction will be advised to road users and also asks if the proposal is for safety or to raise revenue?. The objector also asks what will happen to displaced vehicles, and requests that the restriction is extended to beyond Parslow Road for the safety of school children in the area. The objector also advises that parked vehicles have the effect of slowing traffic and so makes a request for a speed camera due to a concern that traffic speeds will increase
G	Is a resident of Millersdale and is concerned about the displacement of vehicles that had previously parked in Paringdon Road. The objector asks if there are plans to supply Millersdale with permit parking
H	Objects because of the difficulties that will be caused when loading to the property. The objector also adds that many properties in the road require regular delivery of food purchased on-line. It is suggested that the removal of parking will mean that surrounding areas will become liable to congestions which could hamper emergency services. The objector adds that the proposal makes little sense in an essentially residential part of Harlow.
I	Is a resident of Millersdale and is concerned about displacement of vehicles and points out that some groups already park in Millersdale. Objector would appreciate it if resident permit holder parking could be introduced.
J	Objector argues that the restrictions are not required because there are no record of accidents along the road and that if the restrictions are introduced there should also be traffic calming measures. The objector also argues that there is no significant congestion along Paringdon Road, although vehicles may wait for a relatively short period of time of less than 60 seconds, the objector suggest that yellow lines will lead to Paringdon Road

	being used as a rat-run by vehicles entering Harlow via Rye Hill Road and Parslow Hill. The third objection is that the proposal will adversely affect Millersdale due to displacement of vehicles that currently park on Millersdale. The objector is particularly concerned about displacement from The Paringdon Sports Club and The Muslim Association
K	Will prevent stopping outside property. Objector has back problems and partner has Fibro Myalgia. Restrictions will prevent loading from vehicle

3.2 One objection was received outside of the objection period timeframe. It is included in the appendices labelled L for information only.

3.3 As indicated in the letters sent to objectors, it is recommended to the committee that the order is made with the minor amendments that have been introduced.

4.0 Decision

4.1 **Members are asked to consider the Objections and decide whether to progress the scheme.**

Options available are:

- i) To withdraw the scheme on the basis of the objections,
- ii) To progress with the scheme having considered the objectors concerns and seal the traffic order

Important notes

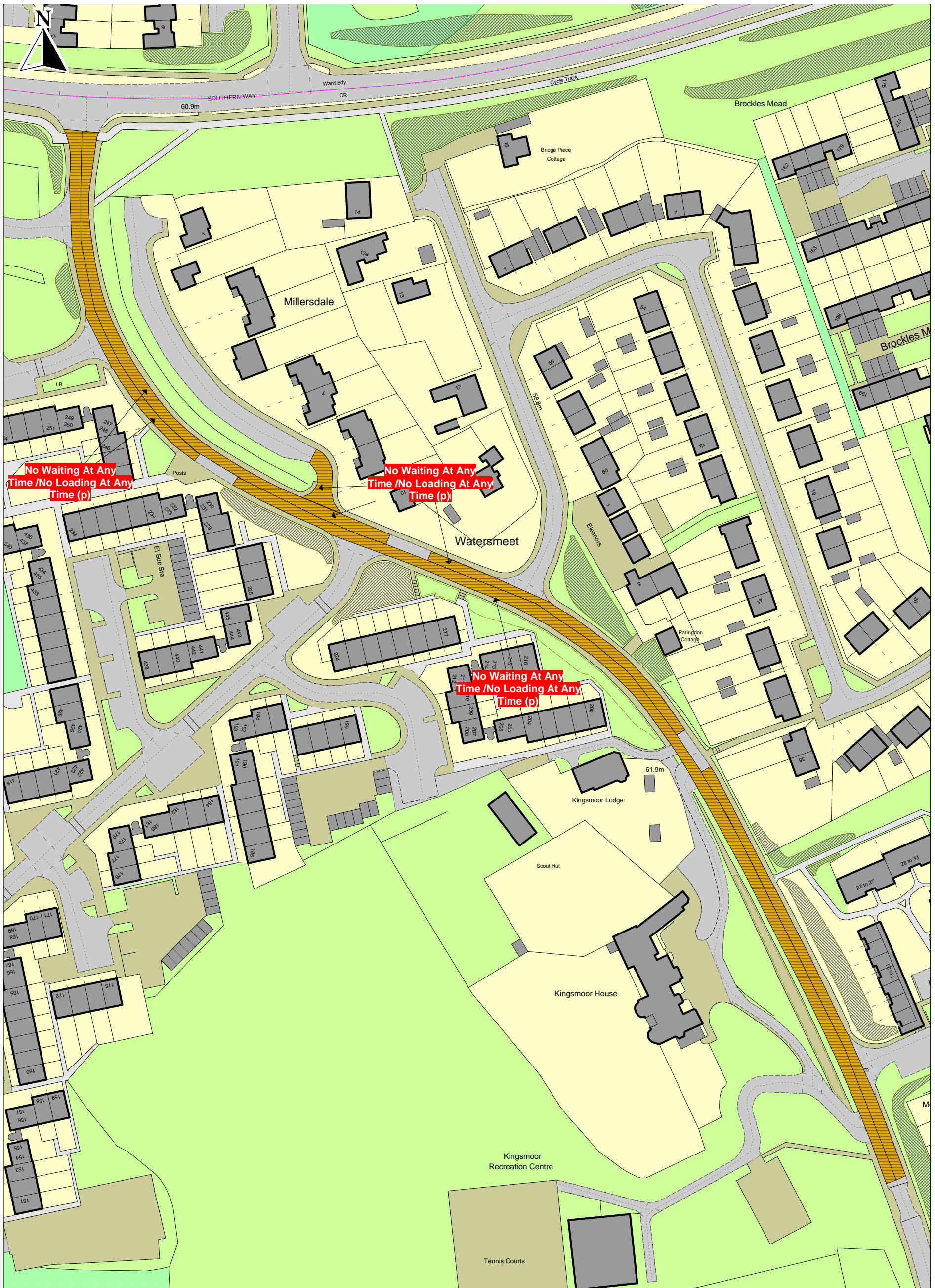
General Duties when considering any parking scheme


It shall be the duty of every local authority so to exercise the functions conferred on them by this Act as (so far as practicable having regard to the matters specified below) to secure the expeditious, convenient and safe movement of vehicular and other traffic (including pedestrians) and the provision of suitable and adequate parking facilities on and off the highway.

The matters referred to are—



- a) the desirability of securing and maintaining reasonable access to premises;
- b) the effect on the amenities of any locality affected and (without prejudice to the generality of this paragraph) the importance of regulating and restricting the use of roads by heavy commercial vehicles, so as to preserve or improve the amenities of the areas through which the roads run;
- c) the strategy prepared under section 80 of the Environment Act 1995 (national air quality strategy)
- d) the importance of facilitating the passage of public service vehicles and of securing the safety and convenience of persons using or desiring to use such vehicles; and
- e) any other matters appearing to the local authority to be relevant.

The duty imposed above is subject to the provisions of Part II of the Road Traffic Act 1991.



 <p>Essex County Council</p>	<p>Paringdon Road, Harlow</p>	<p>This map is reproduced from Ordnance Survey material with the permission of Ordnance Survey on behalf of the Controller of Her Majesty's Stationery Office © Crown Copyright. Unauthorised reproduction infringes Crown copyright and may lead to prosecution or civil proceedings. Essex County Council Licence No: LA 077070 2016</p>		<p>SCALE</p> <p>1 : 1250</p>
				<p>DATE</p> <p>31/03/2016</p>
				<p>DRAWING No.</p> <p>TRO5420-025A</p>
				<p>DRAWN BY</p> <p>MS</p>
				<p>NEPP_16-01</p>



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		DATE 25/08/2016	DRAWING No. TRO5420-025C
		DRAWN BY MS	NEPP_16-01



North Essex Parking Partnership

20th October 2016

Title: Traffic Regulation Orders – Disabled Bay Holder Permit Bays
Author: Trevor Degville
Presented by: Trevor Degville

- To consider NEPPs position on disabled badge holder permit bays

1. Decision(s) Required

- 1.1. To advise if the NEPP Joint Committee is happy with the approach ECC are proposing to take concerning a disabled badge holder permit bay in Clacton on Sea.

2. Reasons for Decision(s)

- 2.1. NEPP have been approached by an ECC engineer concerning a proposal to introduce a permit bay specifically for a disabled badge holder in Clacton. Whilst this proposal is for Clacton on Sea, it could apply to any of the NEPP areas. NEPP does not have a policy concerning support for permit bays specifically for Disabled Badge Holders.
- 2.2. This decision could have possible operational and financial consequences across the NEPP area.
- 2.3. SEPP have a similar scheme for “M” permit badge holders in the Basildon District. It is understood that an initial application is made to ECC for the permit bay which, if approved, is sent to SEPP to issue a paper permit.

3.0 Background

- 3.1 NEPP has been contacted by an ECC engineer concerning a potential new disabled badge holder space in Clacton. The initial e-mail (redacted) is shown below

I've been asked to install a DPB for the blue badge holder living at XX Old Road, Clacton-On-Sea. The closest location is in St Andrew's Road and the best spot is the end of the resident permit holder's bay, outside number 71.

Old Road at this location is a busy high street and there are limited waiting bays in St Andrew's Road to serve the shops and funeral directors. When on site I twice observed blue badge holders parking on the double yellow lines in St Andrew's Road close to its junction with Old Road. I am concerned that if we install in a standard DPB then when the blue badge holder returns she will find someone else in the DPB.

I therefore propose to install a permit bay specifically for the blue badge holder (similar to M bays in Basildon). An example of the sort of sign I was proposing to use is shown below:



I would not have thought that there would be too many instances where “disabled permit holder” would park in a bay in their area other than one outside their house. But there might be instances where other “disabled permit holders” from other areas might use the bay and for this I would have thought nine variations (D1 to D9) would be enough to stop this behaviour.

In this instance the wheelchair symbol (16sw) is used as a permit identifier (schedule 2, part 4, variation 3) to add clarity that it is not the same as the adjacent permit holder bay (see attached plan).

Could you please advise me if you are happy with this approach, and, if you have already used D1 to D9 what zone identifiers could I use?

- 3.2 ECC is the Highway Authority and introduces the vast majority of disabled badge holder bays. NEPP can object to any proposals that ECC makes but, as with most consultees, cannot prevent the traffic order being installed. However, on previous occasions when issues and concerns have been highlighted by NEPP to ECC officers partnership working has taken place, and a satisfactory conclusion has been reached. Please be aware that there been no indication that ECC will introduce the disabled permit bay if the JPC do not agree with its implementation.
- 3.3 There are cases where it could be argued that it is beneficial for the disabled badge holder bay to be for a specific householder but, it is not clear what criteria would be used by ECC to make that decision. That being said, disabled badge holders are currently entitled to park in resident permit areas and also limited waiting bays for an unlimited time unless specifically prohibited from doing so in the relevant traffic regulation order. If a standard disabled bay was installed this may be used by other disabled badge holders but, in this case, there is still the opportunity to park in the nearby resident permit area.
- 3.4 There are many disabled badge holders across the NEPP area, some of whom could argue that they too would benefit from, in effect, having a reserved space for themselves on the public highway as no other disabled badge holders would be entitled to park in the bay. We could have many of these disabled badge holder permit bays being applied for, and introduced, in NEPP areas.
- 3.5 As with all parking and waiting restrictions, the possibility of a PCN being issued to a vehicle that parks in the permit bay is a deterrent but NEPP are not able to remove the vehicle. There is therefore still the possibility that the permit holder who is designated the bay will not be able to park in it.

4.0 Financial Considerations

- 4.1 This would depend upon the number of disabled badge holder permit bays that were installed and the amount of additional time that would be needed by the enforcement and business unit teams to make the permit bays work effectively. Any additional administrative and enforcement costs that may be incurred will not be supported by additional funding from Essex County Council and so will have to be met directly by NEPP.

- 4.2 Additional demand may be placed upon the enforcement team. The Civil Enforcement Officers may be called out more regularly to enforce a bay designated for a specific user. When the bay is installed the permit holder will have a reasonable expectation that the bay will be patrolled and enforced when appropriate. Likewise the business unit officers may receive additional calls requesting enforcement of the bay.
- 4.2 For an operational point of view, it is unclear who will be responsible for replacing the unique road side signs that will be required. Every time a sign is removed or damaged it cannot be replaced with a standard disabled badge holder sign.
- 4.3 NEPP would be responsible for administering the permit scheme. The scheme would need to be carried out via the MiPermit system or paper copies would need to be produced. This would cause additional work for our business unit. As indicated previously, SEPP operate the M permit scheme using paper permits.

5.0 **Decision**

- 5.1 Members are asked to advise if they agree with the introduction of Disabled Badge Holders permit bays (the alternative being standard disabled badge holder bays).
- 5.2 If ECC do install the disabled badge holder permit bays, members are asked to consider if NEPP should advise ECC that the new bays will not be enforced.



North Essex Parking Partnership

20 October 2016

Title: NEPP On-Street financial position at period 6 2016/17
Author: Richard Walker, NEPP Group Manager
Presented by: Lou Belgrove, Richard Walker

This report sets out the six monthly financial position on the North Essex Parking Partnership (NEPP) On-street budget

1. Decision(s) Required

1.1. The report summarises the financial position and issues to date which are presented for information and scrutiny by the Joint Committee.

2. Reasons for Decision(s)

2.1. To ensure prudent financial management of the Partnership

3. Alternative Options

3.1. There is no alternative as this review is part of good financial management

4. Supporting Information

4.1. The detailed budget figures are set out in the Appendix to this report and comment on these are in the following paragraphs.

5. Budget Format Changes

(a) TRO Funding

5.1. The main change is to integrate completely the full Traffic Regulation Order service, comprising Maintenance, and Order Making (TRO) budget into the accounts.

5.2. As part of the ECC Review, the TRO function is being taken fully into NEPP in a planned way. The budget has been adapted to include a row for TRO expenditure and, for 2016/17 only, income.

5.3. This action will assist in showing the full account as part of the NEPP budget for the future and prepare for the ECC TRO subsidy to be completely removed from next financial year and the NEPP budget adjusted as planned to include sums of £150k p.a. for TRO maintenance and £60k p.a. for new schemes.

(b) PCN Income Budget

5.4. The PCN income budget has been revised to include a forecast of year-end income from P1. An average of the expected PCN debtor (the amount outstanding

at the year end which is due to the previous year's account) has been added at the start of the year so that the account is not unduly skewed.

5.5. Previously the budget was reported as income arrived making it difficult to forecast the likely out-turn position when the debtor was added at the end of the year. Whilst the new way of reporting could make direct comparisons with previous years impossible, it is a much more balanced way of providing a forecast.

6. Income

6.1. The income collected from Penalty Charge Notices (PCN) is presently on track, having taken into consideration the year-end processes.

6.2. There are vacancies in CEO staffing – and the service is recruiting to fill these posts. Salary savings do not completely offset the income earned and it is therefore important to maintain the recruitment process to maintain the establishment of posts, however PCN income is on track.

6.3. Members should note that it is very difficult to predict levels of income that can be earned through on-street enforcement activities as it is entirely dependent on driver behaviour. Budgets have been set at a level which reflects the experience and trends over the past operating years, and these are felt to be broadly achievable, and include for year-end adjustments.

6.4. Income from Resident Parking is above budget, with permit prices following those set out in the Development Plan. It is important that the income from permits and visitor permits covers the costs of the Resident Parking expenditure.

6.5. Income from Pay & Display areas has remained constant – including income from new areas now on stream – and this is linked directly to usage and capacity.

7. Expenditure

7.1. Overall savings in the staffing budgets to date are mainly down to the current vacancies in Civil Enforcement Officer (CEO) posts. A sustained effort continues to also reduce costs in both direct and indirect expenditure areas.

8. Recommendations

8.1. It is recommended that the figures and forecast shown in the report and Appendix be noted. Officers will maintain a close watch on the finances and will report back to future meetings with a further update.

Appendix

	A	B	C	D	E	F	G	
On-street Account	2015/2016	2016/2017	2016/2017	2016/2017	2016/2017	2016/2017	2016/2017	
<i>Provisional Outturn</i>	Actual	Actual	Budget	Variance	Forecast	Annual	Projected	Notes
	Full Year	To date	To date	To date		Budget	Variance	
Direct costs								
Expenditure								
Employee costs:								
Management	62	33	27	6	66	47	19	
CEOs & Supervision	976	499	636	(137)	997	1,145	(148)	Vacancy savings
Back Office	259	144	142	1	287	285	2	
TRO's	78	43	41	1	85	83	2	
Premises / TRO Maintenance costs	16	87	47	40	173	223	(50)	TRO costs now included
Transport costs (running costs)	35	16	19	(3)	40	38	2	
Supplies & Services	150	215	171	44	486	223	263	
Third Party Payments	31	18	18	0	18	20	(2)	
	1,607	1,053	1,101	(48)	2,153	2,064	89	
Income								
Penalty Charges (PCNs)	(1,778)	(846)	(731)	(115)	(1,693)	(1,660)	(33)	Now includes estimated year end debtor (rather than showing make up in P13)
Parking Permits/Season Tickets	(495)	(271)	(250)	(21)	(495)	(500)	5	
Parking Charges (P&D etc)	(188)	(96)	(100)	4	(191)	(200)	9	
Other income	(1)	(120)	(150)	30	(120)	(150)	30	
	(2,462)	(1,333)	(1,231)	(102)	(2,499)	(2,510)	11	
Total Direct Costs	(855)	(280)	(130)	(150)	(346)	(446)	100	
Total Non-direct Costs	444	412	412	0	412	412	(412)	
Sub total	(411)	132	282	(150)	66	(34)	(312)	
Contribution to renewal programme					20	20	(20)	
Deficit / (Surplus)					46	(14)	(292)	



North Essex Parking Partnership

20 October 2016

Title: **NEPP Annual Report 2015/16**
Author: Richard Walker, NEPP Group Manager
Presented by: Richard Walker

This report provides information for members on the work of the Parking Partnership during the Financial Year 2015/16.

1. Decision(s) Required

1.1. To note the Annual Report 2015/16, attached.

2. Reasons for Decision(s)

2.1. The Annual Report has to be produced within six months of the end of the financial year and published as soon as practicable.

3. Annual Report

3.1. The Annual Report is attached as an Appendix. It will be published the NEPP website.



North Essex
Parking Partnership
Annual Report

2015/16



North Essex Parking Partnership
Annual Report 2015/16

Issue 1.0 (final version)

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This report follows guidance issued by the Department for Transport, British Parking Association and The Traffic Penalty Tribunal.

Version date:
11 October 2016

Annual Report 2015/16

Executive Summary

This Annual Report of the North Essex Parking Partnership considers the financial year ending 31 March 2016, providing an overview of operational performance. This report includes all financial and statistical data, which is recommended in the operational guidance issued under TMA2004.

As I have said in previous years, the Parking Partnership has taken great care always to base its service on the core principles of fairness, transparency and consistency operating in a fair, reasonable and responsible manner with each case being treated individually on its own merits. In particular, enforcement action is focussed on dangerous, careless and negligent parking.

These principles were the basis of the legislative changes which took effect early in 2015 and we have contributed to consultative approach led by Department for Transport in those changes and the Partnership has planned carefully and continuously its service so that few changes were necessary to update our policy in line with latest guidance.

2015 was another year of consolidation and preparation for the forthcoming Essex County Council (ECC) Review of the service which, it is hoped, will result in an extension to our successful Agreement for a further four years from 2018/19.

The Partnership has continued to operate its enforcement service without any financial support and we have been able, once again, to invest in technology and hardware to ensure the future performance of the operations.

The overall Partnership performance during the year was successful with a small surplus being saved for future years and the operation is again set to continue to deliver efficient services in the North Essex area.

Cllr Robert Mitchell

Chair,

North Essex Parking Partnership

Deputy Cabinet Member for Place, Braintree District Council

October 2016

Introduction

This report includes the main details of changes to the service, projects being undertaken and plans for the future.

The service's Development Plan follows contains much of the information previously carried in the Annual Report preface, and can be found online, at www.parkingpartnership.org

Main Issues from 2015/16 and Projects undertaken

Review of the Service – looking ahead

The original NEPP Agreement was for 11 years split into an initial term of seven years, followed by an extension of four years which would need to be agreed at the fifth year.

When NEPP was formed in 2011 it adopted a three-year Business Plan; this set out how the service would operate and become financially independent by the end of the third financial year. Following that, a Development Plan was implemented to take the service forward to the end of 2017/18.

In order to review the service, a group was formed by ECC, to meet during the winter of 2015/16 in order to prepare a report for ECC Scrutiny Committee. Consultants Blue Marble were employed by ECC in order to facilitate these meetings.

A Development Plan will be produced in order to take forward some other recommendations from the review group to be implemented by NEPP.

A new Development Plan will be produced to accompany the decision to extend the service based on the ECC Review, and will be presented to the Joint Committee Meeting in December 2016.

Partnership Working

During the year a joint school patrol with Tendring DC was trialled and reviewed. The trial was extended into 2016/17 with a view to developing a specification which could enable the partnership to continue, if deemed a success.

Lone Worker systems

The lone-worker system was replaced and upgraded during the year, and an external contract awarded. A project to procure body-worn cameras for enforcement staff was started and all certification processes completed.

Projects Planned

A number of other projects were started in order to complement the ECC Review and provide a platform for extending services and for our web-based systems to become more self-serve in future.

Park Safe Car

The initial ParkSafe car trial provided sufficient data to enable a further report to be prepared to be considered during 2015 for a permanent NEPP vehicle to be purchased and operated by the Partnership. A project to provide the first NEPP-owned ParkSafe car was started during 2015/16 and projected to take 12-18 months to complete.

The ParkSafe car's job is to provide a more effective deterrent against motorists taking the chance of parking on school zig-zag markings. Being mobile, it can cover more sites more effectively, and has been marketed effectively – if a motorist contravenes safety restrictions outside schools, the car raises the chance of being caught.

MiPermit – Online Parking Account

MiPermit is an online parking account which is accessible using telephone landline, mobile phone, smart phone and Internet through a computer or tablet.

The MiPermit Project

The NEPP MiPermit project was completed during 2015/16 with the roll-out of online resident and visitor permits to all areas being completed. All residential permits are now administered through the online system.

It was agreed that scratch-cards would continue to be available although at a price differential representing the additional costs of production, storage, handling and postage. The price of visitor permits covers both the true costs of provision and represents the value of parking in residential areas. There is a small ongoing demand for scratch-cards around 12-15% of total sales.

Financial Matters

The committee decided to make no changes in the forthcoming financial year, and the out-turn showed that the service continued to provide a small in-year surplus.

Communications

The continuing drive towards greater inclusion has continued to draw from a number of Focus Groups in addition to the usual management meetings, team meetings, staff 1 to 1s and appraisals. The Communications Focus Group which has produced material for internal and external newsletters and the blog.

NEPP continues to be supported by a part time Communications officer who has developed a project plan to cover regular communication activities and projects – alongside the usual reactive media responses. The popular Parking Blog has continued, culminating in being nominated for an award. NEPP responded to a number of media enquiries during the year.

Beside the Press Releases issued, and Reactive Media Enquiries, the Communications Officer also assists with the service's other Social Media presence including posting items on *Twitter*: (@YourColchester), *Facebook*: (Enjoy Colchester), the NEPP's *Linked In* account.

Anna's Blog can be read at <https://northessexparkingpartnership.wordpress.com/>



Staffing

The service continued to focus on People, Performance, Policy and Process. It has been important to focus on all four of these areas in order to maintain a balanced and achieving service.

A recruitment “Assessment Day” is held at every round to give prospective staff a flavour of the service prior to holding interviews. A recruitment video has been commissioned.

The North Essex Parking Partnership has filled a number of vacancies in the year, although the overall enforcement team still needs to fill further vacant posts.

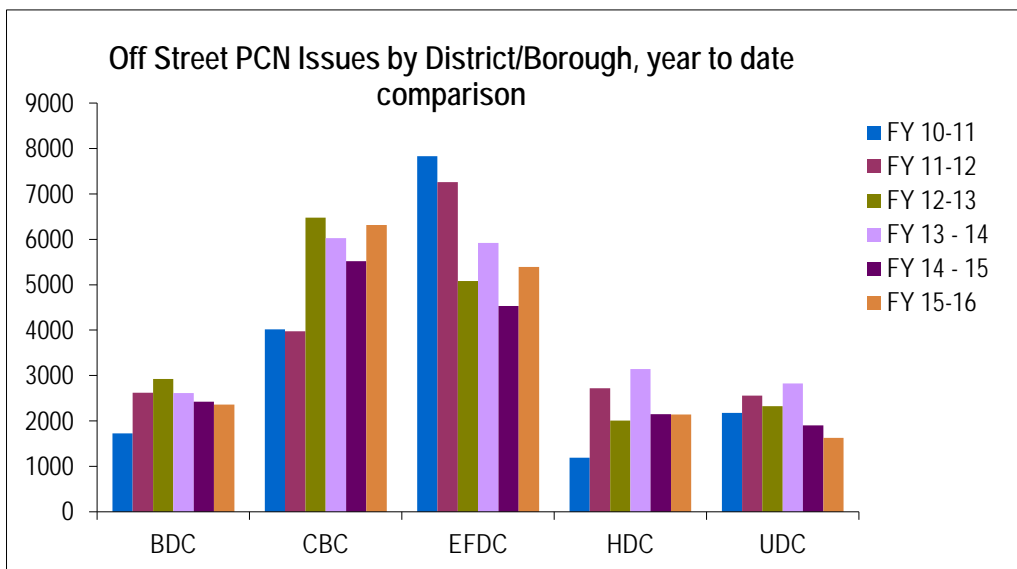
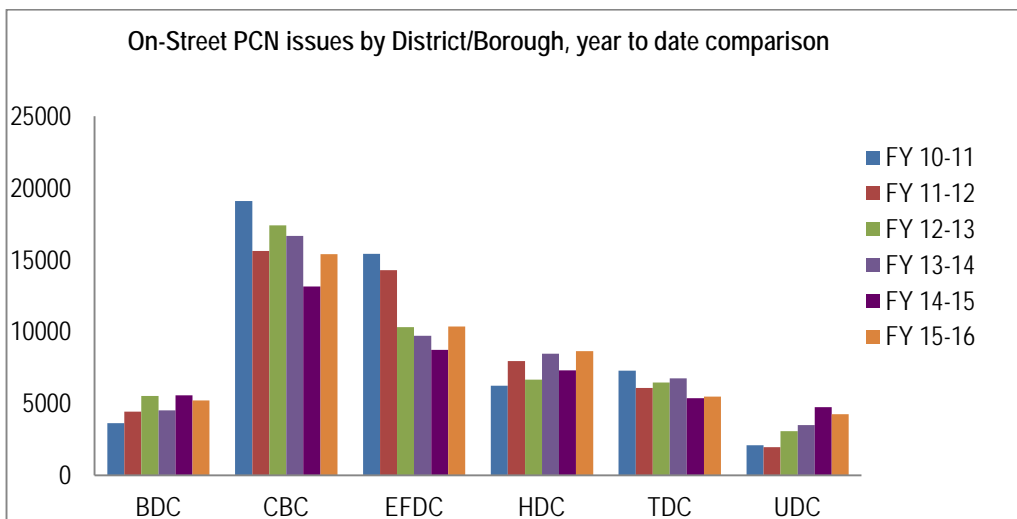
Traffic Regulation Orders (TROs)

The TRO service has processed a large number of schemes in the time since formation. The full details are listed in our Joint Committee Reports.

Beside the NEPP work an amount of external work has been started, including the work for Epping Forest District Council to review its Loughton Broadway area parking strategy.

Penalty Charge Notices

The following Table shows the number of PCNs issued by area over the last six years.



Parking Returns

Local Authority parking providers are now required to publish statistics relating to the number of bays, charges and income. Where these are available, a summary is shown for the Partnership and its client authorities, below. Some authorities publish their own off-street information separately.

Braintree Off-Street Car Park Returns

Table 1.	2015/16	2014/15	2013/14	2012/13
Revenue collected from off-street parking (i.e. fees and charges from tickets at the machine, permits or season tickets)		Not given	Not given	Not given
Revenue collected from off-street parking enforcement notices (i.e. Penalty Charge Notices)		Not given	Not given	Not given

Table 2.	2015/16	2014/15	2013/14	2012/13
The number of marked out controlled off street parking spaces.	1,456	1,456	1,456	Not given
The number of free parking spaces provided directly by the local authority.	0	0	0	Not given

Colchester Off-Street Car Park Returns

Table 1.	2015/16	2014/15	2013/14	2012/13
Revenue collected from off-street parking (i.e. fees and charges from tickets at the machine, permits or season tickets)		Not given	Not given	Not given
Revenue collected from off-street parking enforcement notices (i.e. Penalty Charge Notices)		Not given	Not given	Not given

Table 2.	2015/16	2014/15	2013/14	2012/13
The number of marked out controlled off street parking spaces.	3,948	3,948	3,948	Not given
The number of free parking spaces provided directly by the local authority.	125	125	125	Not given

Epping Forest Off-Street Car Park Returns

Table 1.	2015/16	2014/15	2013/14	2012/13
Revenue collected from off-street parking (i.e. fees and charges from tickets at the machine, permits or season tickets)		Not given	Not given	Not given
Revenue collected from off-street parking enforcement notices (i.e. Penalty Charge Notices)		Not given	Not given	Not given

Table 2.	2015/16	2014/15	2013/14	2012/13
The number of marked out controlled off street parking spaces.	1,513	1,513	1,754	Not given
The number of free parking spaces provided directly by the local authority.	149	149	0	Not given

Harlow Off-Street Car Park Returns

Table 1.	2015/16	2014/15	2013/14	2012/13
Revenue collected from off-street parking (i.e. fees and charges from tickets at the machine, permits or season tickets)		Not given	Not given	Not given
Revenue collected from off-street parking enforcement notices (i.e. Penalty Charge Notices)		Not given	Not given	Not given

Table 2.	2015/16	2014/15	2013/14	2012/13
The number of marked out controlled off street parking spaces.	698	698	698	
The number of free parking spaces provided directly by the local authority.	0	0	0	

Uttlesford Off-Street Car Park Returns

Table 1.	2015/16	2014/15	2013/14	2012/13
Revenue collected from off-street parking (i.e. fees and charges from tickets at the machine, permits or season tickets)	£	£975,856	£943,861	£928,570
Revenue collected from off-street parking enforcement notices (i.e. Penalty Charge Notices)	£	£48,124	£77,208	£55,310

Table 2.	2015/16	2014/15	2013/14	2012/13
The number of marked out controlled off street parking spaces.	1,112	1,112	1,112	Not given
The number of free parking spaces provided directly by the local authority.	0	0	0	Not given

Highway Parking Returns – across the whole of North Essex

Table 1.	2015/16	2014/15	2013/14	2012/13
Revenue collected from on-street parking (i.e. fees and charges from tickets at the machine, permits or season tickets)	£684,000	£619,000	£595,000	£540,000*
Revenue collected from on-street parking enforcement notices (i.e. Penalty Charge Notices)	£1,778,000	£1,512,000	£1,649,000	£1,482,000*

* - Epping Forest operations merged with NEPP mid-2012/13, bringing more streets into NEPP operations, which had previously been shown separately (i.e. the NEPP PCN issues and income reflects a larger area in 2013/14 onwards).

Table 2.	2015/16	2014/15	2013/14	2012/13
The number of marked out controlled on street parking spaces.	2,968* 8,334†	2,968* 8,334†	2,968* 8,334†	
The number of free parking spaces provided on the highway directly by the local authority.	660* 4,365†	660* 4,365†	660* 4,365†	

Breakdown of how revenue from parking charges is spent or used	Parking Income is used for the funding of Parking Operational Services, Maintenance of machines, and the Resident Parking Service with any additional funds passing to a ring-fenced fund.
Breakdown of how revenue from enforcement activities is spent or used	Enforcement Income is used for the funding of Operational Enforcement Services, with any additional funds passing to a ring-fenced fund.

On-Street Parking (Highway) Returns for North Essex

Type of bay / Number of bays	Braintree District	Colchester Borough	Epping Forest District	Harlow District	Tendring District	Uttlesford District	Total
Free of charge (includes limited wait and Blue Badge)	432	660	603	394	1972	304	4,365
Controlled bays (paid-for bays, including permit places)	901	2,968	787	2,872	561	245	8,334

More information

Correspondence and the Business Unit

The Partnership processed 26,055 items of correspondence including 10,887 web challenges, 2,603 paper challenges, 365 web reps, 2,639 scanned representations (this includes those for where the registered keeper was not the owner of the vehicle at the time of the contravention, lease companies replying, etc).

There were 49,977 items of correspondence sent out relating to PCNs including 10,048 Charge Certificates, 16,547 Notices to Owners, 7,249 Orders for Recovery and 1210 Postal PCNs.

Traffic Penalty Tribunal “Appeal” statistics

The table below describes the 84 cases which were decided at Appeal (by an Independent Parking Adjudicator) and the outcomes of the cases. Just 0.12% of all PCNs issued (84 out of 67,456) ended up at formal Appeal.

Authority	Total to Appeal	Allowed	No Contest	Dismissed	Appeal Withdrawn	Pending
Braintree	19	3	10	4	2	0
Colchester	12	4	5	3	0	0
Harlow	16	1	7	7	1	0
Tendring	9	4	4	1	0	0
Uttlesford	6	0	3	2	0	1
Epping	22	4	10	7	1	0
Totals	84	16	39	24	4	1

Totals

for motorist	55	for council	28
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Statistical information for Bus Lane and Moving Traffic PCNs

It is not required to report on these since this organisation does not undertake any of the enforcement described.

Statistical Returns for Enforcement Activity

Local Authority parking providers are required to publish statistics relating to their enforcement activity. The rows shown in bold blue text are statutory indicators, and the rows in black text are additional indicators recommended to be given.

These details are given in the tables on the pages below.

The statistics, when balanced out by the number of employees, have remained quite static for a third year.

Table 1

ISSUED PCNs

Description				
	Total 2012/13	Total 2013/14	Total 2014/15	TOTAL 2015/16
Number of PCNs Issued	59,517	72,055	61,674	69,629
Number of higher level PCNs issued	38,056	43,060	37,789	45,095
Number of lower level PCNs issued	21,351	28,995	23,885	24,534
Percentage of higher level PCNs issued	53%	60%	61%	65%
Percentage of lower level PCNs issued	49%	40%	39%	35%
Number of Reg 9 PCNs issued	58,172	70,161	61,348	68,396
Number of Reg 10 PCNs issued	1145	1752	1609	1233

2014/15 figures			2015/16 figures		
On Street	Off Street	CCTV (included in columns to the left)	On Street	Off Street	CCTV (included in columns to the left)
45,159	16,515	326	51,393	18,236	0
36,226	1563	326	43,630	1465	0
8,933	14,952	0	7,763	16,771	0
80%	9%	100%	85%	8%	0%
20%	91%	0%	15%	92%	0%
44,833	16,515	0	50,211	18,185	0
1522	87	326	1182	51	0

Table 2

PCNs PAID

Description				
	Total 2012/13	Total 2013/14	Total 2014/15	TOTAL 2015/16
Number of PCNs paid	34,064	54,996	46,561	52,824
Number of PCNs paid which were issued at the lower band	7,138	22,852	18,549	18,847
Number of PCNs paid which were issued at the higher band	26,926	32,144	28,012	33,977
Percentage of PCNs paid which were issued at the lower band	33%	42%	40%	36%
Percentage of PCNs paid which were issued at the higher band	71%	58%	60%	64%
Number of PCNs paid at discount rate (i.e. within 14 days)	29,725	48,319	40,627	45,006
Number of PCNs paid at full rate	3344	5141	4571	5675
Number of PCNs paid after Charge Certificate served (i.e. at increased rate)	977	1501	1342	2121
Percentage of PCNs paid at Charge Certificate	2%	3%	3%	4%
Number of PCNs paid at another rate (e.g. negotiated with bailiff, etc).	18	31	21	22
Percentage of PCNs paid	57%	76%	75%	76%
Percentage of PCNs paid at discount rate	50%	88%	87%	85%

2014/15 figures			2015/16 figures		
On Street	Off Street	CCTV	On Street	Off Street	CCTV
		(included in columns to the left)			(included in columns to the left)
34,000	12,497	64	39,101	13,723	0
7,138	11,411	0	6,178	12,669	0
26,862	1086	64	32,923	1054	0
21%	91%	0%	16%	92%	0%
79%	9%	100%	84%	8%	0%
29,664	10,902	61	33293	11,713	0
3344	1227	0	4208	1467	0
974	365	3	1583	538	0
3%	3%	5%	4%	4%	0%
18	3	0	17	5	0
75%	76%	20%	76%	75%	0%
87%	87%	95%	85%	85%	0%

Table 3

PCNs CHALLENGED

Description					2014/15 figures			2015/16 figures		
	Total 2012/13	Total 2013/14	Total 2014/15	TOTAL 2015/16	On Street	Off Street	CCTV (included in columns to the left)	On Street	Off Street	CCTV (included in columns to the left)
Number of PCNs cancelled as a result of an informal or a formal representation	3,071	5,174	4,129	4874	2215	1914	15	2691	2183	0
Number of PCNs against which an informal or formal representation was made	11,336	17,084	15,209	16654	9832	5377	24	10923	5731	0
Number of PCNs where informal representations are made	9,243	14,217	12,741	13501	7984	4757	4	8472	5029	0
Number of formal representations received	2,093	2,532	2,468	3153	1848	620	20	2451	702	0
No of NTOs issued	11,842	13,329	13,694	17757	10366	3328	0	13896	3861	0
Percentage of PCNs cancelled at any stage.	12%	7%	7%	7%	5%	12%	5%	5%	12%	0%
Number of PCNs written off for other reasons (e.g. CEO error or driver untraceable)	2,741	5,318	4,803	2951	3385	1418	244	2785	166	0
Number of vehicles immobilised	0	0	0	0	0	0	0	0	0	0
Number of vehicles removed.	0	0	0	0	0	0	0	0	0	0
Percentage of PCNs written off for other reasons (e.g. CEO error or driver untraceable)	10%	7%	8%	4%	8%	9%	14%	5%	1%	0%

Table 4

APPEALS TO THE TRAFFIC PENALTY TRIBUNAL

Description				
	Total 2012/13	Total 2013/14	Total 2014/15	TOTAL 2015/16
Number of appeals to adjudicators	25	58	103	88
Number of appeals refused	6	16	29	26
Number of appeals non-contested (i.e. NEPP does not contest)	12	24	50	42
Percentage of cases to appeal	0%	0%	0%	0%
Percentage of formal representations that go to appeal	1%	2%	4%	3%
Percentage of appeals allowed in favour of the appellant	52%	31%	23%	23%
Percentage of appeals dismissed	24%	28%	28%	30%
Percentage of appeals to Traffic Penalty Tribunal that are not contested and reasons	48%	41%	49%	48%

2014/15 figures			2015/16 figures		
On Street	Off Street	CCTV (included in columns to the left)	On Street	Off Street	CCTV (included in columns to the left)
71	32	0	72	16	0
20	9	0	19	7	0
31	19	0	34	8	0
0%	0%	0%	0%	0%	0%
4%	5%	0%	3%	2%	0%
28%	13%	0%	26%	6%	0%
28%	28%	0%	26%	44%	0%
44%	59%	0%	47%	50%	0%

Table 5

OTHER

Description				
	Total 2012/13	Total 2013/14	Total 2014/15	TOTAL 2015/16
Percentage of PCNs taken to Court Order	4%	4%	4%	0%
Number of CEOs employed	72	59	53	53
Average number of appeals per officer	0.3	1.0	1.9	1.7

2014/15 figures			2015/16 figures		
On Street	Off Street	CCTV (included in columns to the left)	On Street	Off Street	CCTV (included in columns to the left)
0%	0%	0%	0%	0%	0%
37	16	0.1	37	16	0
1.92	2.0	0.0	1.9	1.0	0.0

	A	B	C	D	
	2014/2015	2015/2016	2015/2016	2015/2016	
	Actual	Actual	Budget	Variance	Notes
Provisional Outturn					
On-street Account					
Direct costs					
Expenditure					
Employee costs:					
Management	63	62	57	5	Parking Services Mgt Team staff costs - Training and Uniform
CEOs & Supervision	992	976	1,258	(282)	Cost of enforcement staffing is under budget but not at deterimnet of PCN income
Back Office	265	259	274	(15)	Back Office staff costs - Transitional vacancies
TRO's	83	78	78	-	TRO team staff costs
Premises costs	19	16	13	3	R&M budget (small expenditure anticipated)
Transport costs (running costs)	36	35	38	(3)	Fuel, public transport etc
Supplies & Services	178	150	161	(11)	General expenditure
Third Party Payments	39	31	35	(5)	Chipside and TEC bureau costs
	1,674	1,606	1,913	(308)	
Income					
Penalty Charges (PCNs)	(1,512)	(1,778)	(1,603)	(175)	PCNs
Parking Permits/Season Tickets	(462)	(495)	(417)	(78)	Visitor Permits represents slight increase in fees
Parking Charges (P&D etc)	(157)	(188)	(180)	(8)	Pay & Display charges - including new Marks Tey scheme
Other income	(1)	(1)	-	(1)	Misc reimbursements from partners
	(2,133)	(2,462)	(2,200)	(262)	
Total Direct Costs	(458)	(857)	(287)	(570)	
Total Non-direct Costs	387	445	415	30	See table 1 - fleet
Sub total	(71)	(412)	128	(540)	
CCTV car - work not started in-year		45			
Contribution to Work Programme		90			As explained in 6.4 of report
Deficit / (Surplus)		(277)			

	2015/16 On Street Last Year Budget	2016/2017 On-Street Budget	Notes
Direct costs			
Expenditure			
Employee costs:			
Management	58	47	Parking Services Management costs (uniform budget moved)
CEOs & Supervision	1,129	1,145	CEOs & Supervisor staff costs
Back Office	274	285	Back Office staff costs
TRO's	78	83	TRO team staff costs
Premises costs	13	13	R&M budget (small expenditure anticipated)
Transport costs (running costs)	38	38	Fuel, public transport etc
Supplies & Services	161	223	General expenditure; (inc. ParkSafe car)
Third Party Payments	35	35	Chipside and TEC bureau costs
TROs	-	210	TRO Rep & Maint - £120k ECC/£30k reserve/£60k budget
Repairs & Renewals tri-annual budget	-	20	CEO Computers/BWV/cameras etc.
	1,785	2,099	
Income			
Penalty Charges (PCNs)	(1,603)	(1,660)	PCNs
Parking Permits/Season Tickets	(417)	(500)	Visitor Permits; increase covers increased costs
Parking Charges (P&D etc)	(180)	(200)	Pay & Display charges; two new areas implemented
Other income	-	(150)	ECC funding £120k /allocation of reserve £30k
	(2,200)	(2,510)	
Total Direct Costs	(415)	(411)	
Total Non-direct Costs	415	411	See analysis in separate table
Deficit / (Surplus)	0	0	

	A	B	C	D	
Off-street Account	2014/2015	2015/2016	2015/2016	2015/2016	
Direct costs	Actual	Actual	Budget	Variance	
Expenditure					
Employee costs:					
Management	17	16	15	1	Parking Services Mgt Team staff costs
CEOs & Supervision	280	275	355	(79)	CEOs & Supervisor staff costs
Back Office	113	111	117	(6)	Back Office staff costs
Off-street Account	435	206	182	24	Off-street car park workers / cash collectors
Premises costs	8	6	3	3	Premises work to be recharged to partners
Transport costs (running costs)	7	14	20	(7)	Fuel, public transport etc
Supplies & Services	296	392	303	88	General expenditure
Third Party Payments	17	13	15	(2)	Chipside and TEC bureau costs
	1,174	1,033	1,011	22	
Income					
Braintree District Council	(146)	(147)	(150)	3	BDC contribution
Epping Forest District Council	(280)	(272)	(278)	5	EFDC contribution
Harlow District Council	(68)	(68)	(70)	1	HDC contribution
Uttlesford District Council	(152)	(154)	(157)	3	UDC contribution
Other income	(54)	(41)	-	(41)	Work for partners outside of normal duties
Colchester Borough Council	(649)	(676)	(640)	(36)	CBC contribution (contribution adjusted in full at yr end)
	(1,349)	(1,359)	(1,295)	(65)	
Total Direct Costs	(175)	(325)	(284)	(43)	
Non-direct costs					
Other non-direct costs	179	191	179	12	See analysis below
Total Non-direct Costs	179	191	179	12	
Deficit / (Surplus)	4	(134)	(105)	(31)	Contribution to balances required to offset last year deficit

	2015/16 Off-Street Last Year Budget	2016/2017 Off-Street Budget	Notes
<u>Direct costs</u>			
Expenditure			
Employee costs:			
Management	14	20	Parking Services Management costs (uniform budget moved)
CEOs & Supervision	484	487	CEOs & Supervisor staff costs
Back Office	117	122	Back Office staff costs
Off-street Account	182	188	Off-street car park workers / cash collectors
Premises costs	3	4	R&M budget (small expenditure anticipated)
Transport costs (running costs)	20	17	Fuel, public transport etc
Supplies & Services	303	292	General expenditure
Third Party Payments	15	15	Chipside and TEC bureau costs
	1,139	1,145	
Income			
Braintree District Council	(147)	(147)	BDC contribution
Colchester Borough Council	(663)	(663)	CBC Contribution
Epping Forest District Council	(272)	(272)	EFDC contribution
Harlow District Council	(68)	(68)	HDC contribution
Uttlesford District Council	(154)	(154)	UDC contribution
	(1,304)	(1,304)	
<u>Total Direct Costs</u>	(165)	(159)	
<u>Total Non-direct Costs</u>	179	159	See analysis in separate table
Deficit / (Surplus)	14	(0)	



North Essex Parking Partnership

20 October 2016

Title: Outside Agency Support in Enforcement – Partnership

Author: Emma Day, NEPP Business Unit Team Leader

Presented by: Stephanie Barnes, NEPP East Area Manager

Evaluation of scheme regarding outside agency support undertaken with Tending District Council (TDC)

1. Decision(s) Required

1.1. To decide whether to continue the partnership arrangements, set out below, on a permanent basis.

2. The pilot

2.1. Tending District Council (TDC) has offered a resource to provide additional enforcement at school times for an hour most mornings and afternoons.

2.2. The pilot concerns areas outside schools, at school times, on prearranged beats, so that the enforcement provided can supplement the North Essex Parking Partnership (NEPP) school patrols.

2.3. An initial trial provided additional reactive enforcement around schools at the most critical times at arrival and departure times, for the purpose of road safety, tackling congestion and providing access to local properties.

2.4. A six-month extension of the trial began on Thursday 21st January 2016.

3. Performance & Evaluation

3.1. A Service Level Agreement has been established with TDC and a good working relationship has been established.

3.2. Taking all elements of the trial into consideration, including number, quality and reasons for PCNs issued, with joint input from both authorities, the level of enforcement provided by TDC has provided welcome additional reactive enforcement around schools at the most critical times.

4. Recommendation

4.1. It is recommended that the dual working to becomes a permanent arrangement.



North Essex Parking Partnership

20 October 2016

Title: Essex County Council Scrutiny Committee Minute - Call in of North Essex Parking Partnership Decision

Author: Jonathan Baker

Presented by: Jonathan Baker/Trevor Degville

This report requests the Joint Committee notes the minutes of the Essex County Council Place Services and Economic Growth Scrutiny Committee following a Call in of a Joint Committee decision.

1. Decision(s) Required

- 1.1 For the Committee to note the minutes from the Essex County Council Scrutiny Committee (**Appendix A**) regarding the Call-in of the Joint Committee decision to approve the Essex County Council Order.

2. Reasons for Decision(s)

- 2.1 Following the 30 June 2016 meeting of the North Essex Parking Partnership Joint Committee, Essex County Council received notification of a call in regarding the decision to approve the Essex County Council (Uttlesford District)(Permitted Parking and Special Parking Area)(Amendment No.40) Order. The Call in was submitted by Councillor Pond, following a request from Councillor Lodge.
- 2.2 In line with the Essex County Council procedure, once the call in had been confirmed, an informal meeting was held with the Councillors Pond and Lodge, as well as representatives from Essex County Council, the North Essex Parking Partnership, and Uttlesford District Council, including Councillor Barker. Following the meeting the Councillor Pond and Councillor Lodge requested that the decision be referred to the full Scrutiny Committee for consideration.
- 2.3 The Place, Services and Economic Growth Scrutiny Committee took place on 12 September 2016, and the minutes for the Committee to note are attached in **Appendix A**. The minutes of the meeting state that no further action be taken by the Committee in respect of this call in.

3. Alternative Options

- 3.1 No alternative options.

4. Supporting Information

- 4.1 Further information from the Essex County Council Place, Services and Economic Growth Scrutiny Committee can be found on the Essex County Council website. The report and the audio recording from the meeting, can be located here.

<http://cmis.essexcc.gov.uk/essexcmis5/CalendarofMeetings/tabid/73/ctl/ViewMeetingPublic/mid/410/Meeting/3708/Committee/129/SelectedTab/Documents/Default.aspx>

Appendices

Appendix A – Essex County Council Places, Services and Economic Growth Scrutiny Committee minutes – 12 September 2016

Minutes of the meeting of the Place Services and Economic Growth Scrutiny Committee, held in Committee Room 1 County Hall, Chelmsford, Essex on Monday, 12 September 2016

Present:

Councillor D Louis (Chairman)	Councillor N Hume
Councillor K Bobbin	Councillor J Huntman
Councillor T Cutmore	Councillor S Robinson
Councillor A Erskine	Councillor C Sargeant
Councillor I Grundy	Councillor C Seagers
Councillor T Hedley	Councillor A Wood
Councillor T Higgins	

The following Officers were present in support throughout the meeting:

Paul Turner	Monitoring Officer (Items 1-6 only).
Christine Sharland	Scrutiny Officer
Ian Myers	Committee Officer

1 Membership of the Committee

The Committee noted its revised membership as agreed by Full Council in July 2016. Councillor Anne Turrell had replaced Councillor Tony Durcan as a member of the Committee

2 Apologies and Substitution Notices

The Committee Officer reported the following apologies:

- Councillor Chris Pond, who was being substituted by Councillor Colin Sargeant
- Councillor Susan Barker, who was being substituted by Councillor Andy Erskine
- Councillor Kay Twitchen, who was being substituted by Councillor Norman Hume
- Councillor Carlo Guglielmi, who was being substituted by Councillor Colin Seagers
- Councillor David Kendall, who was being substituted by Councillor Theresa Higgins
- Cllr Anne Turrell

3 Minutes

The minutes of the meeting held on 26 May 2016 were agreed as a correct record and signed by the Chairman.

4 Declarations of Interest

Councillor Susan Barker mentioned that she was attending the meeting as an Uttlesford District Council representative.

Councillor Theresa Higgins mentioned that she was a Member of Colchester Borough Council.

5 Questions from the Public

There were no questions from the public.

6 Call In of Decision FP/556/07/16: The North Essex Parking Partnership Joint Committee

The Committee considered report PSEG/17/16 setting out the background to the call in of the above decision by Councillor C Pond.

At the outset the Chairman confirmed the options available to the Committee when it reached its conclusions on the call in. He indicated that the Committee intended to consider the matter as follows:

- A statement from Councillor Pond, who had submitted his apologies.
- Councillor Lodge, as the local member, and his supporters would receive up to 30 minutes to present their case for calling in the decision.
- Representatives of the North Essex Parking Partnership (NEPP) would receive up to 30 minutes to respond to the call in.
- The Committee would then proceed to ask questions and debate the item
- To reach its conclusion on the call in the Committee would then have to agree to one of the following options:
 - To refer the decision back to the decision maker namely the NEPP Joint Committee, giving clear reasons for the referral, or
 - To refer the matter to Full Council, or
 - To accept the decision be implemented.

A substantial amount of information had been circulated to the Committee prior to the meeting in addition to the material circulated with the papers, including:

- Saffron Walden Occupancy Survey, commissioned by Colchester Borough Council, August 2016
- The Committee had been copied into various exchanges of emails initiated by Councillor Lodge around some of the evidence submitted by the NEPP.

On behalf of Councillor Pond, Councillor Sargeant read out the following statement:

"My part in this call in has been entirely accidental. As well as giving rights to members of the relevant scrutiny committee, the Constitution permits a Member to call in a decision him or herself if the decision affects his/her local division particularly adversely. The Constitution, however, also requires in such an eventuality that the assent of the chairman of the committee be obtained. Since Councillor Louis was uncontactable during the prescribed period, I agreed to call in the decision myself purely so that

the time limits could be adhered to. I attended the informal meeting, and handed over the conduct of the case there entirely to Councillor Lodge.

This meeting had to be held at a time I could not make on September 12 to suit the main protagonists and because of time constraints. Therefore it will be Councillor Lodge who again conducts his own case. Councillor Chris Pond."

The case presented by Councillor Lodge in support of the call in

Councillor Lodge stated that the proposed waiting restrictions were complex and the situation was some eight years old. There was much supporting documentation, nevertheless he said that in his view the case hinged on whether the traffic regulation order (TRO) was old, amended or brand new. He believed there was substantial evidence to support his case that it was a new proposal dating from late 2015 and, as such, should be subject to newly adopted procedures which, he stated, that had to be adhered to before it could be taken forward.

Councillor Lodge called two local witnesses who read out statements to the Committee challenging various aspects of the NEPP decision to implement any new waiting restrictions in Saffron Walden.

Dan Starr, Chairman of WeAreResidents at Saffron Walden challenged the proposed TRO for various reasons that included:

- The scheme was a poorly conceived and would adversely impact upon local amenity affecting a mile of road. He claimed that if a similar scheme was imposed in Chelmsford it would have the effect of removing 2000 parking places from that town.
- The TRO was opposed by over 90% of consultation responders.
- No process documentation had been produced in response to a Freedom of Information (FOI) request.
- The NEPP Joint Committee had been misled by the applicant on a number of occasions as there was no evidence to substantiate the proposals. Consequently the Joint Committee decision was faulty. Claims that the waiting restrictions were a feature of Section 106 obligations from a 2008 planning approval were incorrect, the proposals were not required as a result of local development.
- He challenged that the roads in question were dangerous, and asserted that no sound reasons had been put forward to substantiate the proposals. They were not part of a local air quality action plan.
- The routes did not comply with the Essex County Council intervention policy, and there have been no complaints by the emergency services or LGV operators
- Legislation changes in early 2015 that were introduced to give communities more voice had been ignored.

Councillor Lodge reiterated that no account had been taken of the fact that Saffron Walden Town Council had been unanimous across the political

parties in its opposition to the proposals, and those calling in the decision perceived that its consent was necessary for the TRO to be implemented. All the town's Councillors on Uttlesford District Council and himself as the Local County Councillor were opposed to the restrictions.

Councillor Paul Gadd, a local Town Councillor and resident focussed on the procedural irregularities he perceived on the way the TRO had been promoted, and the local opposition to its implementation. He included the following points in his presentation:

- The proposal was first presented in October 2015; he stated that there was no documentation relating to the proposal before then.
- Uttlesford District Council (UDC) had claimed no consent was necessary as it started before 2013.
- NEPP cannot produce any documents or details relating to a 2008 scheme.
- He drew attention to a flowchart adopted by the NEPP in October 2015 to describe the processes around TRO proposals, including reference to the submission of an application form, or 50% local support for the scheme as referred to in the 2013 Policies.
- In his opinion there had been a complete failure of process.

Councillor Lodge disputed any NEPP claims that the TRO was for an essential scheme as there was no evidence to support such a view. He drew particular attention to various quotes from sections of Appendix D to reinforce the points made by his witnesses, opposition to the implementation of the TRO, and support for his interpretation of the situation in that the decision was faulty as it was based on a new scheme where proper procedural requirements had not been complied with.

Upon questioning by the Chairman Cllr Lodge acknowledged that there was no procedural requirement in the NEPP policy which stated that the town council's consent had to be obtained. Cllr Lodge stated that the Chairman of the Committee had answered an oral question at a meeting of the committee and said that parish/town council consent should be obtained. This was not however incorporated in the published procedure..

The NEPP response to the call in

At the meeting the NEPP was represented by Councillor Robert Mitchell, Chairman of the NEPP Joint Committee; District Councillor Susan Barker as the Uttlesford District Council representative on the Joint Committee; and Trevor Degville, an Officer representing NEPP.

Councillor Barker introduced the NEPP case by explaining some of the history and the makeup of the proposed TRO and the subject of the Joint Committee decision that had been called in.

- A number of the roads in the TRO were included in the Air Quality Monitoring Programme that was to be submitted for Uttlesford District Council approval that same week.

-
- The scheme dates back to 2008 and has been designed to improve pedestrian safety. The supporting information provided by the NEPP included various exchanges of emails to illustrate this fact. An audit trail had been included together with a timeline of how the proposed TRO had evolved. A number of proposals that had emerged at different times had been collated into the one Order to present a whole picture of restrictions in the town, rather than advertising individual proposals on an ad hoc basis.
 - It was acknowledged that the proposed TRO had become a very emotive topic. Nevertheless it had been the subject of local discussions as it had evolved over a long period of time and those discussions had included the Town Council.
 - Irregular parking along some of the affected roads prevented them from being used as an east-west link for HGVs travelling from one side of Saffron Walden to the other avoiding the town centre, which is within an air quality management zone.
 - There are existing waiting restrictions on some of the roads affected. Consequently she estimated that around 60 potential places might be affected rather than the 200 vehicles as claimed.
 - The Amendment No 40 TRO has been advertised in line with statutory legal requirements. It is an amendment to an existing 2008 TRO. Contrary to the claims made by those calling in the decision, it was not a new scheme

Trevor Degville confirmed that the making of the TRO complied with NEPP policies and legal requirements, which was reflected in the report considered by the Joint Committee on 30 June.

Councillor Mitchell, the Joint Committee Chairman, highlighted to the Committee that:

- The Essex Parking Partnerships had in fact only been established in 2011, and the NEPP had inherited proposals from Essex County Council including a number of restrictions for Saffron Walden that dated back to 2008. He drew attention to the numbering regime used by the NEPP to identify proposals, which provided an indication of their history. In Uttlesford District proposals have a '100' prefix followed by 3 unique numbers. Reference to scheme '552' confirmed that it predated the establishment of the Joint Committee.
- Proposals for waiting restrictions at Saffron Walden had been co-ordinated and developed by the NEPP since it was established in 2011, and had culminated in the Uttlesford TRO now under consideration.
- Proposals do take time to design and develop for the purpose of inclusion in a TRO.
- He drew attention to steps that are being taken by the NEPP to develop a database to track the progress of proposals to improve transparency on individual schemes. It was intended that the database would be available on the NEPP website for the public.
- The NEPP adopted new protocols in October 2015, but again he stressed that the TRO that had been approved by the Joint Committee was not a

new scheme.

Committee debate

Following the cases presented by both parties, the Committee proceeded to cross examine the evidence and ask questions to clarify understanding on the background to the NEPP Joint Committee decision. In summary it was confirmed that:

- Part of the scheme was being funded by Section 106 money.
- Saffron Walden Town Council was a consultee in the TRO making process, but its consent was not required for the implementation of proposals.
- There are no legal requirements to secure local support for the TRO to go ahead.
- The NEPP approach is to have one current TRO in each district that consolidates all waiting restrictions across that district. Whenever NEPP wishes to change the restrictions in the order it brings forward proposals for amendments to that order. Those amendments are brought forward in batches – each batch results in a single amendment order, with each amendment order being allocated a number. The proposals which have been called in are those included in Amendment no 40 to the Uttlesford order. .
- Some Members did question whether or not the use of the term ‘amendment’ to describe TROs could confuse the public particularly in this case where there was local opposition to proposals that were perceived by some to be new proposals in Saffron Walden. It was confirmed that this was the correct description.
- Clarification had been sought on the role of the flowchart ‘Procedure flowchart for the introduction of TRO showing approval by Localism Panel or district Committee/Cabinet to support schedules going forward’ that had been referred to by Councillor Lodge. NEPP confirmed that it had been developed by officers last year as a way of illustrating the latest reiteration of NEPP Policies. It had been produced to assist understanding of the process involved for schemes that would come forward in the future rather than being applicable for historical schemes including those inherited from the County Council.
- It was confirmed that proposals for new schemes could originate from different sources. While Councillor Lodge had emphasised schemes coming forward from residents requiring 50% local support, other schemes could be brought forward by Essex County Council as the Highway Authority or by the NEPP itself on highway and road safety grounds.
- In the reasons given for the call in, attention was drawn to reason 8 that accused the applicant of deliberately misleading the Joint Committee debate. Councillor Barker, UDC, identified herself as having been described as ‘the applicant’ and pointed out that Councillors Pond and Lodge had not been present at the Joint Committee meeting on 30 June. She explained her role in the meeting, reasons for the advice she had given, and why she did not believe that she had misled the Joint

Committee.

- There were differences of opinion between the parties as to the length of road and number of parking places 'lost'. However, NEPP representatives stated that the majority of properties fronting the roads affected did have their own off street parking facilities. Some of the parking arose due to residents who lived closer to the town centre with limited parking facilities.
- Attention was drawn to comments in some of the letters of support and objection referred to in the Joint Committee report dated 30 June 2016, for instance the highways infrastructure at Saffron Walden and diverting traffic away from the town centre.. A Committee Member pointed out that improved traffic movement does contribute to reduced vehicle emissions and improved air quality.
- In response to questions from the Committee, it was ascertained that a majority of local Town and District Councillors had objected to the proposals rather than there being unanimous opposition.

The Chairman reminded those present of the options available to the Committee by way the action it could take in respect of the NEPP Joint Committee decision.

Before the Committee made its decision, the Chairman gave both parties a final opportunity to highlight the main points of their cases:

Councillor Lodge

- There have been many assertions that this is an old scheme, but those calling in the decision consider that there has been no evidence to support such a view.
- Morally, the new TRO was a new scheme requiring the new Policy procedures to be invoked.
- There is no application form to support the scheme, and no local consultation in line with the TRO making processes.

NEPP Chairman

- The NEPP had clearly evidenced in its written submissions the make up of the Amendment No 40 TRO, including the old Essex County Council scheme.
- The legal procedures had been followed, and application forms were not required in this case.
- Professional officers have designed and developed proposals, and schemes can and have been brought forward by the County Council.
- The proposed restrictions are sensible as they address some of the existing highways concerns in and around Saffron Walden including pedestrian safety, traffic flow, and air quality.
- There is alternative parking available in Saffron Walden

During consideration of the evidence put forward by all parties, the Committee took into account all the various information submitted for its attention

A motion was put forward by Councillor Wood that was seconded by Councillor Seagers that no further action be taken by the Committee in respect of this call in.

Upon a vote being taken with seven (7) in favour, four (4) against and one (1) abstention, it was agreed that no further action be taken by the Committee on this

call in. Therefore the decision of the NEPP Joint Committee would be confirmed and implemented.

At the close of the item Councillor Louis expressed his hope that both parties to the call in felt that they had had a fair hearing. In turn those parties agreed that the proceedings had been conducted fairly.

7 Call in: Decision FP/566/08/16: Tackling the Illegal Disposal of Waste at RCHW Centres

The Committee noted report PSEG/18/16 concerning the call in of the above Cabinet Member decision to tackle the illegal disposal of waste at Recycling Centres for Household Waste (RCHW) by Councillor Pond.

Following an informal meeting with the Cabinet Member, Councillor Walsh, and Councillor Pond had withdrawn his call in as detailed in the report.

8 Local Highways Panels

The Committee noted report PSEG/19/16 concerning its workshop held in June 2016, which had included a briefing on the Local Highways Panels (LHPs).

Following the workshop the Committee was consulted upon the proposed new terms of reference for the LHPs, and Members' responses to the Cabinet member were set out in the report.

9 Local Bus Consultation: Local Bus Tender Round 2017

The Committee noted report PSEG/20/16 concerning the Local Bus Consultation - Tender Round 2017.

It was confirmed that Helen Morris, Director for Place Commissioning, would be attending the meeting on 22 September to provide an update on passenger transport matters.

10 Highways Surface Dressing Site Visit

The Committee noted report PSEG/21/16 providing a record of its Highways Surface Dressing site visit that took place in June.

11 Date of Next Meeting

It was noted the next meeting of the Committee will be held on Thursday 22 September 2016

There being no further business the meeting closed at 1.10pm

Chairman



North Essex Parking Partnership

20 October 2016

Title: North Essex Parking Partnership Operational update
Author: Lou Belgrove, NE Parking Partnership
Presented by: Lou Belgrove, Business Manager, NE Parking Partnership

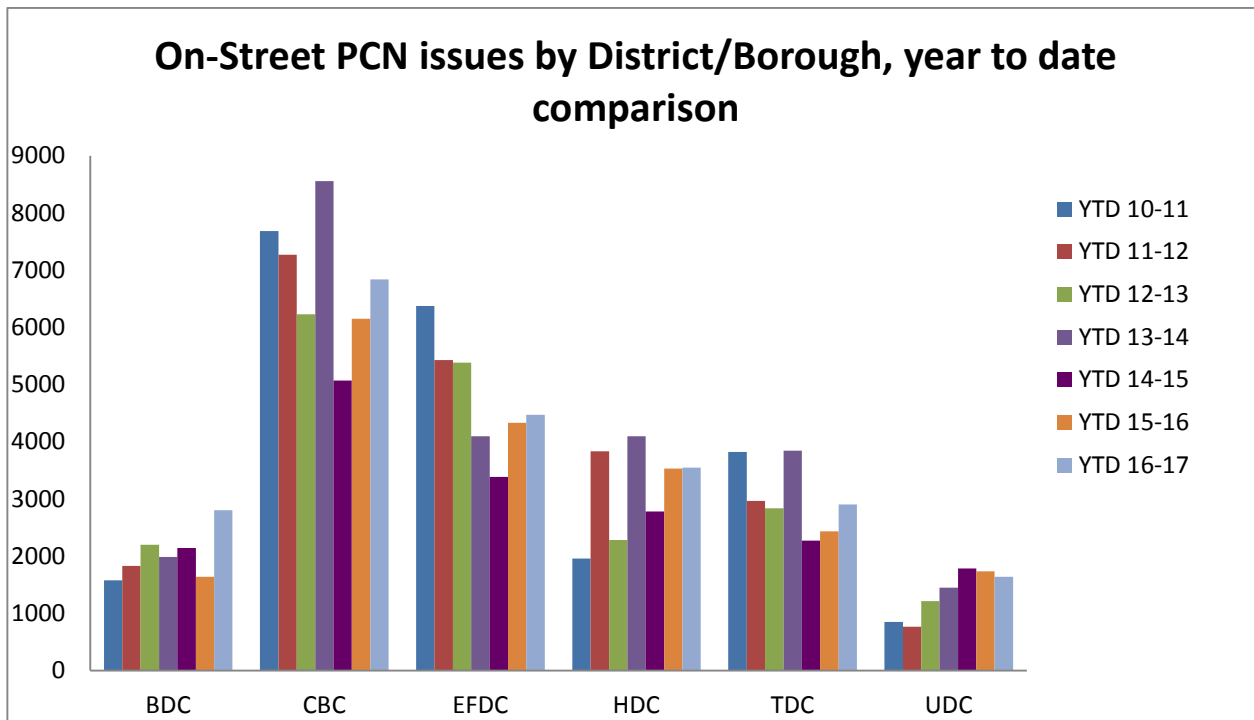
The report gives Members an overview of operational progress since June 2016.

1. Decision(s) Required

1.1. To note the content of the report.

2. On - Street Performance measures

2.1. The following graph (supported by data in Appendix 1) shows the issue rate of all Penalty Charges for the on-street function, with a year to date comparison.



2.2. The number of PCNs issued is mostly dependent upon staff resources. Availability has increased recently and this is shown in the upturn in issue rates.

2.3. A new lone-worker solution has now been provided and together with the body-worn video system this has increased the amount of patrols now possible.

3. Enforcement

3.1. Recruitment

Recruitment continues with adverts currently out across the Partnership in all relevant job centres and job websites. Some vacancies remain across all Districts, but a recruitment assessment day which has recently taken place resulted in a number of successful candidates being selected for interview.

The production of a recruitment video is still on-going, which will be used in the various social media channels which NEPP uses, in order to promote employment with the service.

3.2. Body Worn Cameras (BWC)

The project to introduce BWC to all CEO's across the NEPP is complete.

The devices have been welcomed by the CEO's who are appreciative of the added protection which are now worn at all times (when on patrol) as part of their personal protective equipment (PPE).

There were some initial technical issues with the hardware which have now been resolved.

3.3 Park Safe Car

Following the Joint Committee's decision to allocate funding from the reserves at a previous meeting to a number of projects, officers initiated a project to procure a new Park Safe enforcement vehicle.

The project is ongoing with the vehicle expected to be delivered during October 2016. Once in operation it will be used to effectively enforce restrictions outside schools, bus-stops, collect vehicle movement and survey data as well as acting as a further addition to the NEPP vehicular fleet.

3.4 Serious Assault on CEO

On the 8th September, one of the CEOs in the East was seriously assaulted by a member of the public. The attack resulted in the CEO having his jaw broken which led to hospitalisation, an operation and now a lengthy physical and mental recovery for the officer.

The offending member of the public was arrested and released on police bail pending a Court date in the coming months.

The officer is being fully supported by his management team and full internal investigation has been carried out to ensure nothing more could have been done to avoid the situation.

NEPP will now work closely with the police in the hope that the case is brought to a satisfactory conclusion.

4. Back Office/Business Unit

4.1 MiPermit

The project to allow residents to apply for a resident permit online is now complete. Residents are now able to complete an online form and verification of residency will be confirmed via a council tax “look up” by an officer.

The new process means the customer can “self-serve” without the need to contact NEPP and eliminates the paper intensive process which was previously in place.

4.2 NEPP Website

The NEPP website has now been redesigned. NEPP officers worked closely with colleagues from Colchester Borough Council and Chipside Ltd to redesign the NEPP website which went live at the beginning of August.

The new look has an educational, customer friendly feel which was developed to replace the previously transactional feel of the old site.



Whilst still including the old, but necessary pages for paying and challenging PCNs, new features covering all aspects of NEPP have been included as well as creating a home for the Blog and up-to-date information on the whereabouts of the Park Safe car.

There will be a “phase two” to the redesign which will include the development of the TRO database and the introduction of a content management system (CMS) which will allow NEPP officers to update the content of the website without the reliance on the software provider.

5.0 Future work

The issues outlined at the last meeting, and discussed with Client Officers recently, make up the future work of the NEPP. The focus will remain on generating further efficiency in office systems and patrol deployment through “smarter enforcement” in order to reduce costs, together with a significant number of projects already programmed as part of the service review.

Appendix 1 – Operational Update

On Street PCNs by month, per District/Borough																						
	BDC	CBC	EFDC	HDC	TDC	UDC		BDC	CBC	EFDC	HDC	TDC	UDC		BDC	CBC	EFDC	HDC	TDC	UDC		
Apr-10	369	1605	1142	446	424	159		Apr-13	444	1790	857	685	921	265		Apr-16	425	1376	762	709	553	335
May-10	359	1555	1437	391	767	177		May-13	373	2132	947	781	1002	263		May-16	522	1440	1018	853	643	378
Jun-10	301	1471	1271	347	789	142		Jun-13	385	1519	802	858	736	324		Jun-16	617	1318	959	730	507	294
Jul-10	289	1293	1380	397	1108	172		Jul-13	446	1782	748	880	727	322		Jul-16	597	1321	882	681	567	317
Aug-10	262	1758	1143	380	734	199		Aug-13	337	1331	741	892	461	278		Aug-16	643	1383	850	577	637	317
YTD 10-11	1580	7682	6373	1961	3822	849		YTD 13-14	1985	8554	4095	4096	3847	1452		YTD 16-17	2804	6838	4471	3550	2907	1641
Sep-10	321	1596	1283	386	607	207		Sep-13	382	1154	661	610	372	274		Sep-16						
Oct-10	323	1981	1284	473	738	249		Oct-13	351	1234	858	566	523	212		Oct-16						
Nov-10	339	2057	1554	897	617	293		Nov-13	359	1250	940	783	549	333		Nov-16						
Dec-10	235	1151	1105	490	314	94		Dec-13	360	1077	883	682	326	273		Dec-16						
Jan-11	286	1803	1448	692	506	132		Jan-14	423	984	854	583	338	423		Jan-17						
Feb-11	263	1464	1151	795	453	149		Feb-14	345	1191	659	522	301	250		Feb-17						
Mar-11	290	1360	1222	543	216	118		Mar-14	310	1224	768	630	484	283		Mar-17						
FY 10-11	3637	19094	15420	6237	7273	2091		FY 13-14	4515	16668	9718	8472	6740	3500								
Apr-11	298	1441	1081	700	593	139		Apr-14	368	910	729	453	367	307								
May-11	383	1483	1079	837	464	146		May-14	486	1021	746	633	500	362								
Jun-11	321	1449	1058	900	497	139		Jun-14	479	926	538	461	357	369								
Jul-11	344	1556	1154	853	747	149		Jul-14	339	927	747	671	434	345								
Aug-11	484	1340	1059	543	667	196		Aug-14	472	1285	624	565	612	402								
YTD 11-12	1830	7269	5431	3833	2968	769		YTD 14-15	2144	5069	3384	2783	2270	1785								
Sep-11	483	1257	1223	567	489	195		Sep-14	472	950	691	630	443	395								
Oct-11	467	1620	1250	670	588	214		Oct-14	491	1052	740	662	352	436								
Nov-11	364	1214	1319	751	437	186		Nov-14	479	1262	837	741	465	318								
Dec-11	314	1123	1404	703	364	163		Dec-14	426	1241	820	683	408	327								
Jan-12	403	1141	1287	679	445	164		Jan-15	447	1190	773	649	535	478								
Feb-12	246	843	1099	451	302	126		Feb-15	556	1171	740	618	442	449								
Mar-12	321	1157	1260	295	487	147		Mar-15	545	1208	745	540	451	559								
FY 11-12	4428	15624	14273	7949	6080	1964		FY 14-15	5560	13143	8730	7306	5366	4747								
Apr-12	434	1195	1074	362	566	194		Apr-15	360	1258	781	694	279	391								
May-12	379	1388	1200	422	484	202		May-15	520	1372	1072	785	452	482								
Jun-12	389	1171	940	540	525	236		Jun-15	236	1161	798	679	441	295								
Jul-12	474	1225	1091	509	596	275		Jul-15	244	1259	717	648	561	320								
Aug-12	525	1249	1076	449	667	308		Aug-15	281	1102	963	725	701	246								
YTD 12-13	2201	6228	5381	2282	2838	1215		YTD 15-16	1641	6152	4331	3531	2434	1734								
Sep-12	504	1375	723	369	361	261		Sep-15	381	1219	846	763	394	323								
Oct-12	448	1491	749	603	376	294		Oct-15	619	1314	937	775	368	393								
Nov-12	431	1631	656	818	432	312		Nov-15	640	1467	1027	888	611	465								
Dec-12	459	1515	603	760	539	209		Dec-15	440	1305	802	622	416	188								
Jan-13	467	1565	576	535	470	258		Jan-16	399	1441	777	602	437	277								
Feb-13	570	1799	723	545	575	262		Feb-16	524	1394	794	662	442	345								
Mar-13	437	1804	905	744	865	256		Mar-16	557	1103	849	803	380	519								
FY 12-13	5517	17408	10316	6656	6456	3067		FY 15-16	5201	15395	10363	8646	5482	4244								



North Essex Parking Partnership

20 October 2016

Title: Forward Plan 2016/2017

Author: Jonathan Baker

Presented by: Jonathan Baker

This report concerns the Forward Plan of meetings for the North Essex Parking Partnership

1. Decision(s) Required

1.1 To note the North Essex Parking Partnership Forward Plan for 2016/17.

2. Reasons for Decision(s)

2.1 The forward plan for the North Essex Parking Partnership Joint Committee is submitted to each Joint Committee meeting to provide its members with an update of the items scheduled to be on the agenda at each meeting.

3. Supporting Information

3.1 The Forward Plan is reviewed regularly to incorporate requests from Joint Committee members on issues that they wish to be discussed.

3.2 Meeting dates for the North Essex Parking Partnership have been uploaded to both the Parking Partnership website and Colchester Borough Council's committee management system.

**NORTH ESSEX PARKING PARTNERSHIP (NEPP)
FORWARD PLAN OF WORKING GROUP AND JOINT COMMITTEE MEETINGS 2016-17**

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
Joint Committee for On/Off Street Parking (AGM)	26 May 2016 10-12pm Grand Jury Room, Town Hall Colchester	30 June 2016 1.30 pm Grand Jury Room, Town Hall, Colchester	<p>The Essex County Council (Uttlesford District) (Permitted Parking and Special Parking Area) (Amendment No.40) Order – Consideration of Objections</p> <p>Annual Review of Risk Management</p> <p>Annual Governance Review and Internal Audit</p> <p>Commuter Parking</p> <p>ECC Scrutiny and extension of NEPP Agreement</p> <p>NEPP On and Off Street Financial Position 2015/16</p> <p>NEPP Annual Report Data for 2015/16</p> <p>Traffic Regulation Orders Update</p> <p>North Essex Parking Partnership On and Off Street Operational Report</p> <p>Forward Plan 16/17</p>	<p>Trevor Degville (PP)</p> <p>Hayley McGrath (CBC)</p> <p>Hayley McGrath (CBC)</p> <p>Trevor Degville(PP)</p> <p>Richard Walker</p> <p>Lou Belgrove (PP)/Richard Walker (PP)</p> <p>Richard Walker (PP)</p> <p>Trevor Degville (PP)</p> <p>Lou Belgrove (PP)</p> <p>Jonathan Baker (CBC)</p>
Joint Committee for On/Off Street Parking	29 September 2016 S17, Rowan House 10-12pm	20 October 2016 1.00pm Epping District Council	<p>TRO Schemes for approval and update</p> <p>TRO – Paringdon Road, Harlow</p> <p>TRO – Disabled Bay Holder Permit Bays</p>	<p>Trevor Degville/Shane Taylor (PP)</p> <p>Trevor Degville (PP)</p> <p>Trevor Degville (PP)</p>

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
	Colchester		Budget Update: 6 month position Annual Report Essex County Council Scrutiny Committee Minute Operational Update Introduction of new £1 coin Forward Plan 16/17	Lou Belgrove (PP) Richard Walker (PP) Jonathan Baker (CBC)/Trevor Degville (PP) Lou Belgrove (PP) Trevor Degville Jonathan Baker
Joint Committee for On/Off Street Parking	24 November 2016 G3, Rowan House 10-12pm Colchester	15 December 2016 1.00pm Braintree District Council	NEPP Budget Update Period 8 Commuter Parking Essex County Council Review Decision Schools report Traffic Regulation Order Policy Update Operational Report Forward Plan 16/17	Lou Belgrove (PP) Richard Walker/Trevor Degville (PP) Richard Walker (PP) Richard Walker (PP) Richard Walker (PP) Lou Belgrove (PP) Jonathan Baker (CBC)
Joint Committee for On/Off Street Parking	2 March 2017 G3, Rowan House 10-12pm Colchester	30 March 2017 1.00pm Tendring District Council	Finance Update Period 10 Budget 2017-18 TRO Schemes for approval Forward Plan 16/17	Richard Walker (PP) Richard Walker (PP) Trevor Degville/Shane Taylor (PP) Jonathan Baker (CBC)

COMMITTEE / WORKING GROUP	CLIENT OFFICER MEETING	JOINT COMMITTEE MEETING	MAIN AGENDA REPORTS	AUTHOR
Joint Committee for On/Off Street Parking	1 June 2017, S17, Rowan House, 10-12pm Colchester	22 June 2017 1.00pm Rowan House Colchester Borough Council	Annual Governance Review and Internal Audit Annual Review of Risk Management NEPP On and Off Street Financial Position 2016/17 Draft Annual Report Technical Team Update Operational Report Forward Plan 17/18	Hayley McGrath (CBC) Hayley McGrath (CBC) Lou Belgrove (PP)/Richard Walker (PP) Richard Walker (PP) Trevor Degville (PP)/Shane Taylor (PP) Lou Belgrove (PP) Jonathan Baker (CBC)

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North Essex Parking Partnership

Joint Working Committee Off-Street Parking

**Council Chamber, Epping Forest
District Council, Civic Offices,
High Street, Epping, CM16 4MZ**

20 October 2016 at 1.00 pm

The vision and aim of the Joint Committee is to provide a merged parking service that provides a single, flexible enterprise of full parking services for the Partner Authorities.

North Essex Parking Partnership

Joint Committee Meeting – Off-Street

Thursday 20 October 2016 at 1.00 pm

Council Chamber, Civic Offices, High Street, Epping, CM16 4MZ

Agenda

Attendees

Executive Members:-

Susan Barker (Uttlesford)
Mike Lilley (Colchester)
Robert Mitchell (Braintree)
Danny Purton (Harlow)
Gary Waller (Epping Forest)

Officers:-

Lou Belgrove (Parking Partnership)
Jonathan Baker (Colchester)
Trevor Degville (Parking Partnership)
Qasim Durrani (Epping Forest)
Gordon Glenday (Uttlesford)
Joe McGill (Harlow)
Samir Pandya (Braintree)
Liz Burr (ECC)
Shane Taylor (Parking Partnership)
Alexandra Tuthill (Colchester)
Richard Walker (Parking Partnership)
Matthew Young (Colchester)

	Introduced by	Page
1. Welcome & Introductions		
2. Apologies and Substitutions		
3. Declarations of Interest The Chairman to invite Councillors to declare individually any interests they may have in the items on the agenda.		
4. Have Your Say The Chairman to invite members of the public or attending councillors if they wish to speak either on an item on the agenda or a general matter.		
5. Minutes To approve as a correct record the draft minutes of the meeting held 30 June 2016.		1-2
7. Introduction of new £1 Coin To provide an update on the introduction of the new £1 coin	Trevor Degville	3
8. NEPP Off-Street financial position for 2015/2016 This report sets out the six monthly financial position on the North Essex Parking Partnership (NEPP) On-street budget	Lou Belgrove	4-5
9. Off-Street Operational Update This report gives Members an update of operational progress since the last Operational Report in June 2016.	Lou Belgrove	6-10

NORTH ESSEX PARKING PARTNERSHIP JOINT COMMITTEE FOR OFF-STREET PARKING

**30 June 2016 at 1.30pm
Grand Jury Room, Colchester Town Hall, High Street,
Colchester, Essex, C01 1PJ**

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)

Substitutions:-

Councillor Will Breare-Hall for 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)
Roger Harborough (Uttlesford District Council)
Joe McGill (Harlow District Council)
Samir Pandya (Braintree District Council)
Shane Taylor (Parking Partnership)
Alexandra Tuthill (Colchester Borough Council)
Richard Walker (Parking Partnership)
Matthew Young (Colchester Borough Council)

1. Appointment of Chairman

RESOLVED that Councillor Mitchell (Braintree District Council) be elected Chairman of the North Essex Parking Partnership (NEPP) Joint Committee for Off-Street Parking for 2016/17.

2. Appointment of Deputy Chairman

RESOLVED that Councillor Barker (Uttlesford District Council) be elected Deputy Chairman of the North Essex Parking Partnership Joint Committee for Off-Street Parking for 2016/17.

3. Declarations of Interest

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

4. Minutes

RESOLVED that the minutes of the meeting held on 17 March 2016 were approved as a correct record.

5. NEPP Off-Street Financial position for 2015/16

Lou Belgrove, Parking Partnership, presented the NEPP Off-Street Financial position for 2015/16 report. The report requests that the Joint Committee note the current financial position, and decide on a level of surplus provision in balances to be maintained as a reserve and to decide the basis of distribution of any surpluses between Partner Authorities.

The Committee discussed the cost implications of updating cash machines to accept the new £1 coin or accepting wave and pay. Committee members also requested information from the Parking Partnership on whether the cash machines within each of the car parks could be upgraded or whether they would have to be replaced and the cost associated with the upgrade.

Councillor Will Breare-Hall stated that Epping Forest District Council would request that the proportion of the surplus allocated to Epping be withdrawn rather than reinvested.

RESOLVED that:

- a) The NEPP Off-Street financial position for 2015/16 be noted.
- b) The surplus provision of £50,000 be retained in the balances.
- c) Colchester Borough Council, Braintree District Council, Harlow District Council and Uttlesford District Council reinvest the surplus from the Off-Street account.
- d) Epping Forest District Council requested a refund of their pro-rata split of the remaining surplus amount.

6. Off-Street Operational Update

Lou Belgrove, Parking Partnership, presented the Off-Street operational update to the Committee. The report requests that the Committee note the contents of the report.

Lou Belgrove stated that the Partnership have been looking at growing the MiPermit function commercially and have already received interest from Colchester Institute.

Councillor Mitchell highlighted that the Coggeshall car parks in Braintree District had returned into the Off-Street Parking Partnership.

RESOLVED that the Off-Street Operational Update be noted.



North Essex Parking Partnership

NORTH ESSEX **October 20th 2016**

Title: **Introduction of New £1 Coin**

Author: **Trevor Degville**

- To provide an update on the introduction of £1 coins

1. Background

- 1.1. In 2014 central government advised that a new £1 coin was to be introduced. The current £1 coin design was introduced in 1983 and is prone to counterfeiting.
- 1.2. The Royal Mint has previously indicated that one in thirty pound coins currently in circulation are fakes. There are occasions when customers complain that the pay and display machines will not accept their coins when the coins they are trying to pay with are not legal tender.
- 1.3. The new coin will be introduced in March 2017. Following this there will be a 6 month period when both coins will be in circulation.

2. New Coin and effects for NEPP

- 2.1. It is claimed that the new design will make the coin more secure. The coin has a 12 sided shape with rounded edges and corners, a bi-metallic composition which includes two colours and, we are advised, additional Royal Mint anti-counterfeiting technology.
- 2.2. We have checked the validators in the pay and display machines across the Braintree, Colchester and Uttlesford areas. To accept the new £1 coins the validators on the pay and display machines will need to be reprogrammed. This can only be carried out by the machine manufacturer's engineers visiting site to carry out the retune.
- 2.3. The cost of the retune will be £100.80 for each machine. An order has been placed with the manufacturers for this work to be carried out prior to March. Unfortunately, if this upgrade is not carried out the machines will be of limited future use.

3.0 Alternatives

- 3.1 If partner authorities do not wish to have the money systems in their machines upgraded there are options available to them. However, these will cost more than the cost of retuning the pay and display machines and could cause a loss of customers who are currently used to paying with coins.
- 3.2 Pay by phone can be used. There is one car park in the NEPP area where the only payment option available is pay by phone. There are also on-street parking areas where pay by phone is the only payment method available.
- 3.3 Credit/debit card payments. The machines could be reprogrammed to only accept credit/debit and contactless payment methods instead of coins. This would avoid any coin upgrade issues in the future. However, the cost of an upgrade kit will be approximately £2500 per machine.



North Essex Parking Partnership

20 October 2016

Title: NEPP Off-Street financial position at period 6 2016/17
Author: Richard Walker, NEPP Group Manager
Presented by: Lou Belgrove, Richard Walker

This report sets out the six monthly financial position on the North Essex Parking Partnership (NEPP) On-street budget

1. Decision(s) Required

1.1. The report summarises the financial position and issues to date which are presented for information and scrutiny by the Joint Committee.

2. Reasons for Decision(s)

2.1. To ensure prudent financial management of the Partnership

3. Alternative Options

3.1. There is no alternative as this review is part of good financial management

4. Supporting Information

4.1. The detailed budget figures are set out in the Appendix to this report and comment on these are in the following paragraphs.

4.2. Overall savings in the staffing budgets to date are mainly down to the current vacancies in Civil Enforcement Officer (CEO) posts. A sustained effort continues to also reduce costs in both direct and indirect expenditure areas.

5. Recommendations

5.1. It is recommended that the figures and forecast shown in the report and Appendix be noted. Officers will maintain a close watch on the finances and will report back to future meetings with a further update.

Appendix

	A	B	C	D	E	F	G
Off-street Account	2015/2016	2016/2017	2016/2017	2016/2017	2016/2017	2016/2017	2016/2017
<u>Direct costs</u>	Actual Full Year	Actual To date	Budget To date	Variance To date	Forecast	Annual Budget	Projected Variance
Expenditure							
Employee costs:							
Management	16	9	7	2	18	20	(2)
CEOs & Supervision	275	141	179	(39)	281	487	(206)
Back Office	111	62	61	1	123	122	1
Off-street Account	206	101	94	6	201	188	13
Premises costs	6	5	2	3	10	4	6
Transport costs (running costs)	14	7	9	(3)	14	17	(3)
Supplies & Services	392	194	145	49	387	292	95
Third Party Payments	13	8	8	0	15	15	0
	1,033	525	505	19	1,049	1,145	(96)
Income							
Braintree District Council	(147)	(74)	(74)	0	(147)	(147)	0
Epping Forest District Council	(272)	(136)	(136)	0	(272)	(272)	0
Harlow District Council	(68)	(34)	(34)	0	(68)	(68)	0
Uttlesford District Council	(154)	(77)	(77)	0	(154)	(154)	0
Other income	(41)	(12)	0	(12)	(24)	(24)	0
Colchester Borough Council	(676)	(665)	(663)	(1)	(670)	(663)	(6)
	(1,358)	(997)	(984)	(13)	(1,335)	(1,328)	(6)
Total Direct Costs	(325)	(473)	(479)	6	(285)	(183)	(102)
Non-direct costs							
Other non-direct costs	191	159	159	0	159	159	0
Total Non-direct Costs	191	159	159	0	159	159	0
Deficit / (Surplus)	(134)	(314)	(320)	6	(126)	(24)	(102)



North Essex Parking Partnership

20th October 2016

Title: Off-Street Operational Update
Author: Lou Belgrove, NE Parking Partnership
Presented by: Lou Belgrove, Business Manager, NE Parking Partnership

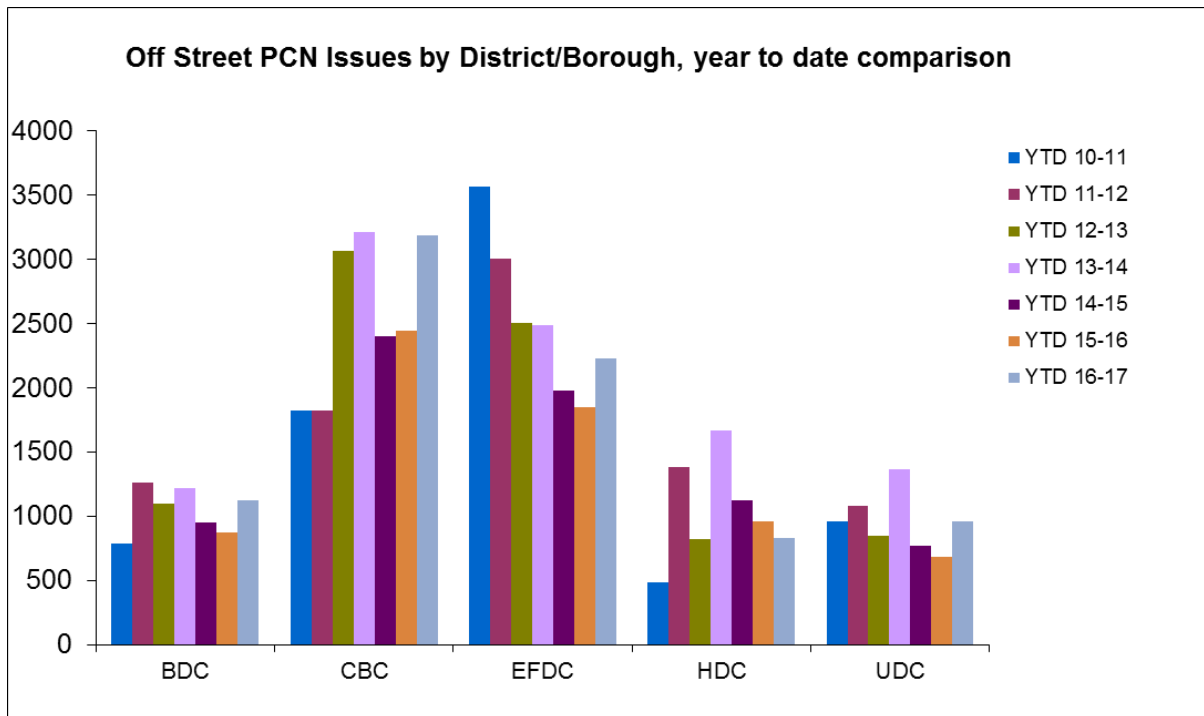
The report gives Members an overview of off-street operational progress since June 2016.

1. Decision(s) Required

1.1. To note the content.

2. Off-Street performance measure

The following graph and data show the issue rate of all Penalty Charges for the off-street function, with a year to date comparison.



2.1. As with the on-street function, the number of PCNs issued is mostly dependent upon staff resources. Availability has increased recently and this is shown in the upturn in issue rates. The new lone-worker solution together with the body-worn video system has increased the amount of patrols now possible.

3.0 Projects

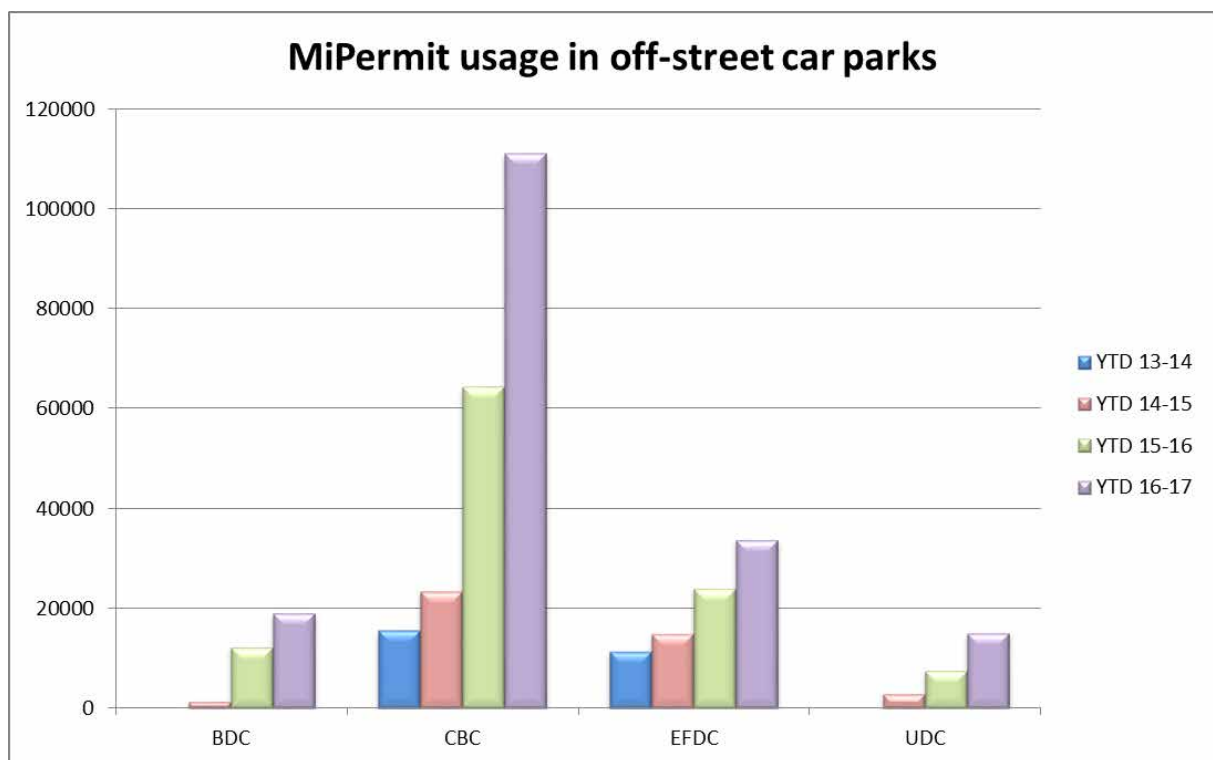
As well as “business as usual” there are also a number of on-going projects which form the current and future off-street work programme:

- New business (Colchester Institute) – NEPP & CBC have supplied a draft SLA to the Institute who are now considering the proposal.
- Priory Street Redevelopment – Work has started on the site and is due for completion early next year.
- Coggeshall – CPC have approached NEPP to ask them to arrange for Stoneham Street car park to be added back into the BDC car park Order to allow a tariff to be applied to the location and for NEPP to then enforce it. BDC are working with the Business Unit to develop a SLA to cover all aspects of the arrangement.

Many of the projects mentioned in the on-street update also apply to the off-street function and will assist in delivering the service in the future.

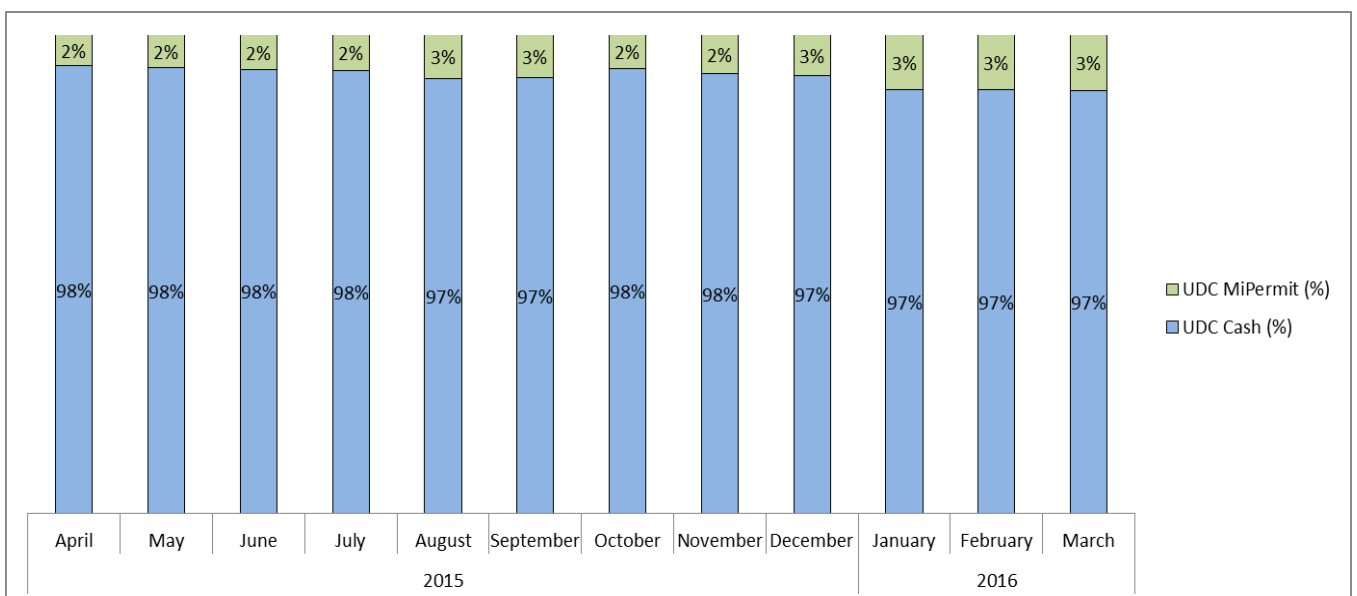
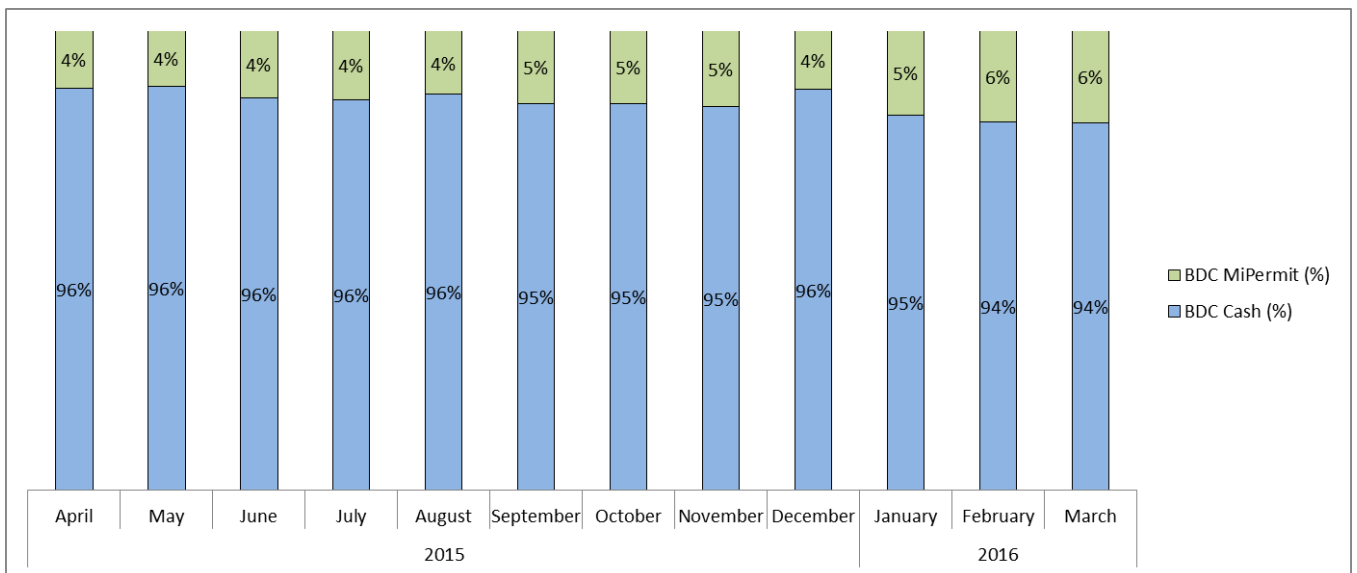
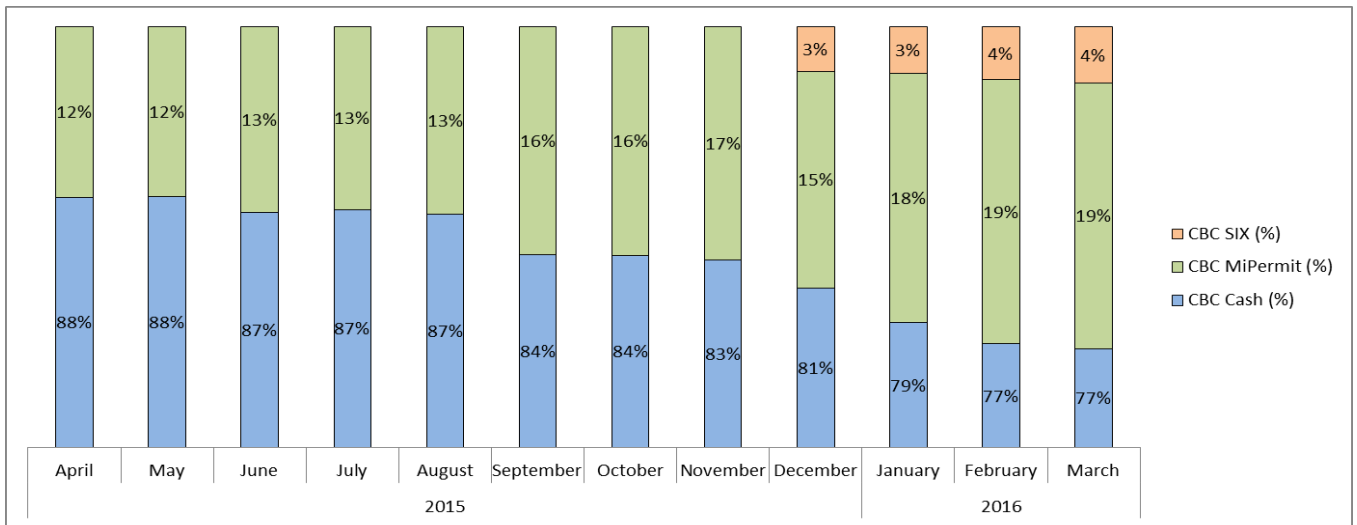
4.0 MiPermit

MiPermit continues to be a popular choice for customers in all of the relevant off-street car parks. The below graph shows the number of virtual purchases made in each district - with a year to date comparison.



Whilst MiPermit use does continue to grow across all relevant districts, it still remains only a small part of the overall income taken, with cash still proving to be the favourite.

The following charts show the percentage take up of the different payment options in the relevant car parks in each district during the last financial year.

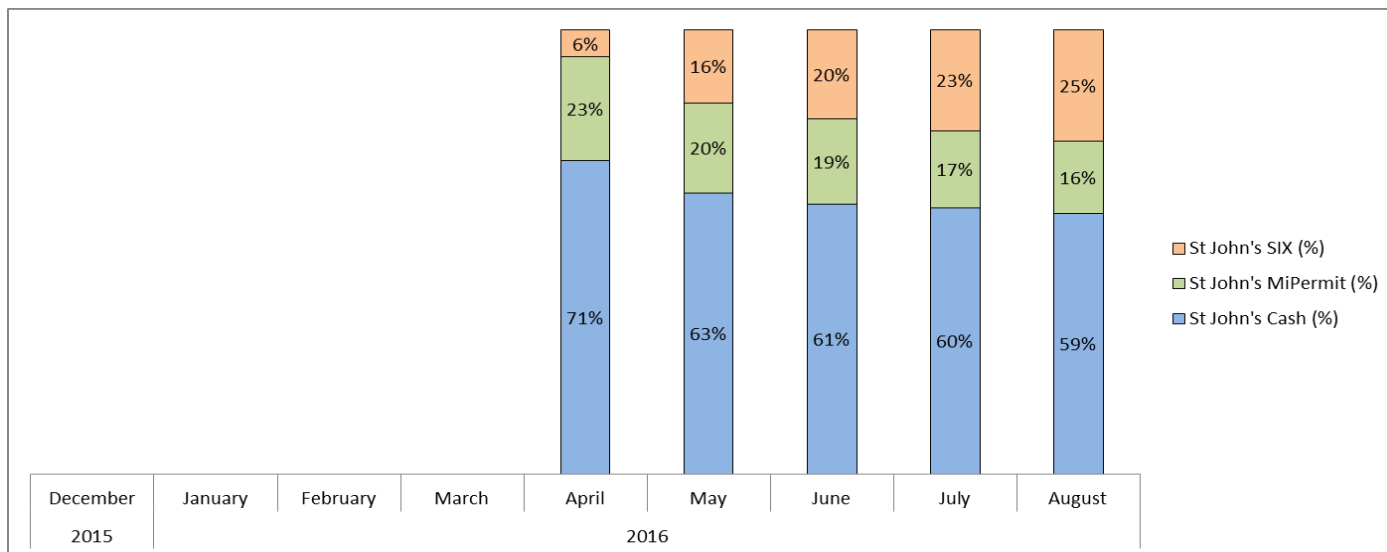
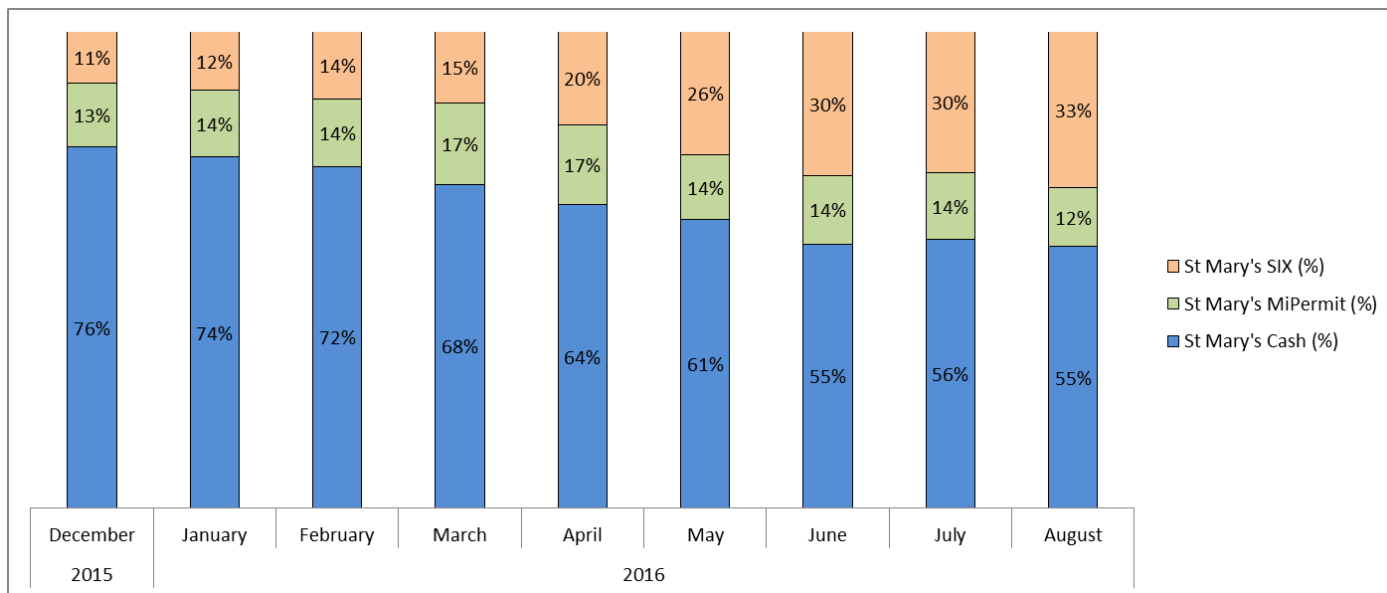


* Information for EFDC not available.

Credit card payments (including both contactless and ApplePay) are also proving to be popular in both of Colchester’s multi-storey car parks. Although not as popular as cash, card payments are currently more popular than the MiPermit option.

It is thought that MiPermit uses are probably purchased by regular users as the usage remains relatively consistent.

The following charts show the percentage take up of each of the payment options in the two car parks to give an indication of the popularity of each type.



*SIX are the company that provide the credit card payment system for CBC.

The above data does prove that payment choices are beginning to reflect the preferred option of the Council – with cash purchases declining and cashless payments increasing month on month.

5.0 Future work

The issues outlined at the last meeting, and discussed with Client Officers recently, make up the future work of the NEPP. The focus will remain on generating further efficiency in office systems and patrol deployment through “smarter enforcement” in order to reduce costs, together with a significant number of projects already programmed as part of the service review.

